

**MINUTES OF MEETING OF THE COMMISSIONERS OF
THE WOOD RIVER DRAINAGE AND LEVEE DISTRICT**



1. Meeting Information

Date: Friday May 15, 2020
 Time: 8:30 AM
 Location: 543 W. Madison Avenue, Wood River, IL 62095
 Teams Meeting Call in Number: +1 708-329-8926; Passcode: 395-197-229#

2. Attendees

Name	Title	Organization
Ronald Carnell	President – Board of Commissioners	Wood River Drainage & Levee District
Charles Johansen	V.P. – Board of Commissioners	Wood River Drainage & Levee District
Nathan Kincade	Commissioner	Wood River Drainage & Levee District
Kevin Williams	Executive Director	Wood River Drainage & Levee District
Mike Allen	Superintendent	Wood River Drainage & Levee District
Brianne England	Secretary Treasurer	Wood River Drainage & Levee District
Hal Graef	Project Manager	U.S. Army Corps of Engineers
James Craney	Managing Partner	Craney Law Group LLC
Lucy Dehner	Agent	The Luken Agency, Inc.

3. Call to Order

The meeting was called to order at 8:30 am by Commissioner Carnell.

4. Public Comments

None

5. U.S. Army Corps of Engineers Comments

5.1. Status of Design Deficiency Corrections

Remaining Features	Summary	Notes
Bid Package 8	22 RW/1 PS in Reach 5	Final design from Wood to USACE received. USACE is verifying completeness.
Pump Stations	3 new PSs in Reach 5	Final design received. USACE is verifying completeness.
RW#1	24 RWs (base + option)	Design complete for 12; awaiting RE Acquisition.
RW#2 / Ditch Work	56 RWs/reconnect Old WR Creek	Seek to drill pilot holes when field conditions are favorable. IDOT Traffic Control permit received, dated 25Mar. Recent request from Mr. Craney to have USACE review the permit for legal sufficiency. USACE has reviewed/responded to Mr. Craney's request including suggested revised language.

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Pump Station Modifications	2 mods (WR and Hawthorne)	65% design Agency Technical Review (ATR) was initiated this week. ATR consists of senior personnel, external to the designer’s home district. WR will be/has been invited to participate in 65% review.
RW#3	44 RWs	Working towards 65% level of design. Approximately 14 pilot holes are complete.
Mitigation		FY21

Features	ROW NTP Issued	ROW Acquisition Deadline	FY20 Contract Award	Consequence
BP8 – 22 RW/PS	17-Jun-19	15-Nov-19	FY21	Delayed execution of existing funds and potential impact on request for funds to complete
3PS	2-Dec-19	17-Jul-20	3-Sep-20	
RW#1	9-May-19	31-July-19	FY21	> 6 month delay requires a new BCOES Review

5.2. Real Estate

- 5.2.1. Farrell Site Access Agreement received (WR D&LD and owners’ signatures)
- 5.2.2. Olin Site Access Agreement received (Olin’s signatures, awaiting WR D&LD’s signature)
- 5.2.3. USACE, WR D&LD, Wood PLC and Marty Reynolds of the Village of Roxanna conducted brief conference call to discuss the new levee features (RWs and PS near Roxanna in Reach 5).

5.3. Enable Pipeline

- 5.3.1. Testing complete, asbestos not detected
- 5.3.2. Wood seeking letter from the owner stating that Enable is abandoning any ownership interest in the pipe within the construction footprint

6. Minutes of the Previous Meetings

A motion was made by Johansen to approve the minutes of the meeting held May 1, 2020; second by Kincade.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

A motion was made by Kincade to approve the minutes of the special meeting held May 6, 2020; second by Johansen.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

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7. Approval of the Bills

A motion was made by Kincade to approve the list of bills presented in the amount of \$34,304.22; second by Johansen.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

8. Treasurer/Financial Report

The prepared financial/balance sheet and Revenue & Expense has been presented to be read and will answer any questions. Motion made by Johansen to approve the Treasurer/Financial Report; second by Kincade.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

9. Superintendent/Maintenance Report

9.1. Pump Stations – Continue to run EA1 to maintain the water level for the USACE. Shut down Wood River Pump Station over the weekend.

9.2. Routine Maintenance – Checking groundhog traps as required. Mowing continues.

9.3. Other – N/A

10. Executive Director Report

- Erosion Repair Project (2019-01)
 - 17 JAN 2020 Contract Execution
 - 24 APR 2020 Submittals Complete
 - TBD Mobilization (Pending lower river levels)
- Gravity Drains Inspection Project (2020-02)
 - Plans received 11 May 2020. On agenda to solicit bids
 - WRDLD will coordinate with Olin in upcoming days
- Relief Well Testing / Inspection Project (2020-03)
 - WRDLD will execute as soon as Wood delivers plans and specifications
 - Will require lower river levels
- System-Wide Improvement Framework (SWIF) LOI
 - 04 OCT 2019 Submitted to the USACE. USACE responded with additional comments
 - TBD WRDLD will resubmit after FEMA certification of all three levee segments
- WRDLD Projects
 - East Alton FM Relocation
 - Work is not yet complete
 - Future discussions with the village will be necessary regarding agreement executed in October of 2017. Will discuss in executive session today.
 - East Alton No. 2 Sluice Gate Replacement

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- Bulkhead installed in the landside structure
- Pricing submitted and approved by the Board
- Shop Drawings submitted and approved
- Materials in hand.
- May be completed as early as next week

- Grassy Lake Pump Station Gravity Drain Sluice Gate Rehab
 - Temporary actuator installed to raise/lower the gate
 - Pricing submitted and approved by the Board
 - Shop Drawings submitted and approved
 - Materials in hand
 - *Project Complete*

- FEMA 2019 Flood Debris Removal
 - Clean-up is 95% complete
 - Documentation in Grants Portal
 - Continuously working with FEMA
 - Debris chipping project on southern flank of LWR
 - 4 bids received
 - On agenda for board approval today

- Hartford Drain Pipe Repair
 - Damaged during the construction of Hawthorne No. 2 Pump Station
 - Repair will be completed by WRDL staff

- Pump Stations
 - East Alton No. 1 Pump Station – Station is closed
 - Wood River Pump Station – Station is closed
 - East Alton No. 2 Pump Station – Station is closed
 - Hawthorne Pump Station – Station is closed
 - Rand Avenue Pump Station – Station continues to run 24/7. WRDL is rebuilding Pump No. 1 which will reduce wear/tear on Pump No. 2 and lower utility costs.
 - General
 - Consideration should be given to replacing Rand Avenue Pump Station in the very near future. A face to face meeting with P66 officials should occur once the state is back to normal
 - Operating/Monitoring stations with full time employees has drastically reduced labor costs

- U.S. Army Corps of Engineers (USACE) Coordination
 - Silver Jackets Emergency Action Plan
 - Authorized Level Projects
 - Provided electrical usage information to MEP Team
 - Coordinated with Civil/Geotech leads on pump station projects
 - P.L. 84-99
 - Working with USACE on two projects. (East Alton No. 1 Pump Station and Wood River Pump Station Gravity Drain Repairs)

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- LERRDS (Land Easements Relocations Rights of Way & Disposal Sites)
 - Rights of Entry (ROE) – ongoing
 - Temporary Construction Easements – ongoing
 - Permanent Easements – ongoing
 - See update from Craney Law Group and Wood E&IS

11. Craney Law Group

- 11.1. Completed the Olin and Farrell ROE's, starting work on Wood River Pipeline ROE
- 11.2. Per David Human, we should have a preliminary report from engineers regarding the assessment.

12. The Luken Agency

No update but happy to answer questions. There were no questions.

13. Communications

None

14. Old Business

- 14.1. Discussion and potential action on right of entry agreement for Olin property, related to Army Corps of Engineers project – removing already been voted on.
- 14.2. Discussion and potential action on right of entry agreement for Farrell Trust property, related to Army Corps of Engineers project – removing already been voted on.

15. New Business

- 15.1. Discussion and potential action regarding soliciting proposals for Work Package 2020-02 (Gravity Drains Inspection Project). A motion made by Kincade; seconded by Johansen to approve.
Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

- 15.2. Discussion and potential action regarding acceptance of the lowest qualified bid for debris removal on the south flank of Lower Wood River. A motion made by Johansen; seconded by Kincade to approve.

Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

16. Executive Session

A motion made by Kincade, seconded by Johansen to go into closed session at 8:59am

Returned to open session at 9:18am.

17. Commissioners/Employee Comments

None

18. Adjournment

Motion made by Johansen, seconded by Kincade to adjourn.

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Carnell: aye; Johansen: aye; Kincade: aye. Motion carried.

Adjournment at 9:23 am.

Wood River Drainage & Levee District
Unpaid Bills Detail
 As of May 7, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ace Tech Computer Services, Inc.					
Bill	05/01/2020	8417	05/15/2020	6	345.50
Total Ace Tech Computer Services, Inc.					345.50
Affordable Lawn Care & Snow Removal					
Bill	05/06/2020	4757	05/20/2020	1	2,000.00
Total Affordable Lawn Care & Snow Removal					2,000.00
Ameren-Hawthorne #2					
Bill	05/04/2020	MAY 2...	05/18/2020	3	34.86
Total Ameren-Hawthorne #2					34.86
Central Management Service - LGHP					
Bill	05/01/2020	MAY 2...	05/15/2020	6	7,846.00
Total Central Management Service - LGHP					7,846.00
Culligan Water					
Bill	04/30/2020	78668	05/14/2020	7	7.95
Total Culligan Water					7.95
Direct TV					
Bill	04/24/2020	37377...	05/24/2020	13	41.99
Total Direct TV					41.99
Hartford, Village of					
Bill	04/30/2020	013 0...	05/14/2020	7	40.77
Total Hartford, Village of					40.77
Hearst Media					
Bill	04/21/2020	30089...	05/05/2020	16	194.70
Bill	04/26/2020	30089...	05/10/2020	11	168.48
Total Hearst Media					363.18
Illinois American Water					
Bill	04/30/2020	1025-...	05/14/2020	7	21.03
Total Illinois American Water					21.03
Johansen, Chuck					
Bill	05/05/2020	Office ...	05/19/2020	2	629.97
Total Johansen, Chuck					629.97
M & M Service Company					
Bill	05/05/2020	B0012...	05/19/2020	2	177.63
Total M & M Service Company					177.63
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Total Part Stop, Inc.					-92.96
Royal Office Products					
Credit	02/20/2020	C 509...			-242.83
Total Royal Office Products					-242.83
Visa					
Bill	05/05/2020	MAY 2...	05/19/2020	2	213.23
Bill	05/05/2020	MAY 2...	05/19/2020	2	3,246.64
Total Visa					3,459.87

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05/07/20

Wood River Drainage & Levee District

Unpaid Bills Detail

As of May 7, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Waltco Tool's & Equipment					
Bill	04/09/2020	487005	05/09/2020	28	92.96
Total Waltco Tool's & Equipment					92.96
Williams Office Products, Inc.					
Bill	04/30/2020	INV00...	05/20/2020	7	30.18
Total Williams Office Products, Inc.					30.18
TOTAL					14,756.10

Wood River Drainage & Levee District
Unpaid Bills Detail
As of May 14, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Allen, Michael A					
Bill	05/10/2020	Clothi...	05/24/2020	4	56.62
Total Allen, Michael A					56.62
Ameren Illinois - EA#2					
Bill	05/07/2020	7026 ...	05/21/2020	7	195.52
Total Ameren Illinois - EA#2					195.52
AMEREN ILLINOIS - Grassy					
Bill	05/07/2020	6035 ...	05/21/2020	7	252.56
Total AMEREN ILLINOIS - Grassy					252.56
Ameren Illinois - Hawthorne #1					
Bill	05/05/2020	3024 ...	05/19/2020	9	85.71
Total Ameren Illinois - Hawthorne #1					85.71
Ameren Illinois - Rand					
Bill	05/06/2020	3111 ...	05/20/2020	8	3,774.52
Total Ameren Illinois - Rand					3,774.52
Ameri-Can Portables					
Bill	05/06/2020	50317	05/06/2020	8	135.71
Total Ameri-Can Portables					135.71
AT&T - Business Phone					
Bill	05/04/2020	618 2...	05/18/2020	10	71.81
Total AT&T - Business Phone					71.81
AT&T - Internet					
Bill	04/27/2020	12419...	05/27/2020	17	41.88
Total AT&T - Internet					41.88
CR Systems, Inc.					
Bill	04/29/2020	40266	05/29/2020	15	89.00
Bill	05/08/2020	40280	06/07/2020	6	78.00
Total CR Systems, Inc.					167.00
Keller Construction, Inc					
Bill	04/30/2020	20200...	05/14/2020	14	10,400.00
Bill	04/30/2020	20200...	05/14/2020	14	4,400.00
Total Keller Construction, Inc					14,800.00
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Total Part Stop, Inc.					-92.96
Royal Office Products					
Credit	02/20/2020	C 509...			-242.83
Total Royal Office Products					-242.83
Spectrum Business					
Bill	05/03/2020	00250...	05/17/2020	11	212.58
Total Spectrum Business					212.58
TOTAL					19,458.12

Wood River Drainage & Levee District
Balance Sheet
 As of May 14, 2020

	May 14, 20
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	15.74
101.2 · EA #1 Utilities-1st Mid Bank	117,456.96
102.1 · Maint. Main - 1st Mid Bank	9,550.83
102.2 · Maint. MMDA - 1st Mid Bank	506,024.54
102.5 · Rand MMDA-1st Mid Credit Union	100,385.50
102.6 · Rand Pump St Fund-1st Mid Bank	201,856.05
102.7 · Business Share-1st Mid Credit U	21.35
Total Checking/Savings	935,310.97
Other Current Assets	
110 · Accrued Interest	9,324.02
112 · Investments CD	
112.12 · Maint CD 5316	237,983.62
112.13 · Maint CD 1306	192,743.37
112.17 · Maint CD 5317	107,365.44
112.20 · Rand CD 1305	65,232.24
112.23 · Rand CD 5315	170,106.05
112.24 · Maint CD 5101	233,374.83
112.25 · Rand CD 5102	51,861.07
112.26 · Maint CD 5318	193,632.21
112.27 · Maint CD 5319 Special Assesment	242,492.68
Total 112 · Investments CD	1,494,791.51
Total Other Current Assets	1,504,115.53
Total Current Assets	2,439,426.50
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
Total Fixed Assets	2,046,454.37
TOTAL ASSETS	4,485,880.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
220 · Credit Cards	
220.03 · Casey's Business MasterCard	642.47
Total 220 · Credit Cards	642.47
Total Credit Cards	642.47
Other Current Liabilities	
230 · Payroll Liabilities	
230.08 · IMRF	
230.081 · Company	240.65
230.082 · Employee	1,054.73
Total 230.08 · IMRF	1,295.38
230.09 · Insurance Withholding	
230.091 · Health Insurance	39.06
230.092 · Life Insurance	8.00
Total 230.09 · Insurance Withholding	47.06
230.10 · State Unemployment IL	1,144.54

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Cash Basis

Wood River Drainage & Levee District
Balance Sheet
As of May 14, 2020

	<u>May 14, 20</u>
230.12 · Union Dues	<u>127.97</u>
Total 230 · Payroll Liabilities	2,614.95
Total Other Current Liabilities	<u>2,614.95</u>
Total Current Liabilities	3,257.42
Long Term Liabilities	
243 · Unreserved	2,814,582.94
244 · EA #1 Pump - Reserved	<u>208,526.00</u>
Total Long Term Liabilities	<u>3,023,108.94</u>
Total Liabilities	3,026,366.36
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-70,060.02
Net Income	<u>-516,879.84</u>
Total Equity	<u>1,459,514.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,485,880.87</u></u>

Wood River Drainage & Levee District Revenue & Expense Budget vs. Actual

05/14/20

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	22,274.61	940,000.00	-917,725.39
301 · Interest Earned			
301.2 · Maint Interest Earned	14,141.30	16,500.00	-2,358.70
301.3 · Pump Interest Earned	117.45	300.00	-182.55
301.4 · Rand Interest Earned	4,498.26	4,000.00	498.26
301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	18,757.01	20,800.00	-2,042.99
306 · Miscellaneous	372.15	75,000.00	-74,627.85
310 · ConocoPhillips	166,365.70	235,000.00	-68,634.30
313 · Sale of Fixed Assets	8,703.10		
314 · Refunds	166,750.28	159,000.00	7,750.28
315 · Lease	600.00	600.00	0.00
Total Income	383,822.85	1,430,400.00	-1,046,577.15
Gross Profit	383,822.85	1,430,400.00	-1,046,577.15
Expense			
400 · Pump Operations			
401 · EA#1 Wages	580.00	6,000.00	-5,420.00
402 · EA#1 Pump Utilities	28,688.02	16,000.00	12,688.02
403 · EA#1 Building Maint.	0.00	0.00	0.00
404 · EA#1 Repairs	3,523.32	1,000.00	2,523.32
405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	21,121.92	12,000.00	9,121.92
412 · WR Pump Utilities	7,903.38	8,500.00	-596.62
413 · WR Building Maint.	0.00	0.00	0.00
414 · WR Repairs	15,424.34	20,000.00	-4,575.66
415 · WR Payroll Liabilities	0.00	0.00	0.00
421 · Rand Avenue Wages	58,926.22	109,000.00	-50,073.78
422 · Rand Utilities	29,958.41	60,000.00	-30,041.59
423 · Rand Building Maint.	6,514.19	5,000.00	1,514.19
424 · Rand Pump Repair	982.19	15,000.00	-14,017.81
425 · Rand Payroll Liabilities	0.00	0.00	0.00
426 · Rand Contingency	0.00	50,000.00	-50,000.00
427 · Rand Employee Benefits	0.00	15,000.00	-15,000.00
431 · Hawthorne #1 Wages	1,966.50	24,000.00	-22,033.50
432 · Hawthorne #1 Utilities	1,955.50	4,000.00	-2,044.50
434 · Hawthorne #1 Repairs	2,816.38	1,000.00	1,816.38
435 · Hawthorne #1 Payroll Liabilitie	0.00	0.00	0.00
441 · EA #2 Wages	7,914.00	7,000.00	914.00
442 · EA#2 Utilities	3,344.07	4,000.00	-655.93
444 · EA#2 Repairs	13,089.69	1,000.00	12,089.69
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	204,708.13	358,500.00	-153,791.87
490 · Lift Stations			
492 · Grassy Lake Utilities	1,754.82	15,000.00	-13,245.18
493 · Grassy Lake Repairs	732.32	1,000.00	-267.68
494 · Hawthorne #2 Utilities	387.13	1,000.00	-612.87
495 · Hawthorne #2 Repairs	186.08	250.00	-63.92
496 · Home Garden Utilities	414.34	800.00	-385.66
497 · Home Garden Repairs	186.07	250.00	-63.93
498 · Lake Side Utilities	534.91	1,000.00	-465.09
499 · Lake Side Repairs	186.07	250.00	-63.93
Total 490 · Lift Stations	4,381.74	19,550.00	-15,168.26

Wood River Drainage & Levee District Revenue & Expense Budget vs. Actual

05/14/20

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
500 · Maintenance Operations			
550 · Summer Wages	14,936.60	20,000.00	-5,063.40
551 · Maint Wages	97,494.42	213,000.00	-115,505.58
552 · Utilities	4,488.77	6,500.00	-2,011.23
553 · Building Maint. & Supplies	10,249.34	15,000.00	-4,750.66
554 · Fuel	4,745.06	9,500.00	-4,754.94
555 · Mowing Fuel	4,749.51	7,000.00	-2,250.49
556 · Tractor repair	16,582.40	10,000.00	6,582.40
557 · Vehicle repair	2,684.69	2,500.00	184.69
558 · Equip repair	1,070.57	2,000.00	-929.43
559 · Vegetation Removal	32,782.84	20,000.00	12,782.84
560 · Clothing Allowance	1,179.23	1,500.00	-320.77
565 · Capital	0.00	0.00	0.00
567 · FICA	0.00	0.00	0.00
568 · IMRF	-0.02	25,000.00	-25,000.02
569 · Insurance Benefit	29,262.00	50,000.00	-20,738.00
570 · Insurance & Bonds	584.92	48,000.00	-47,415.08
573 · Training	0.00	5,000.00	-5,000.00
576 · Saftey	1,265.50		
Total 500 · Maintenance Operations	222,075.83	435,000.00	-212,924.17
600 · Administration			
601 · Salary	44,444.08	77,000.00	-32,555.92
602 · Office Utilities	5,119.77	8,500.00	-3,380.23
603 · Office Supplies	17,558.39	10,000.00	7,558.39
604 · Building Maintenance	5,278.94	5,000.00	278.94
606 · Travel and Meals	2,307.61	3,500.00	-1,192.39
608 · Professional Fees	61,853.64	35,000.00	26,853.64
609 · Engineering Fees	35,935.70	100,000.00	-64,064.30
610 · Misc & Petty Cash	0.00	0.00	0.00
612 · Clothing Allowance	435.57	2,500.00	-2,064.43
613 · FICA	0.00	0.00	0.00
614 · IMRF	0.00	2,500.00	-2,500.00
615 · Office Insurance Benefit	8,246.00	16,000.00	-7,754.00
616 · Employmnt & Other Medical	42.00	500.00	-458.00
617 · Unemployment	1.82	0.00	1.82
618 · Insurance & Bonds	1,064.95		
620 · Marketing - Publications	2,763.41	1,000.00	1,763.41
650 · Building	389.00		
663 · Contract Labor	1,283.25	4,000.00	-2,716.75
690 · Unauthorized Expenses	0.00	0.00	0.00
699 · Finance Charges	801.97	0.00	801.97
Total 600 · Administration	187,526.10	265,500.00	-77,973.90
700 · Capital Projects			
701 · Addiional Expense	73,885.81		
705 · Corp Routine Insp/Repairs	21,000.00	603,754.01	-582,754.01
715 · Flood Costs			
715.1 · Wages	6,885.19		
715.2 · Additional Expenses	82,688.42		
715.3 · Repairs	0.00	0.00	0.00
Total 715 · Flood Costs	89,573.61	0.00	89,573.61
Total 700 · Capital Projects	184,459.42	603,754.01	-419,294.59
800 · Payroll Expenses			
851 · Payroll Tax Adjustments	2,088.64	-12,000.00	14,088.64
852 · FICA	16,783.49	33,550.00	-16,766.51
853 · IMRF	1,562.37	0.00	1,562.37
854 · INS	28.99	0.00	28.99
855 · Medicare	3,925.15	7,800.00	-3,874.85
856 · SUILL	6,011.28	10,500.00	-4,488.72
800 · Payroll Expenses - Other	16,923.38		
Total 800 · Payroll Expenses	47,323.30	39,850.00	7,473.30
Total Expense	850,474.52	1,722,154.01	-871,679.49
Net Income	-466,651.67	-291,754.01	-174,897.66