

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



1. Meeting Information

Date: Friday July 17, 2020
 Time: 8:30 AM
 Location: 543 W. Madison Avenue, Wood River, IL 62095
 Teams Meeting Call in Number: +1 708-329-8926; Passcode: 167 252 923#

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	Board of Commissioners	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
James Craney	Partner	Craney Law Group LLC
Harold Graef	Project Manager	US Army Corp of Engineers
Jeff Luken	Agent	The Luken Agency, Inc.
Lucy Dehner	Agent	The Luken Agency, Inc.
Punit Bhakta	Owner	Bel-Air Motel

3. Call to Order

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

4. Public Comments

Punit Bhakta spoke to The Board of Commissioners regarding leasing vacant lot next to office. He would like to have semi parking for trucks and does not have the room on his property. Board said they would discuss and follow-up with him at a later date.

5. U.S. Army Corps of Engineers Comments

1. Status of Design Deficiency Corrections

Summary	Notes
22 RW/1 PS in Reach 5	Final design from Wood to USACE received. USACE is verifying completeness.
3 new PSs in Reach 5	Final design received.
24 RWs (base + option)	Design complete for 12; awaiting RE Acquisition. Awaiting water to recede prior to drilling remaining 12 pilot holes (many of the locations are still underwater).
56 RWs/reconnect Old WR Creek	Seek to drill pilot holes when field conditions are favorable. Received final IDOT permit.
2 mods (WR and Hawthorne)	95% design District Quality Control (DQC) in progress. Agency Technical Review (with sponsor review) will occur in August.
44 RWs	Working towards 65% level of design. Upon completion of all pilot holes, drill rigs will be re-directed to remaining RW#1 areas in Reach 2.

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	FY21
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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
3 PS	2-Dec-19	17-Jul-20	FY21	
RW #1	9-May-19	31-Jul-19	FY21	> 6 month delay requires a new BCOES Review
PS Mod	N/A	N/A	FY21	No additional easements anticipated

2. Village of Roxana’s concerns of PS#4 along Canal Road

- As a follow-up to the Mayor’s written questions and the June 5th conference call between the Village, USACE, WR D&LD and Wood PLC, USACE provided written responses to the Mayor’s comments on June 25th.

- IEPA, Lynn Dunaway, is reviewing the project and has requested additional information related to relief well's construction, one-way check valve, description and/or drawings showing how the water is transported from the relief wells to the pump station, description of the pump station and plans for back-up generator.

- USACE to provide response

3. New USACE leadership:

- Mississippi Valley Division

- Major General Diana Holland assumed command from MG Mark Toy (effective June 30)

- St. Louis District

- Colonel Kevin Golinghorst assumes command from Colonel Bryan Sizemore (effective July 24)

- Lieutenant Colonel Thomas Sears assumed the role of Deputy Commander (effective June 22)

4. COVID-19:

- In light of the increase in number of positive cases and hospitalizations within metro St. Louis footprint, Corps staff are returning to telework status with only a minimal presence in the downtown office.

- Corps personnel remain available via phone, e-mail, webinar, and selective field visits.

6. Superintendent/Maintenance Report

6.1. Pump Stations – Operating the pump stations as mandated by USACE.

6.2. Routine Maintenance – Started on 3rd cut of the levee on July 16. Finished brush clean up on the north flank.

7. Executive Director Report

• **Erosion Repair Project (2019-01)**

- 17 JAN 2020 Contract Execution
- 24 APR 2020 Submittals Complete
- 13 JUL 2020 Mobilized to "Area 1". Work has begun.

• **Gravity Drains Inspection Project (2020-02)**

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- Plans received 11 May 2020.
- Specifications are complete.
- Will place project on shelf until FY 2021.

- **Relief Well Testing / Inspection Project (2020-03)**
 - WRDLD will execute as soon as Wood delivers plans and specifications

- **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**
 - **Project Complete**

 - **East Alton No. 2 Sluice Gate Replacement**
 - **Materials in Hand.**
 - **Work scheduled for week of 27 July 2020**

 - **Grassy Lake Pump Station Gravity Drain Sluice Gate Rehab**
 - **Contractor will complete additional work this summer to correct an original installation deficiency that is keeping the gate from opening 100%.**

 - **FEMA 2019 Flood Debris Removal**
 - **Clean-up is 100% complete**
 - **Documentation in Grants Portal. Continuously working with FEMA**

 - **Hartford Drain Pipe Repair**
 - **Damaged during the construction of Hawthorne No. 2 Pump Station**
 - **Will complete next week (Weather Dependent)**

- **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. Pump No. 1 scheduled to be reinstalled the **week of 27 July**.

- **Fiscal Year 2021 Budget**
 - Will be presented to the Board of Commissioners on 07 August 2020

- **U.S. Army Corps of Engineers (USACE) Coordination**
 - **Authorized Level Projects**
 - **Multiple meetings with USACE regarding Canal Road No. 4 P.S.**
 - **Mel Price Deficiency Projects**

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- N/A
- Silver Jackets EAP
 - N/A
- P.L. 84-99
 - Coordinating with the USACE on multiple projects
- 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

8. Luken Insurance Agency Comments

Presented the 2020-2021 Insurance program to the Commissioners.

9. Attorney James Craney Comments

9.1. Stated there was not a lot of legal work for The District at this time.

10. Approval of Minutes of the previous meeting:

A motion was made by Johansen to approve the minutes for 7/2/20 and seconded by Kincade.

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

11. Approval of the Bills

A motion was made by Johansen to approve the list of bills presented in the amount of \$19,362.06; second by Kincade.

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

12. 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.

13. Communications

14. Old Business

N/A

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15. New Business

15.1. Discussion and potential action regarding the 2020-2021 Insurance Program.

A motion made by Johansen; seconded by Carnell to approve.

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

15.2 Discussion and potential action regarding Certificate of Maturity Notice for August 11, 2020 for Maint Cert 5101 & Rand Cert 5102.

Maint Cert 5101 to be rolled over into another 6 – 12 month CD

Rand Cert 5102 to moved into the Rand MMDA account at 1st Mid America Credit Union

A motion made by Johansen to approve and seconded by Kincade.

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

16. Executive Session

N/A

17. Commissioners/Employee Comments


None

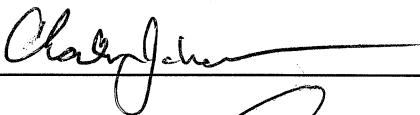
18. Adjournment


Motion made by Johansen, seconded by Carnell to adjourn.

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

Adjournment at 9:03 a.m.







Wood River Drainage & Levee District Unpaid Bills Detail As of July 9, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ace Tech Computer Services, Inc.					
Bill	07/01/2020	8553	07/15/2020	8	345.50 ✓
Total Ace Tech Computer Services, Inc.					345.50
Affordable Lawn Care & Snow Removal					
Bill	07/01/2020	5813	07/15/2020	8	2,000.00 ✓
Total Affordable Lawn Care & Snow Removal					2,000.00
Ameren-Hawthorne #2					
Bill	07/02/2020	JULY ...	07/16/2020	7	35.08 ✓
Total Ameren-Hawthorne #2					35.08
Ameren Illinois - EA#2					
Bill	06/30/2020	7026 ...	07/14/2020	9	4.92
Bill	07/02/2020	7026 J...	07/16/2020	7	310.35
Total Ameren Illinois - EA#2					315.27 ✓
Ameren Illinois - Hawthorne #1					
Bill	07/06/2020	3024 J...	07/20/2020	3	99.75
Total Ameren Illinois - Hawthorne #1					99.75 ✓
AT&T - Internet					
Bill	06/27/2020	12419...	07/27/2020	12	41.88
Total AT&T - Internet					41.88 ✓
Culligan Water					
Bill	06/30/2020	79108	07/30/2020	9	35.50
Total Culligan Water					35.50 ✓
Fastenal Company					
Bill	06/25/2020	ILALT...	07/09/2020	14	21.65
Total Fastenal Company					21.65 ✓
Hartford, Village of					
Bill	06/30/2020	013 0...	07/14/2020	9	41.18 - Rand
Total Hartford, Village of					41.18 ✓
Illinois American Water					
Bill	06/30/2020	1025-...	07/14/2020	9	21.03 - EA#1
Total Illinois American Water					21.03 ✓
Industry Wide Supply					
Bill	04/06/2020	4201	05/06/2020	94	782.68
Total Industry Wide Supply					782.68 ✓
Luken Agency					
Bill	04/15/2020	02921	04/29/2020	85	1,000.00
Total Luken Agency					1,000.00 ✓
M & M Service Company					
Bill	06/30/2020	B0012...	07/14/2020	9	356.85
Total M & M Service Company					356.85 ✓
Metro Lock & Security					
Bill	05/26/2020	163635	06/09/2020	44	125.00
Total Metro Lock & Security					125.00 ✓
Milazzo, Vince					

9:49 AM
07/09/20

Wood River Drainage & Levee District
Unpaid Bills Detail
As of July 9, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Bill	07/06/2020	JULY ...	07/20/2020	3	150.17
Total Milazzo, Vince					150.17 ✓
Part Stop, Inc.					
Credit	05/04/2020	487005			-92.96
Bill	06/30/2020	425172	07/30/2020	9	164.76
Total Part Stop, Inc.					71.80
Visa					
Bill	06/26/2020	JULY ...	07/10/2020	13	1,244.24
Bill	06/26/2020	JULY ...	07/10/2020	13	800.18
Total Visa					2,044.42 ✓
Williams Office Products, Inc.					
Bill	06/30/2020	INV00...	07/14/2020	9	42.24 ✓
Total Williams Office Products, Inc.					42.24
TOTAL					7,530.00

7:08 AM
07/17/20

Wood River Drainage & Levee District Unpaid Bills Detail As of July 17, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Ameren Illinois - EA#2					
Bill	07/08/2020	7026 J...	07/22/2020	9	615.75 305.40 ✓ KW
Total Ameren Illinois - EA#2					615.75
AMEREN ILLINOIS - Grassy					
Bill	07/08/2020	6035 J...	07/22/2020	9	261.21 ✓
Total AMEREN ILLINOIS - Grassy					261.21
Ameren Illinois - Rand					
Bill	07/09/2020	3111 J...	07/23/2020	8	4,305.55 ✓ Rand
Total Ameren Illinois - Rand					4,305.55
AT&T - Business Phone					
Bill	07/09/2020	61825...	07/23/2020	8	46.94 ✓
Total AT&T - Business Phone					46.94
Craney Law Group, LLC					
Bill	07/09/2020	11768	07/23/2020	8	2,517.50 ✓
Total Craney Law Group, LLC					2,517.50
Part Stop, Inc.					
Bill	07/09/2020	425882	08/08/2020	8	77.55 ✓
Total Part Stop, Inc.					77.55
Sandberg Phoenix & Von Gontard P.C.					
Bill	07/09/2020	550710	07/23/2020	8	3,800.37 ✓
Total Sandberg Phoenix & Von Gontard P.C.					3,800.37
Spectrum Business					
Bill	07/03/2020	00250...	07/17/2020	14	398.04 208.93 ✓ Rand
Total Spectrum Business					398.04
Telle Tire & Auto Centers					
Bill	07/13/2020	10323...	07/27/2020	4	107.01 ✓
Total Telle Tire & Auto Centers					107.01
TSheets					
Bill	07/09/2020	JUNE ...	07/23/2020	8	201.60 ✓ ACT
Total TSheets					201.60
TOTAL					12,331.52 11,830.06

\$ 19,362.06
Total

7:10 AM
 07/17/20
 Cash Basis

Wood River Drainage & Levee District
Balance Sheet
 As of July 15, 2020

	Jul 15, 20
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash Drawer	15.74
101.2 · EA #1 Utilities-1st Mid Bank	110,266.62
102.1 · Maint. Main - 1st Mid Bank	29,711.20
102.2 · Maint. MMDA - 1st Mid Bank	288,759.24
102.5 · Rand MMDA-1st Mid Credit Union	266,079.22
102.6 · Rand Pump St Fund-1st Mid Bank	88,899.32
102.7 · Business Share-1st Mid Credit U	193,875.54
Total Checking/Savings	977,606.88
Other Current Assets	
110 · Accrued Interest	9,324.02
112 · Investments CD	
112.12 · Maint CD 5316	239,312.68
112.17 · Maint CD 5317	107,365.44
112.23 · Rand CD 5315	171,056.03
112.24 · Maint CD 5101	233,374.83
112.25 · Rand CD 5102	51,861.07
112.26 · Maint CD 5318	194,356.34
112.27 · EA #1 CD 5319	243,399.54
Total 112 · Investments CD	1,240,725.93
Total Other Current Assets	1,250,049.95
Total Current Assets	2,227,656.83
Fixed Assets	
120 · Property & Equipment	1,830,323.37
126 · Land	216,131.00
Total Fixed Assets	2,046,454.37
TOTAL ASSETS	4,274,111.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
230 · Payroll Liabilities	
230.03 · Social Security	
230.031 · Company	-1,096.20
230.032 · Employee	-1,096.20
Total 230.03 · Social Security	-2,192.40
230.04 · Medicare	
230.041 · Company	-256.35
230.042 · Employee	-256.35
Total 230.04 · Medicare	-512.70
230.05 · Federal Withholding	-1,513.00
230.07 · State Withholding IL	-854.11
230.08 · IMRF	
230.081 · Company	238.06
230.082 · Employee	1,043.24
Total 230.08 · IMRF	1,281.30

7:10 AM
07/17/20
Cash Basis

Wood River Drainage & Levee District
Balance Sheet
As of July 15, 2020

	<u>Jul 15, 20</u>
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	232.39
230.11 · Retirement	
230.111 · Nationwide	-20.00
Total 230.11 · Retirement	-20.00
230.12 · Union Dues	123.55
230.15 · Child Support	-680.00
Total 230 · Payroll Liabilities	-4,087.91
Total Other Current Liabilities	-4,087.91
Total Current Liabilities	-4,087.91
Long Term Liabilities	
243 · Unreserved	2,814,582.94
244 · EA #1 Pump - Reserved	208,526.00
Total Long Term Liabilities	3,023,108.94
Total Liabilities	3,019,021.03
Equity	
290 · Open Bal Equity	2,046,454.37
299 · Fund Balance	-69,417.55
Net Income	-721,946.65
Total Equity	1,255,090.17
TOTAL LIABILITIES & EQUITY	4,274,111.20

7:11 AM
 07/17/20
 Cash Basis

Wood River Drainage & Levee District
Revenue & Expense Budget vs. Actual
 October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
Income			
300 · Assessment	64,908.38	940,000.00	-875,091.62
301 · Interest Earned			
301.2 · Maint Interest Earned	16,077.18	16,500.00	-422.82
301.3 · Pump Interest Earned	1,053.46	300.00	753.46
301.4 · Rand Interest Earned	4,959.74	4,000.00	959.74
301 · Interest Earned - Other	0.00	0.00	0.00
Total 301 · Interest Earned	22,090.38	20,800.00	1,290.38
306 · Miscellaneous	436.20	75,000.00	-74,563.80
310 · ConocoPhillips	173,458.25	235,000.00	-61,541.75
313 · Sale of Fixed Assets	8,703.10		
314 · Refunds	158,109.78	159,000.00	-890.22
315 · Lease	600.00	600.00	0.00
Total Income	428,306.09	1,430,400.00	-1,002,093.91
Gross Profit	428,306.09	1,430,400.00	-1,002,093.91
Expense			
400 · Pump Operations			
401 · EA#1 Wages	940.00	6,000.00	-5,060.00
402 · EA#1 Pump Utilities	35,907.51	16,000.00	19,907.51
403 · EA#1 Maintenance	0.00	0.00	0.00
404 · EA#1 Repairs	5,731.42	1,000.00	4,731.42
405 · EA#1 Payroll Liabilities	0.00	0.00	0.00
411 · WR Wages	24,401.67	12,000.00	12,401.67
412 · WR Pump Utilities	8,857.15	8,500.00	357.15
413 · WR Maintenance	0.00	0.00	0.00
414 · WR Repairs	17,249.62	20,000.00	-2,750.38
415 · WR Payroll Liabilities	0.00	0.00	0.00
421 · Rand Avenue Wages	76,888.83	109,000.00	-32,111.17
422 · Rand Utilities	32,875.59	60,000.00	-27,124.41
423 · Rand Maintenance	9,459.09	5,000.00	4,459.09
424 · Rand Pump Repair	4,719.43	15,000.00	-10,280.57
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	1,914.50	24,000.00	-22,085.50
432 · Hawthorne #1 Utilities	2,313.30	4,000.00	-1,686.70
434 · Hawthorne #1 Repairs	5,708.32	1,000.00	4,708.32
435 · Hawthorne #1 Payroll Liabilitie	0.00	0.00	0.00
441 · EA #2 Wages	7,738.00	7,000.00	738.00
442 · EA#2 Utilities	3,659.34	4,000.00	-340.66
444 · EA#2 Repairs	15,981.63	1,000.00	14,981.63
445 · EA #2 Payroll Liabilities	0.00	0.00	0.00
Total 400 · Pump Operations	254,345.40	358,500.00	-104,154.60
490 · Lift Stations			
492 · Grassy Lake Utilities	2,043.88	15,000.00	-12,956.12
493 · Grassy Lake Repairs	30,359.57	1,000.00	29,359.57
494 · Hawthorne #2 Utilities	466.45	1,000.00	-533.55
495 · Hawthorne #2 Repairs	186.08	250.00	-63.92
496 · Home Garden Utilities	517.50	800.00	-282.50
497 · Home Garden Repairs	869.92	250.00	619.92
498 · Lake Side Utilities	671.62	1,000.00	-328.38
499 · Lake Side Repairs	869.92	250.00	619.92
Total 490 · Lift Stations	35,984.94	19,550.00	16,434.94
500 · Maintenance Operations			
550 · Summer Wages	24,655.26	20,000.00	4,655.26
551 · Maint Wages	167,196.47	213,000.00	-45,803.53
552 · Utilities	4,951.99	6,500.00	-1,548.01
553 · Building Maint. & Supplies	14,822.82	15,000.00	-177.18
554 · Fuel	6,057.75	9,500.00	-3,442.25
555 · Mowing Fuel	6,774.58	7,000.00	-225.42
556 · Tractor Maint. / Repair	17,395.81	10,000.00	7,395.81
557 · Vehicle Maint. / Repair	3,103.74	2,500.00	603.74
558 · Equipment Maint. / Repair	1,325.61	2,000.00	-674.39
559 · Vegetation Removal	35,042.84	20,000.00	15,042.84
560 · Clothing Allowance	1,384.76	1,500.00	-115.24
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

Wood River Drainage & Levee District
Revenue & Expense Budget vs. Actual
October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget
569 · Insurance Benefit	39,434.94	50,000.00	-10,565.06
570 · Insurance & Bonds	1,684.59	48,000.00	-46,315.41
573 · Training	0.00	5,000.00	-5,000.00
576 · Safety	2,013.99		
Total 500 · Maintenance Operations	325,845.13	435,000.00	-109,154.87
600 · Administration			
601 · Salary	57,253.82	77,000.00	-19,746.18
602 · Office Utilities	5,891.99	8,500.00	-2,608.01
603 · Office Supplies	23,936.79	10,000.00	13,936.79
604 · Building Maintenance	7,899.36	5,000.00	2,899.36
606 · Travel and Meals	2,664.21	3,500.00	-835.79
608 · Professional Fees	68,101.95	35,000.00	33,101.95
609 · Engineering Fees	40,715.70	100,000.00	-59,284.30
610 · Misc & Petty Cash	0.00	0.00	0.00
612 · Clothing Allowance	465.32	2,500.00	-2,034.68
613 · FICA	0.00	0.00	0.00
614 · IMRF	0.00	2,500.00	-2,500.00
615 · Office Insurance Benefit	10,690.84	16,000.00	-5,309.16
616 · Employment & Other Medical	133.00	500.00	-367.00
617 · Unemployment	0.55	0.00	0.55
618 · Insurance & Bonds	1,064.95		
620 · Marketing - Publications	2,840.41	1,000.00	1,840.41
630 · Assessment Costs	1,655.00		
663 · Contract Labor	1,283.25	4,000.00	-2,716.75
690 · Unauthorized Expenses	0.00	0.00	0.00
699 · Finance Charges	813.52	0.00	813.52
Total 600 · Administration	225,410.66	265,500.00	-40,089.34
700 · Capital Projects			
701 · Additional Expense	73,885.81		
705 · Corp Routine Insp/Repairs	54,794.85	603,754.01	-548,959.16
710 · Reconstructions	45,032.69		
715 · Flood Costs			
715.1 · Wages	6,885.19		
715.2 · Additional Expenses	104,528.42		
715.3 · Repairs	0.00	0.00	0.00
Total 715 · Flood Costs	111,413.61	0.00	111,413.61
Total 700 · Capital Projects	285,126.96	603,754.01	-318,627.05
800 · Payroll Expenses			
851 · Payroll Tax Adjustments	0.00	-12,000.00	12,000.00
852 · Social Security	24,855.32	33,550.00	-8,694.68
853 · IMRF	2,198.16	0.00	2,198.16
854 · INS	3,389.15	0.00	3,389.15
855 · Medicare	5,325.11	7,800.00	-2,474.89
856 · SUIIL	7,130.68	10,500.00	-3,369.32
800 · Payroll Expenses - Other	0.30		
Total 800 · Payroll Expenses	42,898.72	39,850.00	3,048.72
Total Expense	1,169,611.81	1,722,154.01	-552,542.20
Net Income	-741,305.72	-291,754.01	-449,551.71