



**WOOD RIVER DRAINAGE AND LEVEE DISTRICT**  
**OF**  
**MADISON COUNTY, ILLINOIS**  
**543 W. MADISON AVENUE**  
**WOOD RIVER, ILLINOIS 62095**

MINUTES OF MEETING – BOARD OF COMMISSIONERS

**1. Meeting Information**

Date: Friday July 21, 2023  
Time: 8:30 AM  
Location: 543 W. Madison Avenue, Wood River, IL 62095  
Teams Meeting Call in Number: +1 708-329-8926; Passcode: 588 117 722#  
Written By: Brianne England

**2. Attendees**

Name	Title	Organization
Charles Johansen	President – Board of Commissioners	Wood River Drainage & Levee District
Nathan Kincade	V. P. - Board of Commissioners	Wood River Drainage & Levee District
Tony Roberts	Board of Commissioners	Wood River Drainage & Levee District
Kevin Williams	Executive Director	Wood River Drainage & Levee District
Brianne England	Secretary/Treasurer	Wood River Drainage & Levee District
Mike Allen	Superintendent	Wood River Drainage & Levee District
Jeff Luken	Agent	The Luken Agency
Lucy Dehner	Agent	The Luken Agency

**3. Call to Order**

The meeting was called to order at 8:30 am by Commissioner Johansen. Johansen then turned moderation of the meeting to Kevin Williams.

**4. Public Comments**

N/A

**5. Superintendent Report**

- 5.1. Mike Allen was present at the meeting and available to answer questions.
- 5.2. Maintenance has started on the 2<sup>nd</sup> round of grass cutting this year.

**6. Executive Director Comments**

- 6.1. Kevin Williams provided his project update based on notes received prior to the meeting. See attachment.
- 6.2. Project 2023-24 ARPA Donohue wants to schedule a kick-off meeting next week. Will have work order at the next bi-monthly meeting.
- 6.3. Mel Price Deficiency Project RW Package 1 USACE agreed to make corrections on items from punch list provided by WRDL.



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**7. Luken Insurance Agency Comments**

- 7.1. Jeff Luken and Lucy Dehner were both present at the meeting.
- 7.2. Jeff Luken gave an update on coverage and costs for the August 1, 2023 – July 31, 2024, insurance policies.
- 7.3. A motion was made by Kincade to approve the report provided by Luken Insurance Agency and to move forward with these coverages for the period of August 1, 2023 – July 31, 2024; seconded by Roberts.

Johansen: aye; Kincade: aye; Roberts: aye. Motion passed

**8. Attorney James Craney Comments**

- 8.1. James Craney was unable to attend the meeting.

**9. Commissioners Report:**

N/A

**10. Approval of Minutes of the previous meeting:**

A motion was made by Roberts to approve the minutes for 07/07/23; seconded by Johansen.

Johansen: aye; Kincade: aye; Roberts: aye. Motion passed

**11. Approval of the Bills**

A motion was made by Roberts to approve the list of bills presented in the amount of \$48,019.07; second by Johansen. See attachments.

Johansen: aye; Kincade: aye; Roberts: aye. Motion passed

**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 Kincade to pass; seconded by Johansen.

Johansen: aye; Kincade: aye; Roberts: aye. Motion passed

**13. Communications**

Kevin Williams reminded the Commissioner's that Change of Command with USACE is today, if anyone is interested in attending.

**14. Old Business**

N/A

**15. New Business**

- 15.1. Discussion and potential action regarding executing a Master Service Agreement with The Pump Shop at Missouri Machinery & Engineering Cop



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Motion was made by Kincade to table; seconded by Johansen

Johansen: aye; Kincade: aye; Roberts: aye. Motion tabled

- 15.2. Discussion and potential action regarding executing Work Order 01 with The Pump Shop at Missouri Machinery & Engineering Co. in support of Project 2022-09

Motion was made by Kincade to table; seconded by Johansen

Johansen: aye; Kincade: aye; Roberts: aye. Motion tabled

**16. Executive Session**

N/A

**17. Return to open session/roll call:**

N/A

**18. Commissioners/Employee Comments:**

Kevin Williams reminded the Commissioner's that WRDLD is short staffed at the moment due to Garry Sawyer Jr. resignation.

**19. Adjournment**

Motion was made by Roberts; seconded by Johansen to adjourn

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

Adjournment at 8:58 a.m.

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Charles Johansen, President

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Nathan Kincade, Vice President

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Anthony Roberts, Commissioner



## 21 July 2023 – Executive Director Report

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- **Gravity Drains Inspections (Project 2021-06)**  
**(ARDL, Inc.)**
  - GW-23B & GW-23C – Gravity Drains at RAPS
    - Partially completed the week of 01 May.
    - Inspection of GW-23C did not occur last week due to weather. Schedule pending.
  
- **Relief Well Testing / Inspection (Project 2022-07)**  
**(ARDL, Inc.)**
  - FY'23 Scope (19 Relief Wells in UWR). **Q4 FY'23.**
  
- **EA1 Pump Station Pump No. 2 Rebuild (Project 2022-09)**  
**(The Pump Shop at Missouri Machinery & Engineering, Co.)**
  - Pump will be removed the week of 14 August 2023.
  
- **Abandon Culvert Drains at GW-15, GW-16, and GW-17 (Project 2022-12)**  
**(Olin – Winchester)**
  - WRDLD has requested input on mix design from the USACE.
  - Project is still slated for completion Q4 FY'23.
  
- **Lakeside Pump Station Impoundment (Project 2022-19)**  
**(ARDL, Inc.)**
  - Reshaping/grading ditch that comes into Lakeside P.S. Cleans up decades of neglect.
  - Work will be completed under current easement(s). Q4 FY'23.
  
- **Wood River Pump Station Impoundment Rip Rap (Project 2023-23)**  
**(WRDLD & Keller Construction, Inc.)**
  - Place rip rap at scour locations caused by IDOT drains and City of Wood River FMs.
  - WRDLD has completed hauling rip rap (≈600 Tons)
  - Keller Construction (w/ long reach excavator) will place material on slope. Q4 FY'23.
  
- **ARPA Engineering Design and Construction Phase Services (Project 2023-24)**  
**(TBD)**
  - Currently reviewing “Alternatives Analysis” scope provided by Donohue and Associates.
  
- **PV Solar Design/Install at WRDLD Office (Project 2023-25)**  
**(TBD)**
  - Currently reviewing proposals.
  
- **WRDLD Maintenance Projects**
  - Mowing of the levees is scheduled to begin 10 May 2023.
    - Cycle 1 = 10 May 2023 – 06 July 2023 (**≈8 Weeks**)
    - Cycle 2 = 14 July 2023 – TBD
  
  - Spraying program is ongoing and continuous.
  
- **Pump Stations**
  - East Alton No. 1            Closed. Passively maintaining elevation 405 with stop logs.
  - Lakeside                    Closed.
  - Virginia Street            Closed.
  - East Alton No. 2            Closed.



## 21 July 2023 – Executive Director Report

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- Wood River Closed.
- Rand Avenue **Open. 24/7 operation.**
- Hawthorne No. 1 Closed.
- Hawthorne No. 2 Closed.
- Grassy Lake Closed.
  
- **U.S. Army Corps of Engineers (USACE) Coordination**
  - Authorized Level Projects
    - Pump Station Modifications.
      - WRDLD provided 5 comments on **26 July 2022**.
      - USACE verbally stated that all WRDLD comments will be addressed.
    - Bid Package 8 – Magruder Construction Co.
      - Pump Station and Outfall Structures nearing completion.
      - Force main work complete (not tested).
      - Relief well collector ditch in progress.
      - Electrical work delayed. Supply chain issues.
    - Bid Package 9
      - Project delayed until at least Q4 FY'23 No work is eligible for WIK until the IDR is approved (Likely Aug/Sept 2023).
    - Canal Road Pump Stations – Magruder Construction Co.
      - Pump Station intake structure in progress (CR#2 only).
    - RW Package 2 – 95% ATR.
      - WRDLD provided 14 comments on **11 April 2022**.  
**(No response from the USACE)**
    - RW Package 3 – BCOES.
      - WRDLD provided 10 comments on **20 September 2021**.  
**(No response from the USACE)**
  - Mel Price Deficiency Projects
    - Mel Price RW Package 1 – Meyer Contracting, LLC.
      - Project substantially complete.
      - WRDLD provided the USACE a punch list on 05 December 2022.
        - USACE to make WRDLD punch list corrections.
    - Mel Price RW Package 2 – BCI Construction, USA, Inc.
      - Relief well collector ditch work in progress.

**Wood River Drainage & Levee District**  
**Unpaid Bills Detail**  
As of July 20, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>Ace Tech Computer Services, Inc.</b>					
Bill	07/01/2023	10854	07/31/2023		310.00
Total Ace Tech Computer Services, Inc.					310.00
<b>Ameren Illinois - EA#1</b>					
Bill	07/14/2023	2116 J...	08/13/2023		294.29
Bill	07/14/2023	0312 J...	08/13/2023		311.44
Total Ameren Illinois - EA#1					605.73
<b>Auto-Owners Insurance</b>					
Bill	07/12/2023	01772...	08/11/2023		31,641.00
Bill	07/20/2023	01772...	08/19/2023		9,841.80
Total Auto-Owners Insurance					41,482.80
<b>Craney Winters Law Group, LLC</b>					
Bill	07/02/2023	17230	08/01/2023		483.00
Total Craney Winters Law Group, LLC					483.00
<b>Hearst Media</b>					
Bill	07/03/2023	80135...	08/02/2023		213.43
Total Hearst Media					213.43
<b>Midwest Occupational Medicine, LTD</b>					
Bill	06/17/2023	36072-1	07/17/2023	3	200.00
Bill	06/17/2023	26898-1	07/17/2023	3	200.00
Bill	06/21/2023	36072-1	07/21/2023		240.00
Total Midwest Occupational Medicine, LTD					640.00
<b>New Frontier Materials LLC</b>					
Bill	06/30/2023	12668...	07/30/2023		73.08
Bill	07/03/2023	12669...	08/02/2023		532.82
Bill	07/05/2023	12669...	08/04/2023		549.92
Bill	07/06/2023	12669...	08/05/2023		453.46
Bill	07/07/2023	12670...	08/06/2023		522.34
Bill	07/10/2023	12670...	08/09/2023		269.91
Total New Frontier Materials LLC					2,401.53
<b>Piasa Motor Fuels, LLC</b>					
Bill	07/05/2023	265784	08/04/2023		547.62
Bill	07/05/2023	265783	08/04/2023		1,068.10
Total Piasa Motor Fuels, LLC					1,615.72
<b>Spectrum Business - Rand</b>					
Bill	07/03/2023	00250...	08/02/2023		194.44
Total Spectrum Business - Rand					194.44
<b>Waltco Tool's &amp; Equipment</b>					
Credit	07/10/2023	577160			(49.99)
Bill	07/10/2023	577142	08/09/2023		99.98
Bill	07/10/2023	577162	08/09/2023		5.50
Bill	07/17/2023	577657	08/16/2023		7.96
Bill	07/17/2023	577648	08/16/2023		8.97
Total Waltco Tool's & Equipment					72.42
<b>TOTAL</b>					<b>48,019.07</b>

**Wood River Drainage & Levee District**  
**Balance Sheet**  
 As of July 20, 2023

	Jul 20, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100 · Petty Cash Drawer	44.22
102.7 · Business Share-1st Mid Credit U	24.60
103.1 · Maint Checking *3552 - MadCo	9,407.94
103.2 · Maint MMDA *0784 - MadCo	1,046,446.47
103.3 · Rand Checking *5598 - MadCo	1,528.22
103.4 · Rand MMDA *3593 - MadCo	88,403.03
103.5 · EA #1 MMDA *7528 - MadCo	112,677.91
<b>Total Checking/Savings</b>	1,258,532.39
<b>Other Current Assets</b>	
110 · Accrued Interest	518.00
112 · Investments CD	
112.33 · Maint. CD #1 - 1st Mid *001	242,515.07
112.34 · Maint. CD #2 -*9326 MadCo	254,545.54
112.35 · Rand CD #1 -*1590 MadCo	254,545.54
112.36 · Rand CD #2 -*1809 MadCo	254,545.54
112.37 · Maint. CD #3 - CDAR 3271	255,177.64
112.38 · Maint CD #4 - CDAR 3298	255,177.63
112.39 · Maint CD #5 - CDAR 7576	250,061.65
112.40 · EA #1 CD -CDAR *7536	100,000.00
112.41 · Rand CD #3 - CDAR *7544	150,000.00
<b>Total 112 · Investments CD</b>	2,016,568.61
<b>Total Other Current Assets</b>	2,017,086.61
<b>Total Current Assets</b>	3,275,619.00
<b>Fixed Assets</b>	
120 · Property & Equipment	2,131,007.37
126 · Land	216,131.00
<b>Total Fixed Assets</b>	2,347,138.37
<b>TOTAL ASSETS</b>	<b>5,622,757.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
230 · Payroll Liabilities	
230.03 · Social Security	
230.031 · Company	3.46
230.032 · Employee	3.46
<b>Total 230.03 · Social Security</b>	6.92
230.04 · Medicare	
230.041 · Company	0.80
230.042 · Employee	0.80
<b>Total 230.04 · Medicare</b>	1.60
230.05 · Federal Withholding	5.00
230.08 · IMRF	
230.081 · Company	340.16
230.082 · Employee	1,118.84
<b>Total 230.08 · IMRF</b>	1,459.00
230.09 · Insurance Withholding	
230.091 · Health Insurance	66.32
230.092 · Life Insurance	16.00

**Wood River Drainage & Levee District**  
**Balance Sheet**  
As of July 20, 2023

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	<u>Jul 20, 23</u>
Total 230.09 · Insurance Withholding	82.32
230.10 · State Unemployment IL	479.46
230.12 · Union Dues	100.98
Total 230 · Payroll Liabilities	<u>2,135.28</u>
Total Other Current Liabilities	<u>2,135.28</u>
Total Current Liabilities	2,135.28
Long Term Liabilities	
243 · Unreserved	6,222,432.38
244 · EA #1 Pump - Reserved	119,554.00
Total Long Term Liabilities	<u>6,341,986.38</u>
Total Liabilities	6,344,121.66
Equity	
290 · Open Bal Equity	(2,046,454.37)
299 · Fund Balance	931,916.30
Net Income	393,173.78
Total Equity	<u>(721,364.29)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>5,622,757.37</u></u></b>



**Wood River Drainage & Levee District**  
**Revenue & Expense Budget vs. Actual**  
**October 2022 through September 2023**

	Oct '22 - Sep 23	Budget	\$ Over Budget
<b>Income</b>			
300 · Assessment	960,236.63	940,000.00	20,236.63
301 · Interest Earned			
301.2 · Maint Interest Earned	30,448.31	39,000.00	-8,551.69
301.3 · Pump Interest Earned	3,363.93	3,000.00	363.93
301.4 · Rand Interest Earned	13,437.56	17,000.00	-3,562.44
<b>Total 301 · Interest Earned</b>	<b>47,249.80</b>	<b>59,000.00</b>	<b>-11,750.20</b>
306 · Miscellaneous	3,784.70	5,000.00	-1,215.30
307 · MadCo ARPA Funding	0.00	50,000.00	-50,000.00
309 · Easement & Inspection Fee	8,350.00	10,000.00	-1,650.00
310 · Phillips 66	189,938.22	254,000.00	-64,061.78
312 · F.E.M.A.	0.00	0.00	0.00
313 · Sale of Fixed Assets	32,000.00	28,000.00	4,000.00
314 · Refunds	2,550.56	2,500.00	50.56
315 · Lease	1,920.00	1,920.00	0.00
<b>Total Income</b>	<b>1,246,029.91</b>	<b>1,350,420.00</b>	<b>-104,390.09</b>
<b>Gross Profit</b>	<b>1,246,029.91</b>	<b>1,350,420.00</b>	<b>-104,390.09</b>
<b>Expense</b>			
400 · Pump Operations			
401 · East Alton No. 1 Labor	0.00	0.00	0.00
402 · East Alton No. 1 Utilities	17,008.97	20,000.00	-2,991.03
403 · East Alton No. 1 Maint/Repairs	342.32	400.00	-57.68
404 · East Alton No. 1 Repairs	0.00	0.00	0.00
411 · Wood River Labor	0.00	1,500.00	-1,500.00
412 · Wood River Utilities	2,213.18	7,000.00	-4,786.82
413 · Wood River Maint/Repairs	3,662.97	3,700.00	-37.03
414 · Wood River Repairs	0.00	0.00	0.00
421 · Rand Ave Labor	69,921.25	88,000.00	-18,078.75
422 · Rand Ave Utilities	49,759.12	63,000.00	-13,240.88
423 · Rand Ave Maint/Repairs	3,861.02	8,000.00	-4,138.98
424 · Rand Ave Repair	0.00	0.00	0.00
428 · Rand Ave. Management Labor	15,371.43	21,000.00	-5,628.57
431 · Hawthorne No. 1 Labor	0.00	0.00	0.00
432 · Hawthorne No. 1 Utilities	1,913.29	3,100.00	-1,186.71
433 · Hawthorne No. 1 Maint/Repairs	0.00	300.00	-300.00
434 · Hawthorne No. 1 Repairs	0.00	0.00	0.00
441 · East Alton No. 2 Labor	0.00	0.00	0.00
442 · East Alton No. 2 Utilities	3,077.49	5,000.00	-1,922.51
443 · East Alton No. 2 Maint/Repairs	0.00	300.00	-300.00
444 · East Alton No. 2 Repairs	0.00	0.00	0.00
451 · Canal Road No. 1 Utilities	0.00	0.00	0.00
452 · Canal Road No. 1 Repairs/Maint	0.00	0.00	0.00
461 · Canal Road No. 2 Utilities	0.00	0.00	0.00
462 · Canal Road No. 2 Repairs/Maint	0.00	0.00	0.00
471 · Canal Road No. 3 Utilities	0.00	0.00	0.00
472 · Canal Road No. 3 Repairs/Maint	0.00	0.00	0.00
492 · Grassy Lake Utilities	1,076.84	2,500.00	-1,423.16
493 · Grassy Lake Repairs/Maintenance	0.00	300.00	-300.00
494 · Hawthorne No. 2 Utilities	367.22	1,000.00	-632.78
495 · Hawthorne No. 2 Repairs/Maint	0.00	300.00	-300.00
496 · Virginia St Utilities	504.12	1,000.00	-495.88
497 · Virginia St Repairs/Maintenance	0.00	300.00	-300.00
498 · Lakeside Utilities	549.34	1,000.00	-450.66
499 · Lakeside Repairs/Maintenance	0.00	300.00	-300.00
<b>Total 400 · Pump Operations</b>	<b>169,628.56</b>	<b>228,000.00</b>	<b>-58,371.44</b>
500 · Maintenance Operations			
550 · Part-Time Maintenance Labor	12,358.28	21,000.00	-8,641.72
551 · Maintenance Labor	113,804.33	156,000.00	-42,195.67
552 · Utilities	5,442.47	9,000.00	-3,557.53

**Wood River Drainage & Levee District**  
**Revenue & Expense Budget vs. Actual**  
**October 2022 through September 2023**

	Oct '22 - Sep 23	Budget	\$ Over Budget
553 · Building Maint & Supplies	10,867.71	16,000.00	-5,132.29
554 · Fuel (Gasoline)	11,009.54	16,000.00	-4,990.46
555 · Fuel (Diesel)	5,502.66	13,000.00	-7,497.34
556 · Tractor Maint. / Repair	0.00	0.00	0.00
557 · Vehicle Maint. / Repair	5,396.92	10,000.00	-4,603.08
558 · Equipment Maint. / Repair	16,334.31	20,000.00	-3,665.69
559 · Vegetation Removal	8,022.84	8,000.00	22.84
560 · Clothing Allowance	949.37	2,000.00	-1,050.63
561 · Aggregate and Rip Rap	8,974.98	9,000.00	-25.02
569 · Employee Insurance Benefit	24,980.23	31,000.00	-6,019.77
570 · Insurance	41,811.04	68,000.00	-26,188.96
573 · Training	928.00	1,000.00	-72.00
576 · Safety	1,321.79	1,000.00	321.79
<b>Total 500 · Maintenance Operations</b>	<b>267,704.47</b>	<b>381,000.00</b>	<b>-113,295.53</b>
<b>600 · Administration</b>			
601 · Administration Labor	129,857.28	164,000.00	-34,142.72
602 · Utilities	3,514.02	6,000.00	-2,485.98
603 · Office Supplies	12,722.73	15,000.00	-2,277.27
604 · Building Maintenance	4,930.16	8,500.00	-3,569.84
605 · Commissioner Labor	17,430.00	23,850.00	-6,420.00
606 · Travel and Meals	2,153.53	2,800.00	-646.47
607 · Consultant - Accounting	0.00	5,050.00	-5,050.00
608 · Consultant - Attorney	10,037.50	16,500.00	-6,462.50
609 · Consultant - Engineering	2,343.45	58,000.00	-55,656.55
612 · Clothing Allowance	1,377.50	2,000.00	-622.50
615 · Employee Insurance Benefit	11,740.46	14,500.00	-2,759.54
616 · Employmnt & Other Medical	584.00	1,000.00	-416.00
618 · Bonds	2,100.00	2,300.00	-200.00
620 · Marketing - Publications	1,003.67	1,650.00	-646.33
630 · Re-Assessment Costs	0.00	0.00	0.00
699 · Finance Charges	1,826.91	1,850.00	-23.09
<b>Total 600 · Administration</b>	<b>201,621.21</b>	<b>323,000.00</b>	<b>-121,378.79</b>
<b>700 · Capital Projects</b>			
701 · Capital Improvements	72,768.40	73,000.00	-231.60
705 · USACE Testing/Inspection	48,425.46	110,250.00	-61,824.54
710 · Reconstructions/Repairs	38,551.92	129,400.00	-90,848.08
<b>Total 700 · Capital Projects</b>	<b>159,745.78</b>	<b>312,650.00</b>	<b>-152,904.22</b>
<b>800 · Payroll Expenses</b>			
851 · Payroll Tax Adjustments	0.00	0.00	0.00
852 · Social Security	22,008.03	29,470.00	-7,461.97
853 · IMRF	7,118.72	8,780.00	-1,661.28
854 · Insurance Benefit	9,020.09	11,210.00	-2,189.91
855 · Medicare	5,153.27	6,890.00	-1,736.73
856 · SUIIL	10,856.00	13,000.00	-2,144.00
<b>Total 800 · Payroll Expenses</b>	<b>54,156.11</b>	<b>69,350.00</b>	<b>-15,193.89</b>
<b>Total Expense</b>	<b>852,856.13</b>	<b>1,314,000.00</b>	<b>-461,143.87</b>
<b>Net Income</b>	<b>393,173.78</b>	<b>36,420.00</b>	<b>356,753.78</b>