

Jo-Carroll Depot LRA Board of Directors  
18901 B Street  
Savanna Depot Business, Industry & Technology Park  
Savanna, IL 61074

**3:00 p.m., Wednesday, March 6th,  
2024**

**JCDLRA Board Room**

**Zoom Meeting**  
**<https://us02web.zoom.us/j/5791926975>**  
**Meeting ID: 579 192 6975**

- 1. Call to Order** – Chairman Steve Keeffer called the March 6th, 2024 Board of Directors meeting to order at 3:02 pm.
- 2. Roll Call** – was answered as follows: Present – Steve Keeffer, Don Crawford, Ron Smith, Kevin Reibel, Bill Robinson, Bill McFadden attended via Zoom.

Susan Jacobs and Bill Wright did not attend the meeting.

Staff present: Mara Roche, Rob Davies

Others present: Amiee Martelle (Riverport Railroad), Linda Balcom (Balcom Environmental), Sara Renkes (Carroll County Engineer), David Schmit (NWILED).

Attorney Phil Jensen attended via Zoom.

- 3. Pledge of Allegiance** was recited.
- 4. Agenda Additions** – None.
- 5. Approval of Meeting Minutes** – Draft meeting minutes of the February 7th meeting minutes were presented for review.

**Kevin Reibel made a motion to approve the minutes. Ron Smith**

**seconded. Motion passed unanimously by voice vote.**

## **6. Old Business**

7. Grant Update – Ms. Roche noted the Grant Specialist RFP was advertised again. The request will be open until March 26<sup>th</sup>. She added that no responses were received for the first RFQ and hoped that responses would be received for the second round.

Transition Update – Mr. Keeffer gave an update on progress at UMRIPD. He also noted that a project manager would be in place soon and that transition work would be able to recommence soon.

## **8. New Business**

- A. Bills over \$2,500: None.

## **Staff Reports**

### **9. Executive Director:**

Report/issues updates – Ms. Roche noted that mowing for the summer needed to be discussed and the board would need to decide to keep the current service provider or to readvertise the work. Ms. Roche noted that the present contractor – Johnson Lawn Care – had been providing the service for around three years. She added that the service provider had provided a new estimate, asking for \$100 more per 40-acre mow, which had cost \$900 in 2023. The total amount for 2024 would be \$1000 per 40-acre mow. Ms. Roche noted that the service provider mowed around 10 times in total per season. Ms. Roche noted that the LRA had been satisfied with the service provider's work in the past.

**Bill Robinson made a motion to accept Johnson Lawn Care's bid. Ron Smith seconded. Motion passed unanimously by roll-call vote.**

Ms. Roche asked Mr. Davies to check on the telephone connections in the new office, so that they can be moved.

- A. Correspondence – See below.

- B. Property transfers – Ms. Roche noted that representatives from Eagles Landing/Midwest 3PL had attended the last meeting with questions about property transfers. She noted that a letter had been written to the BRAC office and that no response had been received. Ms. Roche noted that she hoped there would be a response by the end of March.
- C. Employment report – Stable at 56.
- D. Water & Sewer – None.
- E. Internship – None.
- F. Additional Update – None.
- G. Deputy Director – Mr. Davies provided an update on the renewable energy project.

### **Bookkeeping**

Bank Account Balances – As of February 29th total cash on hand: \$144,044.20.

\$20,000 had to be moved from a CD to cover bills for UMRIPD and the LRA. Ms. Roche noted the LRA ended up getting a better rate of 4.9% interest rate.

Army rent of ~ \$80,000 is still due.

- a. Cash flow – Cash flow for the month of February: Income: \$31,393.03.  
Expenses \$73,239.31 for a monthly loss of **\$41,846.28**.

Approximately \$26,200 would be reimbursed by the Port, as well as approximately \$11,000 by OLDCC.

- b. Budget - Year to Date: Income \$77,004.11  
Expenses \$131,402.51

Deficit of **\$54,398.40**

- c. Water/Sewer Income and Expenses:

February Income: \$0

February Expenses: \$9,698.41. Expenses increased due to pump motor and shaft repairs to the value of \$5,630.

Deficit of **\$9,698.41**

Year-to-date  
Income:  
Expenses:  
Deficit of \$18,364.57.

D. Outstanding Invoices – None.

E. Board of Directors Reports

1. Foreign Trade Zone #271 – Mr. Davies reported that he FTZ had a meeting on 22/2/2024.
2. Enterprise Zone – None.
3. Other directors' reports – None.

F. Attorney's Report – Nothing to report at this time, but may have something in executive session.

G. Other New Business – None.

### **Reports to the Board**

A. Site Manager / BRAC Environmental Coordinator – None.

B. Tenants – Ms. Martelle noted that the good weather may see the railroad start tie work early. Mr. Davies asked if there were any other issues related to security. Ms. Martelle noted that apart from suspicious vehicles, there had been no incidents.

C. UMRI Port District – No updates.

D. USFWS – No updates.

E. Water/Sewer Operator Update – Peerless will reinstall the repaired pump the day after this board meeting.

F. NWILED – Mr. Schmit provided a report.

G. Guests – Ms. Martelle noted that the second session of NWILED’s Build-It/Grow-It entrepreneurial bootcamp will be held at Riverport Railroad’s offices.

10. Public Comments – None.

11. Executive Session

Mr. Reibel motioned to move into Executive Session under 5 ILCS 120/2(5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

5 ILCS 120/2(11) - Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

at 15:38 CDT, seconded by Mr. Smith, approved unanimously by roll-call vote. Attendees of the Session were Messrs. Robinson, Crawford, Keeffer, Reibel, Smith & McFadden. Attorney Jensen was present, as were Mr. Davies & Ms. Roche.

**A motion was made by Mr. Robinson and seconded by Mr. Crawford to exit closed session. The motion passed unanimously by roll-call vote. The board exited closed session at 16:05 p.m.**

There were no actions to be taken as a result of the Executive Session.

12. Adjournment – **Kevin Reibel made a motion to adjourn the meeting. Bill Robinson seconded. The motion passed unanimously by voice vote.**

The meeting adjourned at 4:06 pm.