

Jo-Carroll Depot LRA Board of Directors
Meeting Minutes
3:00 p.m., Wednesday, August 1, 2018

1. **Call to Order** – The meeting was called to order at 3:00 by Chairman Steve Keeffer on Wednesday, August 1, 2018 at the Jo-Carroll Depot LRA Conference Room, 18901 B Street, Savanna, Illinois
2. **Roll Call** was answered as follows – Present: Don Crawford, Paul Hartman, Steve Keeffer, Bill McFadden, Ron Smith, Bill Robinson and Bill Wright. Attorney present: Phil Jensen. Guests present: Gary Frederick, Amiee Martelle
3. **Pledge of Allegiance** was recited
4. **Agenda Additions** - none
5. **Approval of June 6, 2018 and July 11, 2018 Minutes** – The July minutes are not yet completed. **A motion was made by Bill Wright and seconded by Don Crawford to approve the June 6, 2018 minutes as presented. The motion passed by voice vote.**
6. **Old Business**
 - A. **Project Update from Weston & Draft Final Plan** - Andris Sleeser with Weston has brought with him the Jo-Carroll Depot Barge Market Analysis and the Draft Final Updated Reuse Plan. After comments have been made on the Draft, the board will need to approve the Reuse Plan and Recommendations. Andris stated that the purpose of the Barge Market Analysis was to determine whether a facility would be feasible here and potential industrial opportunities based on the waterborne, rail and truck market. It is thought a public facility would allow more of the market to utilize the access. Some concerns with access will be permitting. This potential barge access was addressed in the Draft Reuse Plan based on the information obtained from the Barge Market Analysis. The Updated Reuse Plan touches on environmental, existing infrastructure, lack of infrastructure (natural gas). There does appear to be opportunity for a large industrial site on the property and would pair well with the potential access to USFWS 5 once transferred to the LRA. Existing tenants would likely be able to expand their business, especially Riverport Railroad, Midwest 3PL and Area 51, LLC. A key opportunity for this project would be to find a Master

Developer to carry the development out which would allow the LRA to step back. The economic impact to the communities was also reviewed. There are additional recommendations which the board will need to review and make a decision on and approve the document with their desired recommendations. This draft will be distributed to tenants for comments. Comments should be delivered to the LRA by the 1st of September. The Benthic Study has been completed and the final will be provided at the next meeting. Next steps: after the plan and recommendations are approved by the board we will move on to the Economic Development portion of the grant.

B. OEA Grant Update - The final draft has been submitted and they have had a chance to review again. I have a phone call scheduled with our project manager and program director scheduled for 1:00 tomorrow.

7. New Business

A. Bills over \$2,500 - None

B. Staff Reports

1. Executive Director

a. Report/issues updates-

2019 Water/Sewer Operator Contract –

Paragraph 11 has been revised to read “The LRA will reimburse the Independent Contractor 50% of the cost of worker’s compensation coverage and also share 50% of the reimbursement from the yearly worker’s compensation audit.” The updated contract will go into effect September 1, 2018 for 1 year.

Paul Hartman made a motion, seconded by Bill Robinson, to approve the 2019 Water/Sewer Operator Contract. Motion passed by voice vote.

We have been advertising our available properties on CoStar, Loopnet and for approximately 8 years now and they have just finally started showing the number of views per month. Within the past 90 days we have had 2,615 views.

Have contacted Sharon Pepin to provide us with an estimate for updating our CIP (Capital Improvements Plan) our current document expires at the end of the year. If anyone has any infrastructure projects they would like to see added to the plan, please forward on to Mara. Tim was asked to review the water and sewer portion and let me know.

b. Correspondence – The LRA staff and board members received 2 letters from Gary Frederick as it relates to his dissatisfaction with road maintenance within the PUD and the decision made at the July board meeting regarding sale of building 9 to the Potempa’s rather than demolition. Gary has requested that the LRA set up a reserve to buy back his building or compensate him for his losses if building 9 is not demolished or renovated in a timely fashion. Gary and Mara will be meeting to discuss his concerns and

options for his building. Board member Hartman asked where we are at with the agreement for building 9. Mara responded that Phil was unable to attend the meeting today but he did indicate in an email today that he would have it to us in a week. Once received from Phil all documents will be sent to the board members for review and comment to be acted on at the September meeting. Due to a staff members absence for surgery the September meeting will not be able to be held on the 5th.

Bill Wright made a motion, seconded by Paul Hartman, to move the September board meeting to the 12th. Motion carried by voice vote.

c. Property transfers – The Army has advised that they need to perform an Archaeological Review and NEPA review on Parcel 20 (USFWS 5) which will likely delay the availability.

The FOST for Parcel 3C has been reviewed by the Army Environmental Law Division and will soon be sent out for public notice.

d. Employment report – July 2018 employee numbers were 109. Last month was 112 and last July employment was at 109.

2. Bookkeeper

a. Bank account balances - As of 7/29/18 is

\$1,042,116.95

b. CD –The next CD due is on 9/13/2018 for \$202,650.68 at the Milledgeville State Bank with an APY .75%.

c. Cash flow –Income for the month of July was \$5,360.04. Expenses for the month of July were \$80,874.97.

d. Budget update –Eight months into the FY, income on line AO 72 is \$132,234.56. Expenses eight months into the FY on line AO 134 are \$324,083.44 for a deficit of **\$-191,848.88**.

e. Water/Sewer-Income vs Expenses

Water/Sewer related expenses for the month of July were \$5,751.52 and income was \$784.11,. Total expenses to date are \$55,723.92. Total income to date is \$12,619.13 for a deficit of **\$-43,104.79** eight months into the FY.

f. Outstanding Invoices - Art Dersham 3rd and 4th quarter water and sewer \$470.18 his water has already been turned off at his request. An email and letters have been sent. Tim reported he also has a broken meter.

C. Board of Directors Reports

1. Foreign Trade Zone #271 – no meeting
2. Jo-Carroll Enterprise Zone – no meeting
3. Other directors' reports - none

D. Attorney's Report

Draft Agreement for Renovation of Building 9: Phil was unable to attend the board meeting today but sent an email earlier in the day stating he would

provide the following documents within the next week: Agreement for Renovation of Building 9; Easement for Depot Electric Supply over C Street and a draft LRA and Port Authority Merger Agreement.

E. Other new business

8. Reports to the Board

A. Site Manager / BRAC Environmental Coordinator – The Army recently completed remediation at the new small arms site, site 85, and that work is continuing at the stables landfill and ordnance school lake. The ROD (record of decision) for the landfill in Parcel 13, the H Area, is being routed for signature and should be signed by all parties by the end of the year. This means the landfill capping project could start next year. Several months ago we spoke about PFOA/PFOS as an emerging contaminant from fire fighting foam and the fact that we sampled our water supply for this, which came back negative. The Army is going to do further testing in areas where the foam was used. They will be installing 5 monitoring wells at Sites 67 and 84.

B. Tenants – no updates

C. UMRI Port District – no update

D. USFWS – no update

E. Water/Sewer Operator Update – Tim was asked if there are still users that aren't metered. Tim stated that Max Purchis building was not metered, Armstrongs is not being metered, the fire department is not metered and we have at least one meter that is not giving accurate readings at InServ. At the fire station the service line is going to require a lot of plumbing to get the meter connected. It won't take much to put meters in at Max Purchis and Armstrongs building. A letter will be sent by staff to all tenants stating that Tim will be fixing and installing meters as a heads up.

Tim also reported that the semi-annual flood reports were sent out.

F. Guests - none

9. Public Comments – none

10. Executive Session as permitted for the following under: **Executive session not needed.**

5 ILCS 120/2 (c) (6) The setting of a price for sale or lease of property owned by the public body.

11. Motions from Executive Session, if any - none

12. Adjournment

A motion to adjourn the meeting was made by Bill Robinson, seconded by Bill McFadden. The motion passed by voice vote. The meeting was adjourned at 4:15 p.m.