

Jo-Carroll Depot LRA Board of Directors  
18901 B Street  
Savanna Depot Business, Industry & Technology Park  
Savanna, IL 61074  
**3:00 p.m., Wednesday, August 7th, 2019**

**1. Call to Order** – Chairman Steve Keeffer called the August 7, 2019 Board of Directors meeting to order at 3:01 pm.

**2. Roll Call** was answered as follows: Present – Don Crawford, Paul Hartman, Steve Keeffer, Bill Robinson, Ron Smith, Bill McFadden, Kevin Reibel (arrived at 3:05 pm). Absent – Bill Wright. Staff present: Mara Roche, Rob Davis. Others present: Attorney Phil Jensen, Tim Schoenig (Water/Sewer Operator) Max Purchis, Amiee Martelle (Riverport Railroad), Scott Lombardo, Emily Legal (NWILED) and Debbie Boden (NWILED)

**3. Pledge of Allegiance** was recited

**4. Agenda Additions** - none

**5. Approval of Meeting Minutes** – The draft meeting minutes of the July 10, 2019 Board of Directors meeting were presented. **Paul Hartman made a motion, seconded by Bill Robinson, to approve the July 10, 2019 meeting minutes as presented. Motion passed by voice vote.**

**6. Old Business**

A. Grant Update – The first grant has been closed out and the LRA will receive final reimbursement of \$32,000.

Parcel 20 contract - The Terms and Conditions of the new contract with Weston Solutions was review by Attorney Jensen with some suggested changes regarding the location of mediation and mutuality of limited liability. After those changes Attorney Jensen agreed the document was ready for signature.

The subcontractors that will be performing the Hydraulics Analysis will be on site next week. The project was delayed due to the high waters.

Three members from the Office of Economic Adjustment were on site last week to tour the property and parcel 20 and were also able to view the property from the river and see examples of private facilities up and down river.

B. Update on Building 9 progress – A written update was provided that states the following: As of now we have made significant cleanup efforts and removed roughly 60+ tons of debris from the building. We have removed the top half of the building and will start removing the bottom section over the weekend. We have begun structural sistering internally. We will then begin the sistering on the roofline for the front section. Soon after we will start on instillation of the windows as we had to do some tuck pointing from inside the building.  
Paul Hartman, Bill Robinson, Mara Roche and Rob Davis will do a walk-thru July 17<sup>th</sup> at noon.

## 7. New Business

A. Bills over \$2,500 – A bill was presented from R&R Lawncare for \$3,326.40 for mowing services for the month of July.  
**Bill McFadden made a motion, seconded by Bill Robinson to approve the bill from R&R Lawncare for \$3,326.40**

B. Approval of Facility Lease with Army – office space  
The Army has agreed to our request of an administrative fee and also have agreed to cover the building insurance. There is no need to modify the lease agreement that was presented last month due to a provision for modifications already in the lease.  
Phil is still going to look at the old lease to review the month to month tenancy language.  
**Paul Hartman made a motion, seconded by Kevin Reibel to approve the Facility Lease between the Army and LRA. Motion passed by voice vote.**

### C Staff Reports

#### 1. Executive Director

##### a. Report/issues updates-

Reschedule October Meeting Date Due to ADC  
Conference Schedule –

Staff members Mara Roche and Rob Davis will be attending the Association of Defense Communities Base Redevelopment Forum at Ft. Ord on September 30 through October 3<sup>rd</sup>.

**Bill McFadden made a motion, seconded by Ron Smith, to reschedule the October 2, 2019 LRA Board of Directors meeting to October 9, 2019. Motion passed by voice vote.**

##### b. Correspondence –

c. Property transfers – Transfer packets for parcels 3 and 8 are still in the works on the Army side.

d. Employment report – Employee numbers for the month of July 2019 are 81, last month 82 and July 2018 were at 109. The numbers have dropped due to the reduction in employment at RESCAR.

2. Deputy Director – a list of projects being worked on was provided to the board members. Ron Smith asked Rob to expand on the Industrial Hemp project. Rob shared that he has been working with small industries on the purchasing side to see if they have an interest in purchasing raw hemp fiber or materials manufactured from hemp fiber for their products. This area is ideal for a fiber hemp processing or production facility.

3. Bookkeeping

a. Bank account balances –

As of July 31, 2019: \$871,105.36

b. CD Transfers –

Milledgeville State Bank CD for \$203,825.50 will come due September 13, 2019

c. Cash flow –

Income for the month of July was \$41,774.92. Expenses for the month of July were \$44,566.51

d. Budget update –

Income year to date is \$171,022.27. Expenses year to date are \$250,688.05

e. Water/Sewer Income vs. Expenses – Income for the month of July \$0. Expenses for the month of July are \$4,936.66. A majority of those expenses were for the electric bill due to the flood pumps running, \$2,518.86. \$500 for the yearly permit fee and \$900 for supplies and lab tests. Year to date deficit = \$29,029.93

f. Outstanding Invoices – We still have two tenants with outstanding water/sewer invoices.

D. Board of Directors Reports

1. Foreign Trade Zone #271 – no meeting

2. Jo-Carroll Enterprise Zone – no meeting

3. Other directors' reports – Ron Smith reported that he spoke with ECIA and their consultant regarding the port expansion study for East Dubuque. Emily Legal (NWLED) reported she will also be speaking with a port member regarding the project next week.

E. Attorney's Report:

- C Street Easement – No update, Phil stated this is for their benefit and is up to them to sign.

F. Other new business - none

**8. Reports to the Board**

A. Site Manager / BRAC Environmental Coordinator – no updates from Army

B. Tenants -

C. UMRI Port District – Rob Davis reported that he attended the last meeting. Chairman Keeffer asked if there has been any interest from the Port District on getting the Joint Committee back together. It was reported there didn't seem to be interest from the Port Chairman to do so, but the Transition Planning process being performed by Weston consultants should start soon. Rob expressed it was a bit of a shame the two boards are unable to get together. The Port Chairman has been very helpful in the visioning of a potential port layout on the properties.

D. USFWS – River Road Rehab project. Work is expected to begin August 19<sup>th</sup> which will result in River Road being closed to all access. The estimated time frame for completion is 2 months. Rob Davis reported the communication between USFWS and the consultants regarding permitting has been going well.

E. Water/Sewer Operator Update – Tim Schoenig reported that he will be flushing hydrants this Friday.

F. Guests – no comments

**9. Public Comments** - none

**10. Executive Session** as permitted for the following under: N/A - Executive session was not needed

**11. Motions from Executive Session, if any** - none

**12. Adjournment** – Bill Robinson made a motion, seconded by Bill McFadden to adjourn the meeting at 3:37 pm. Motion carried by voice vote.