

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 12th,  
2025**

**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 August 12th, 2025 Board of Directors meeting to order at 3:00 pm.

**2. Roll Call** – was answered as follows: Present – Steve Keeffer, Bill Wright, Kevin Reibel, Susan Jacobs, Tim Wand and Bill Robinson.

Staff present: Mara Roche, Rob Davies. Attorney Phil Jensen was present.

Others present: Linda Balcom (Balcom Environmental), Amiee Martelle (Riverport Railroad), Scott Sigman (EASE).

**3. Pledge of Allegiance** was recited.

**4. Agenda Additions** – None.

**5. Approval of Meeting Minutes** – Draft meeting minutes of the July meeting were presented for review.

**Mr. Reibel made a motion to approve the minutes. Ms. Jacobs seconded. Motion passed unanimously by voice vote.**

**6. Old Business**

**7. Grant Update** – Ms. Roche noted that the OLDCC grant will be ending at the

end of August. LRA staff and consultants are working to get the final reports and deliverables ready for the grant close-out.

Ms. Roche added that she will negotiate with OLDCC to check if any funds left in the grant can be retained.

8. Transition Update – No update.
9. Revisit Depot Display Agreement – Ms. Roche gave an overview of the discussions with the Savanna Museum and Cultural Center around the diorama and display agreement. Discussion followed.
10. New Business
  - A. Bills over \$2,500: None.

## **Staff Reports**

### **11. Executive Director:**

Report/issues updates – i.) Lift Moratorium on the Sale of Property for 3234 McIntyre Road - Ms. Roche noted that the LRA is preparing to sell Building 10 – 3234 McIntyre Rd – to the UMRIPD. To facilitate this, the moratorium on property sales for 3234 McIntyre Road – Building 10 – needs to be lifted.

**Mr. Reibel made the motion to lift the moratorium on property sales for 3234 McIntyre Road to facilitate the sale of that property to the UMRIPD. Ms. Jacobs seconded the motion. The motion passed unanimously by roll-call vote.**

ii.) Resolution 39: Signatory Authorization for Property Sales to UMRIPD - Ms. Roche noted that a Certified Resolution – Resolution 39 - is included in the board packet. This Resolution would allow Ms. Roche to sign the sale documents on behalf of the LRA, as Mr. Keeffer will be the UMRIPD's signatory, since he is the chair of that organization, also.

**Mr. Wright made the motion to adopt Resolution 39, giving signatory authority to Ms. Roche to facilitate the sale of 3234 McIntyre Road – Building 10 – to the Upper Mississippi River International Port District. The motion was seconded by Mr. Reibel and passed unanimously by roll-call vote.**

iii.) Sale of 3234 McIntyre Road to UMRIPD - Ms. Roche noted that a motion was required to authorize the sale of 3234 McIntyre Road to the UMRIPD for \$55 900.

**Mr. Reibel made the motion to sell 3234 McIntyre Road to the UMRIPD for \$55 900. Ms. Jacobs seconded the motion. The motion passed unanimously by roll-call vote.**

Ms. Roche noted that the sale would be formalized on August 14<sup>th</sup>.

- A. Environmental Services Cooperative Agreement – Ms. Roche noted that LRA staff and consultants are working on finalizing the ESCA for submission to the Army. Discussion followed.
- B. Office Assistance – Ms. Roche noted that the LRA is looking to hire a part-time administrative assistant. An advertisement would be placed in the local newspapers. Discussion followed.
- C. Correspondence – None.
- D. Property transfers – Ms. Roche noted that the Army was hopeful that the transfer of Parcel 8 would be completed soon.
- E. Employment report – Stable or slight increase.
- F. Water & Sewer – None.
- G. Internship – None.
- H. Additional Update – None.

Deputy Director – Mr. Davies noted that Dr. Isaac Slaven who is part of the DOE project team was making a site visit. Mr. Davies noted that Dr. Slaven would assist with feedstock assessments for the project. Discussion followed.

Mr. Davies noted that the DOE project will kick off soon.

As far as the DCEO Natural Gas Distribution project is concerned, Mr. Davies noted that an RFP for the project was being prepared.

Discussion followed.

## **Bookkeeping**

Bank Account Balances – As of July 31st total cash on hand: \$93 165.26.

A reimbursement from IDOT is due for \$23, 734.64 for a payment made to engineering consultants working on the UMRIPD Master Plan grant.

A reimbursement from OLDCC to the value of \$15, 034.30 was received on the 31<sup>st</sup> of July.

a. Cash flow – Cash flow for the month of July: Income: \$76,133.63  
Expenses \$114,314.14 for a monthly deficit of **\$38,180.51**

b. Budget - Year to Date: Income \$477,577.33  
Expenses \$528,726.09  
Deficit of **\$51,148.76**

c. Water/Sewer Income and Expenses:

YTD: Cost \$32, 241.28  
Income YTD: 12,031.22

YTD deficit of **\$20, 210.06.**

July income: \$258.54  
July expenses: \$3, 645.27

Discussion followed.

D. Outstanding Invoices – There are still two outstanding water & sewer bills. Discussion followed.

E. Board of Directors Reports

1. Foreign Trade Zone #271 – A meeting will be held on 8-13-2025. Discussion followed.

2. Enterprise Zone – None.

3. Other directors' reports – None.

F. Attorney's Report – None.

G. Other New Business – None.

## Reports to the Board

- A. Site Manager / BRAC Environmental Coordinator – Ms. Roche noted the building fire that broke out at tenant property earlier in August.
- B. Tenants – Ms. Martelle provided an update.
- C. UMRI Port District – Mr. Keeffer provided an update on UMRIPD's progress. A board meeting was held August 7th. Discussion followed.
- D. USFWS – None.
- E. Water/Sewer Operator Update – None.
- F. Guests – None.

12. Public Comments – None.

13. Executive Session – None.

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

The meeting adjourned at 3:58 pm.