

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

**3:00 p.m., Wednesday, December 3rd,
2025**

JCDLRA Board Room

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

I. Call to Order – Chairman Steve Keeffer called the December 3rd, 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, Tim Wand, and Susan Jacobs.

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

Others present: Amiee Martelle (Riverport Railroad), Sara Renkes (Carroll County Engineer), Scott Sigman (EASE), and Ed Britton (USFWS).

3. Pledge of Allegiance was recited.

4. Agenda Additions – None.

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

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

6. Old Business

A. Grant Update – Ms. Roche noted that she had submitted a reimbursement

request to the DOE.

- B. Depot Display Agreement: No update. Discussion followed.

7. New Business

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

Staff Reports

8. Executive Director:

Report/issues updates – Ms. Roche noted that Ms. Renkes had provided the LRA with information on what the county requires for fiber installations. Ms. Roche noted that Mr. Jensen had added an addendum to reflect these requirements.

- A. Environmental Services Cooperative Agreement – Ms. Roche noted that the ESCA is still being evaluated by the Army BRAC office. Discussion followed.
- B. Correspondence – None.
- C. Property transfers – Ms. Roche noted that work is still being done on the transfer of Parcel 8. Ms. Roche noted that the LRA is working with consultants on property transfers to the Port Authority. Discussion followed.
- D. Employment report – None.
- E. Water & Sewer – None.
- F. Internship – None.
- G. Additional Update – Ms. Roche presented the 2026 Meeting Date and Holiday Calendar. Mr. Wright made a motion to approve the schedule, Ms. Jacobs seconded. Motion passed unanimously by voice vote.

Deputy Director – Mr. Davies provided an update on the DOE and DCEO grants.

Bookkeeping

Bank Account Balances – As of November 30th total cash on hand: \$105,152.72. A CD will become due next April.

a. Cash flow – Cash flow for the month of November: Income: \$1,456.34. Expenses \$34,912.95.

b. Budget - Year to Date: Income \$921,537.23. Expenses \$961,631.20. Loss of **\$40,093.97**.

c. Water/Sewer Income and Expenses:

November Income: \$981.34

November Cost: \$5,011.23

YTD: Cost \$49,362.54

Income YTD: \$18,876.62.

YTD deficit of **\$30,485.92**. Actual loss **\$13,123.10**.

Discussion followed.

D. Outstanding Invoices – None.

E. Board of Directors Reports

1. Foreign Trade Zone #271 – A meeting was held on 12-3-2025. The current operator signed an extension to the current agreement. Andy Mills, the current chairman, announced that he would be stepping down as chairman at the end of December.

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 that BRAC would be holding a public meeting on January 12th. Discussion followed.
- B. Tenants – Ms. Martelle provided an update.
- C. UMRI Port District – Mr. Keeffer provided an update.
- D. USFWS – None.
- E. Water/Sewer Operator Update – Ms. Roche provided an update.
- F. Guests – None.

9. Public Comments – None.

10. Adjournment – **Ms. Jacobs made a motion to adjourn the meeting. Mr. Wand seconded. The motion passed unanimously by voice vote.**

The meeting adjourned at 3:35 pm.