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

3:00 p.m., Thursday, September 4th, 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 September 4th, 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 Bill Robinson. Susan Jacobs was not present.

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

Others present: Linda Balcom (Balcom Environmental), Amiee Martelle (Riverport Railroad), Zoom attendee "Bobbi", Dale Brown (Savanna Museum), Ron Atherton (Savanna Museum).

3. Pledge of Allegiance was recited.

4. Agenda Additions – None.

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

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

6. Old Business

A. Grant Update – Ms. Roche noted that the OLDCC grant ended August 31st. Five deliverables were submitted, including the FY 2024 Financial Statement Review, a Water, Sewer and Stormwater Assessment, a Strategic Planning Document, an Environmental Review that showed progress on LUC's, PFAS etc. Additionally, a Rural Tribal Assistance Grant application was provided, as well as landside port development updates.

   Ms. Roche added that there is still funding left in the Specialized Legal budget. OLDCC has agreed to extend the grant for a period so that the budgeted funds can be utilized for specialized legal services.

   Discussion followed.

B. Transition Update – None.

C. Revisit Depot Display Agreement – Representatives from the Savanna Museum & Cultural Center were present at the meeting. Mr. Dale Brown, president of the Savanna Historical Society, noted the Museum & Cultural Center's interest in displaying the diorama. Mr. Ron Atherton spoke about creating interactivity around the diorama. Discussion followed about coming up with an agreement for use of the diorama.

7. New Business

A. Bills over $2,500: - General Liability Insurance Policy through CRC Group. Bauer Agency $8 140.

Mr. Robinson made a motion, seconded by Mr. Wand to approve payment to Bauer Insurance for general liability insurance for $8 140. The motion passed unanimously by roll-call vote.

Staff Reports

8. Executive Director:

Report/issues updates – i.) Winter Plowing. Ms. Roche noted that Mr. Ryan Raab had been plowing for the LRA in winter previously. An agreement for this winter would need to be formalized. Discussion followed.

Mr. Wright made the motion to approve Ryan Raab at the same rate as in the past ($79/hr) for winter plowing. The motion was seconded by Mr. Reibel. The

motion passed unanimously by roll-call vote.

ii.) Administrative Assistance: Ms. Roche noted that an advertisement had been placed in local newspapers and on the SIP website for a part-time administrative assistant. Two responses were received. She noted that this would be discussed in administrative session.

iii.) Shredding/Destruction of Financial Files: Ms. Roche noted that since the LRA office has moved to the new location, a consolidation of documents needed to be done. Financial files from 2001 are presently being kept in the old office. Ms. Roche noted that legally the LRA is only obligated to keep financial files for seven years. She noted that financial documents up to 2017 would be destroyed/shredded. Discussion followed.

Mr. Robinson made a motion, seconded by Mr. Wright, to authorize the destruction of old financial files thru 2017. The motion passed unanimously by voice vote.

A. Environmental Services Cooperative Agreement – Ms. Roche noted that the Army is evaluating the latest version of that ESCA. The ESCA will likely be submitted to DC within the next two weeks.

B. Correspondence – Inserv Request to Erect a Temporary Building to Expand Railcar Cleaning Services. Ms. Roche noted that Inserv wishes to erect a temporary building to expand their winter services. Discussion followed.

C. Property transfers – Ms. Roche noted that the Army was hopeful that the transfer of Parcel 8 would be completed soon. No public comments were received. Regulatory comments are being reviewed. It is anticipated that the transfer would be completed in March 2026. Discussion followed.

D. Employment report – 82.

E. Water & Sewer – None.

F. Internship – None.

G. Additional Update – None.

Deputy Director – Mr. Davies gave updates on the DOE and DCEO projects. He noted that the RFPs for the DCEO project were released September 3rd. He noted that the DOE project was moving forward.

Bookkeeping

A CD will become due September 21st, to the value of $76 754.03.

Bank Account Balances – As of August 31st total cash on hand: $163 811.77.

A reimbursement from the UMRIPD to the value of $23, 734.64 for the LRA payment of WSP Consulting.

A reimbursement from OLDCC to the value of $21, 706.05 is due, with an additional $340 000 to be billed for reimbursement.

a. Cash flow – Cash flow for the month of August: Income: $94,712.24. Expenses $24 219.26 for a monthly gain of $70,493.08.

b. Budget - Year to Date: Income $572,289.57
   Expenses $552,945.25.
   Gain of $19,344.32.

c. Water/Sewer Income and Expenses:

   YTD: Cost $33, 645.26
   Income YTD: 12,031.22

   YTD deficit of $18, 806.06.

   August income: $0
   August expenses: $1, 404.00
   Deficit of $1, 404.

   Discussion followed.

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

E. Board of Directors Reports

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

2. Enterprise Zone – None.

3. Other directors' reports – None.

F. Attorney's Report – Mr. Jensen noted that no response had been received from tenants with outstanding water & sewer bills who had been sent notices by certified mail. Mr. Jensen asked for authority to proceed with small claims action against the parties in arrears.

Discussion followed.

Mr. Robinson made a motion, seconded by Mr. Wand, that a letter be sent to the tenants in arrears, noting that water service will be shut off within the minimum time of notice if payment is not made. The motion passed unanimously by voice vote.

G. Other New Business – None.

Reports to the Board

A. Site Manager / BRAC Environmental Coordinator – Ms Roche reported on PFAs investigations, ongoing and pending fieldwork and property transfers. Discussion followed.

B. Tenants – Ms. Martelle provided an update.

C. UMRI Port District – Mr. Keeffer provided an update on UMRIPD's progress. Discussion followed.

D. USFWS – None. Mr. Britton is on medical leave.

E. Water/Sewer Operator Update – None.

F. Guests – Chris Falk, a resident adjacent to the Depot asked if the LRA would contribute to the cost of having his water tested for PFAs. Discussion followed.

9. Public Comments – None.

10. Executive Session – A motion was made by Mr. Wright, seconded by Mr. Robinson to enter into executive session under:
(5 ILCS 120/2)(c) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

The motion passed unanimously by voice vote. The board entered Executive Session at 4:37 pm.

Mr. Wright made a motion to exit Executive Session. Mr. Wand seconded. The motion passed by roll-call vote. The board emerged from Executive Session at 4:47 pm.

11. Motions from Executive Session.

Mr. Robinson made a motion to allow Ms. Roche to use her discretion in hiring an administrative assistant at a rate of up to $20 per hour. Mr. Reibel seconded.

The motion passed unanimously by roll-call vote.

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

The meeting adjourned at 4:49 pm.