

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
FINANCE COMMITTEE MEETING MINUTES**

**SEPTEMBER 30, 2021**

**I. Call to Order**

Chairman Gengler called the meeting to order at 4:01 pm in the Kendall County Office Building, rooms 209 and 210.

**II. Roll Call**

X	Cesich		Gryder
	DeBolt	X	Kellogg
	Flowers		Koukol
X	Gengler		Rodriguez
X	Gilmour	X	Vickers

Commissioners Cesich, Gengler, Gilmour, Kellogg, and Vickers were all present.

**III. Approval of Agenda**

Commissioner Cesich made a motion to approve the meeting agenda as presented. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

**IV. Public Comments**

No public comments were offered from citizens present.

**V. Motion to Forward Claims to Commission for Approval**

Commissioner Cesich made a motion to forward claims in the amount of \$17,614.25 to Commission. Seconded by Commissioner Vickers. Aye, all. Opposed, none.  
Commissioner Kellogg left the meeting room at 4:03 pm.

**VI. Review of Financial Statements through August 31, 2021**

Director Guritz presented an overview on the financial statements through August 31, 2021. The District is on track with meeting budget objectives for the year.

**VII. Review of the Assistant Director and Environmental Education Manager Position Restructure Plan**

- a) Proposed Changes to Position Descriptions and Hours for Employment
- b) FY21 Budgeted Salaries of Assistant Director Duties
- c) Discussion of Reassignment of Assistant Director Duties
- d) Updated FY22 Preliminary Salary Schedule

Director Guritz presented an overview of the restructure plan for the Assistant Director and Environmental Education Manager position to the Finance Committee.

The position's essential duties will be assigned to existing District staff members by modifying existing position descriptions. Descriptions to be modified include the Grounds and Natural Resources Division Supervisor; Environmental Education and Special Projects Manager; Environmental Education Early Learning Program Specialist; Environmental Education Coordinator, and the Reservations Manager and Accounting Coordinator position. The proposed restructure is head-count neutral, results in reduced projected salaries for the year, and budgets for one additional full time staff member to enroll in insurance benefits.

The Finance Committee provided direction to present the proposed position restructure plan to the Committee of the Whole in October.

Commissioner Kellogg returned to the meeting room at 4:07 pm.

#### **VIII. Fox River Bluffs Carbon Credits Project**

- a) Project Overview and Updated Income Statement**
- b) Review of a Draft Application for City Forest Credits Project Certification**
- c) Review of a Draft Carbon Credits Purchase Agreement**
- d) Review of McPherson Law Letter of Engagement**

Commissioner Cesich made a motion to forward the Fox River Carbon Credits Project items A through D to the Committee of the Whole. Seconded by Commissioner Vickers.

Director Guritz requested that the purchase agreement and letter of engagement be sent to the Kendall County State's Attorney's Office to allow sufficient time for review of the two documents.

Commissioner Vickers made a motion to amend original the motion to send the Fox River Carbon Credits Project to Committee of the Whole with the carbon credits purchase agreement and letter of engagement submitted to the Kendall County State's and Attorney's Office for review. Seconded by Commissioner Cesich. Aye, all. Opposed, none.

#### **IX. WFI Restoration and Mitigation Bank Proposals – Blackberry Creek and Baker Woods Forest Preserves**

Commissioner Kellogg left the meeting at 4:47 pm and did not return.

Commissioner Gengler made a motion to forward the WFI Restoration and Mitigation Bank Proposal to the Committee of the Whole for discussion. Seconded by Commissioner Cesich. Aye, all. Opposed, none.

#### **X. FY21-FY22 Budget Discussions**

- a) FY21 Budget – Contingency Transfers and Proposed FY21 Fund 1900 Budget Amendment**
- b) FY22 Preliminary Operating Fund and Capital Fund Budgets – Review and Recommendations**
- c) FY22 Budgeted Expenditures and Appropriations Discussion**

Director Guritz presented an overview of the FY21-FY22 preliminary budgets. Capital budgets will be prepared and presented to the Committee of the Whole in October.

Director Guritz presented a budget amendment projections report. The report will be updated, with a final budget amendment prepared for consideration for the November 16 Commission meeting.

**XI. Other Items of Business**

- a) Kendall County ARPA Fund Budget Report Submission
- b) IPMG/ICRMT Insurance Renewal Application
- c) Status of Grant Award Agreements (2020 IDNR-PARC and 2018 IDNR-RTP)
- d) Status of Land Acquisition Projects
- e) Finance Committee Review Items Rescheduled for the October 12, 2021 Committee of the Whole Meeting: 1.) FY22 Operating and Capital Fund Budgets; 2) FY22 Salary Schedule; 3) Henneberry FP Public Access Project Costs

Director Guritz provided updates on projects included under Other Items of Business.

Commissioner Cesich made a motion to forward Mack and Associates auditor engagement letter to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

**XII. Public Comments**

No public comments were offered from citizens in attendance.

**XIII. Executive Session**

None.

**XIV. Adjournment**

Commissioner Cesich made a motion to adjourn. Seconded by Commissioner Vickers. Aye, all. Opposed, none.

Meeting adjourned at 5:05 pm.

Respectfully submitted,

David Guritz  
Director, Kendall County Forest Preserve District