

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

**SEPTEMBER 14, 2016**

**I. Call to Order**

Finance Committee Chairman Cullick called the meeting to order at 4:55 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Davidson, Wehrli, and Cullick all were present.

**III. Approval of Agenda**

Commissioner Wehrli made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

**IV. Citizens to be Heard**

No public comments were offered.

**V. Approval to Forward Claims in an Amount Not-to-Exceed \$21,731.53.**

Commissioner Wehrli made a motion to forward claims to Commission in an amount not-to-exceed \$21,731.53. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

The Finance Committee reviewed claim numbers #297 for Champion Energy and #298 for ComEd for electrical usage at Ellis House and Equestrian Center.

The Finance Committee reviewed claim number #345 for Kendall County Regional Office of Education. The charges represented half of the net proceeds after expenses for Nature Quest summer programs.

The Finance Committee discussed the veterinary claims from Fox Valley Equine and Purdue University Large Animal Hospital for emergent care for the lesson horse Shadow. Costs for care were coded to Ellis Lessons (50%), Camps (25%), and Birthday Party (25%) programs.

Director Guritz expressed challenges with the decision on the extent of care extended for a single lesson horse. At each step, the District's President was consulted to determine approval for the prescribed care. The Finance Committee discussed establishing a horse care fund from charitable donations at Ellis Equestrian Center.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. Motion unanimously approved.

## **VI. Review of Financial Statements as of August 31, 2017**

The Finance Committee noted the typo in the agenda item. Budget Coordinator Latreese Caldwell presented cost center breakdown spreadsheets showing the revenues and expenditures for the District for the period.

Current fiscal year-to-date revenues totals \$759,236 representing 74.86% of budget. Total expenditures totals are at 66.88% of total budget, creating a surplus of \$85,362 for the fiscal year, and an overall fund surplus of \$335,000.

For the Administrative cost center, total revenues are \$502,000. Total expenditures are \$162,000 for a \$339,000 overall surplus.

For Ellis, total revenues are \$102,000 representing 88% of the total budget, with \$122,000 in expenditures representing 77% of their total budget, with a deficit of (\$22,000).

For Environmental Education, total revenues are \$101,000 representing 74% of the budget, total expenditures are \$89,000, with a surplus of \$12,700.

For Grounds and Resources, total revenues are at \$6,000 representing 103% of the total budget, with expenditures of \$196,000 representing 76% of the budget, with a deficit of (\$190,000) that will be made whole.

Director Guritz reported that at this point, the District has received 56% of its tax levy proceeds. The District has not paid the insurance premium totaling \$46,000. There is a debt that will need to be repaid to Kendall County for workers' compensation claims paid totaling an estimated \$80,000. The amount to be repaid in the current fiscal year will be calculated in November.

## **VII. Purdue University Large Animal Hospital – Total Cost for Horse Care**

The Finance Committee reviewed the billing statement from the Purdue University Large Animal Hospital. Director Guritz reported that he exceeded his credit card maximum limit due to the \$2,000 charged to his card.

## **VIII. Review of Available FEMA Reimbursement Funds and Associated and Required Insurance Coverage Costs**

Director Guritz presented a report on FEMA reimbursement funds available for flood damage and losses incurred at Ellis House. FEMA will reimburse \$28,515 to the District representing three-quarters of the incurred cost for flood damage at Ellis House in 2014 if the District secures the required flood insurance coverage. Flood insurance annual premium for \$50,000 of coverage is \$1,336. This information and report is also scheduled for discussion on the Committee of the Whole agenda.

## **IX. FY 16-17 Preliminary Operating Budget**

The Finance Committee reviewed the preliminary FY 16-17 operating budget. The preliminary budget includes a projected surplus of over \$12,000, and includes all staff salary and benefit cost projections, includes a new cost center for the Sunrise Center North license agreement, and includes a \$15,000 salary contingency for a new Natural Areas Management technician. Director Guritz stated that additional detail is needed and adjustments made to the Ellis Equestrian Center budget.

Other adjustments have been made based on coding actual expenses to the new cost centers in the current fiscal year.

Director Guritz stated that the biggest concern is cash flow in the 2007 bond series capital fund. The District has a fund balance of approximately \$1M. The District is still anticipating reimbursement of \$750K for the acquisition of Fox River Bluffs from the IDNR-OSLAD/LWCF grant agreement. Should the Commission elect to move forward with the proposed Stevenson property acquisition, the District will be required to bring up to \$750,000 to closing for reimbursement, limiting capital projects and funding to approximately \$250,000 for moving forward with the restoration or demotion of Millbrook Bridge in FY 17. This will postpone the other preserve improvement and habitat improvement projects proposed in the five year capital development plan.

#### **X. Executive Session**

None.

#### **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

#### **XII. Other Items of Business**

None.

#### **XIII. Citizens to Be Heard**

None.

#### **XIV. Adjournment**

Commissioner Wehrli made a motion to adjourn. Seconded by Commissioner Davidson. All, aye. Meeting adjourned at 5:34 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District