

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

**MAY 11, 2016**

**I. Call to Order**

Finance Committee Chair Cullick called the meeting to order at 4:35 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Davidson, Koukol, and Cullick all were present.

**III. Approval of Agenda**

Commissioner Koukol 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 \$14,735.91.**

Commissioner Koukol made a motion to forward claims to Commission in the amount of \$14,735.91. Seconded by Commissioner Davidson.

The Finance Committee reviewed the claims list.

Commissioner Davidson inquired into claim number 165 for Lee Legler Construction. Director Guritz stated that this was part of an annual inspection of our air conditioning at Ellis.

Director Guritz stated that the Finance Committee will be seeing additional vehicle repair costs, and that the District will be over budget in this area.

Commissioner Koukol inquired into the hydraulic cylinder repair in claim number 178. Director Guritz stated that the replacement cylinder was needed for the plow assembly.

The Finance Committee discussed surplus equipment at Ellis, including the manure spreader, and carriage. Director Guritz reported on the items, and stated that the completion of a full inventory has been delayed due to staffing changes.

Director Guritz stated that the Committee will see a credit for uniform purchases.

Director Guritz reported that he was working with Rebecca Antrim and Latreese Caldwell to clean up expenditure coding in the current fiscal year in order to place costs in the assigned cost centers.

Director Guritz reported that the District's operating fund is showing a positive fund balance at the end of April, which indicates that the District may carry a positive fund balance through the fiscal year.

Commissioner Davidson inquired into our credit card expenditures. Director Guritz stated that an executive decision was made to carry revenues and expenditures from credit card fees within the Administrative cost center in order to keep these funds together for comparative purposes. The Treasurer's Office is also not able to separate credit card fee expenses into the different cost centers.

Commissioner Wehrli entered the meeting at 4:50 pm.

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

## **VI. ComEd Champion Energy Facility Meter Assignments**

Director Guritz provided an update on efforts to determine ComEd meter assignments. A spreadsheet was presented showing the meter assignments. Director Guritz reported that the Outdoor Education Center is paying the electric bill from the second meter, which is why we are not seeing electricity expenses for this facility.

Director Guritz reported that District should be able to retrieve power generation data for Meadowhawk Lodge later this summer. The Finance Committee discussed the green building technologies built into Meadowhawk Lodge.

Commissioner Davidson expressed concern over the electrical costs for the pump house, with concerns that the District may have a leak in the system that is drawing down pressure and increasing electrical costs for maintaining pressure in the system.

## **VII. Maramech Forest Preserve Floristic Quality Inventory**

Director Guritz presented an update on restoration efforts at Maramech Forest Preserve, recommending that the Finance Committee approve a motion to forward a proposal to Commission to complete a floristic quality inventory. The inventory is needed to confirm locations of rare and threatened plant populations in order to expand Plants of Concern monitoring efforts and support the development of an overall nature preserve management plan. This is part of the District's match to the ComEd Green Region grant.

Commissioner Wehrli made a motion to forward a proposal from Scott Kobal to complete a Floristic Quality Inventory in the amount of \$1,500.00 for Commission approval. Seconded by Commissioner Koukol. Aye, all. Opposed, none.

### **VIII. Henneberry and Fox River Bluffs Restoration Costs Discussion**

Director Guritz presented a schedule for restoration costs for Henneberry and Fox River Bluffs Forest Preserves.

Costs and approach were presented in order to begin development of bid specifications for the cropland conversion agreement.

Director Guritz reported that through the preserve master planning efforts for Henneberry Forest Preserve, Upland Design surveyed firms specializing in ecological restoration, placing costs for cropland conversion and 3-year maintenance at \$7,000 per acre.

In an effort to reduce per-acre restoration costs, the District consulted with Taylor Creek Nursery in order to develop a model for restoration that would extend management to six years within the two preserves by extending an opportunity to collect native seed produced in years three through six, thereby reducing conversion costs per-acre to approximately \$5,250, with over seeding in the final year after harvest. In taking this approach, total cost for conversion would be approximately \$760,000, resulting in a net-savings over traditional approaches of approximately \$255,000.

The cropland conversion agreement would be a 10-year agreement.

The Finance Committee discussed the approach and cost schedule for conversion, and contractor qualifications. Director Guritz reported that the bid specifications will serve to prequalify firms specializing in ecological restoration, and include performance specifications for natural area quality at the time restored areas are turned over to the District.

Commissioner Davidson stated that the District should retain a portion of the harvest within the bid specifications. Director Guritz stated that the specifications will include over seeding in the last year of production, with seed collected from Henneberry Forest Preserve used for the initial seeding at Fox River Bluffs.

President Wehrli stated that the purpose of this discussion is to assist with the development of the bid specifications. Director Guritz stated that the specifications will include assigned percentages for payment of the total project cost for each year of the contract.

The Finance Committee discussed contractor qualifications, and whether or not local farmers experienced with prairie planting would qualify to complete the work. Director Guritz stated that the bid specifications would limit participation to firms specializing in

ecological restoration. Commissioner Davidson stated that there should be some way for the District to bid the project to receive a portion of the proceeds for seed sold on the open market. Director Guritz stated that this would likely increase the bid costs, but could generate operating income as part of the overall project.

Director Guritz expressed that whatever approach is taken, the goal is to make sure that the quality of the restoration is sound at the time the District signs-off on each preserve area.

## **IX. Millbrook Bridge Updates and Discussion**

Director Guritz reported on the permitting process for bridge construction and demolition work received from the Rock Island District of the US Army Corps of Engineers (USCOE). Based on the type of work that may be performed, the Army Corps recommends that the District define the full scope of activities that may occur as part of construction or demolition activities, and submit the full scope of work to be performed within a joint application permit reviewed by the USACOE, IDNR-Office of Water Resources, and Illinois Environmental Protection Agency to determine the regulatory requirements from each agency as part of the issuance of the permit.

Director Guritz reported that in his conversation with USCOE, one of the issues the District may encounter if demolition work is performed is the ability to take down the center span(s) of the bridge in cut sections. While cranes may be able to support the sections that are being cut for worker protection from each adjacent shoreline, it is possible that a temporary causeway would need to be constructed within the river to allow heavy equipment access to the island located in the Fox River just east of Millbrook Bridge. The island likely falls under the jurisdiction of the IDNR, and a request for permission to access the island with heavy equipment would need to be considered as part of the application process should this approach be necessary.

Director Guritz recommended contacting firms specializing in bridge restoration and deconstruction to determine what types of considerations will need to be included in the District's application.

The Finance Committee discussed the permit process, and provided direction for Director Guritz to reach out to an area firm specializing in bridge construction work to develop the full range of project elements and best approaches for completion of either the restoration or demolition of Millbrook Bridge.

Commissioner Koukol stated he thought this was a good approach not only for determining requirements, but also potential costs for repair and/or demolition.

**X. Executive Session**

None.

**XI. Citizens to be Heard**

No public comments were offered.

**XII. Other Items of Business**

No other items of business were discussed.

**XIII. Adjournment**

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 5:30 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District