

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

APRIL 28, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:43 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gryder, Wehrli, and Cullick all were present.

III. Approval of Agenda

Commissioner Wehrli made a motion to amend the agenda to move item VIII - Ellis Resident - Grounds Maintenance and Program Assistant Salary Analysis forward in the agenda order for discussion following claims. Seconded by Commissioner Gryder. 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 \$20,175.22.

Commissioner Gryder made a motion to forward claims to Commission in the amount of \$20,175.22. Seconded by Commissioner Wehrli.

The Finance Committee reviewed the claims list.

Director Guritz reported that the highest dollar claim is for Wight & Company for just over \$12,000 for the repairs made to Meadowhawk Lodge. These costs will be reimbursed in full to the District.

Latreese Caldwell pointed out a coding error for service sanitation for portable restrooms, stating that she would correct this with the Treasurer's Office.

Commissioner Davidson inquired into claim #142 for Shaw Media. Director Guritz reported that this is for the District's new storefront website.

The Finance Committee reviewed claims for new fishing regulation signs for Harris Forest Preserve and rental event refunds.

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

VI. Ellis Resident –Grounds Maintenance and Program Assistant Salary Analysis

Director Guritz invited Superintendent Kim Olson to the meeting to share insights on the needs for this position.

The Finance Committee reviewed the salary spreadsheet. Director Guritz stated that salary for this position will be coded to multiple cost centers including Ellis Grounds, House and Barn, Wedding Events, Other Rentals, Grounds and Natural Resources, and Environmental Education school programs. The maximum amount the position may earn for the remainder of the fiscal year is just over \$10,000, with average hours under 30 per week to remain under the benefits extension threshold.

Director Guritz stated that this is an important position to fill as soon as possible. The District needs grounds and event support at Ellis, grounds and natural resources support, and support of education programs.

Superintendent Olson reported that the preserves have never been busier. The District is seeing record numbers of reservations and preserve users, and more help is needed to keep pace with demand. The position presented will provide some much needed support, and provide additional security at Baker Woods Forest Preserve. The candidate under consideration has considerable experience, and will be able to assist with burns, herbicide application, and preserve maintenance.

Director Guritz stated that the District is currently operating without 1.5 total budgeted headcount for support of grounds and Hoover due to employees out on workers' compensation leave.

Commissioner Davidson inquired into the market value for the Ellis apartment. Director Guritz stated that the value for rent and utilities is between \$750 and \$850 per month.

Commissioner Gryder inquired into whether lease of the apartment would result in the need to extend benefits. Director Guritz stated that the position's hours of employment will be below 30 hours per week on average.

The Finance Committee provided direction to request an opinion from the State's Attorney's Office on whether use of the residence would be considered compensable time.

Commissioner Wehrli made a motion to forward the position description and lease agreement to Commission for approval. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

VII. Series 2016 Refunding Bonds Debt Service Schedule and Savings

Director Guritz presented refunding bond reports received from Speer Financial, Inc. based on the results on the sale of the 2016 refunding bonds. Net present value of savings amounted to \$1.148 million, representing a \$33.50 savings to the average taxpayer.

This bulk of this savings will be recognized in 2022 and 2023, and helped to significantly reduce debt service payments in these years.

Future refunding opportunities will be explored possibly as early as November for closing in January in 2017.

VIII. ComEd – Champion Energy Meters and Billing History

Director Guritz presented a spreadsheet showing ComEd and Champion billing amounts for the past year at Hoover Forest Preserve. The spreadsheet also showed energy consumption per meter for the account assigned the highest number of meters for the preserve.

The spreadsheet shows that ComEd is in process of changing out and reassigning meters for all Hoover facilities. This makes it difficult to show what facilities are currently assigned to the various meters, so additional follow-up will be needed.

The spreadsheet shows total energy consumption per month broken down by meters.

The Finance Committee reviewed the month-to-month expenses.

Director Guritz reported that the District pays a fixed cost per kilowatt hour to Champion Energy each month. The direct cost is 0.06248 cents per kWh. One account was being charged a slightly higher amount, which will be brought to Champion's attention.

President Wehrli inquired into how much the solar panels are generating in terms of electrical usage. Director Guritz stated that the report would not show this figure, but may reflect the net difference in electrical power usage at Meadowhawk. Director Guritz stated that the spreadsheet will be updated for the next meeting to include actual facilities assigned to each meter.

Director Guritz pointed out that electrical usage in April 2016 compared to April 2015 is reduced by close to 50%. Director Guritz credited this to Kim Olson and Jay Teckenbrock who have been working to figure out how Meadowhawk Lodge is programmed in order to reduce energy consumption.

Director Guritz stated that the Champion Energy contract is likely reducing costs for electrical power for the District.

IX. Ellis Rental Event Projected Revenues, Schedule, and Staffing Needs

Director Guritz presented a spreadsheet showing the 2016 wedding and rental events scheduled at Ellis House and Equestrian Center. The spreadsheet also presented staff assignments, and projected revenues for the year. Weddings are currently up approximately \$12,000 over budget projections, and other rental revenues have also exceeded budget projections for the year by \$200.

Director Guritz stated that the new position and position descriptions that will be considered for approval next Tuesday will help to provide the assistance needed to fulfill our Ellis rental contracts.

The Finance Committee discussed the capital improvement project costs for Ellis associated with sealing the Ellis House building envelope.

X. Hoover Forest Preserve – Blazing Star Bunkhouse Fire Alarm Monitoring Lin Repair

Director Guritz presented proposals from Wire Wizard to switch direct line monitoring of the bunkhouses over to radio-based monitoring. Cost increase is significant for radio monitoring. Direction received from the Finance Committee is to move forward with securing costs for trenching and installing a new wire to reconnect the Blazing Star bunkhouse to the monitoring panel in The Rookery.

XI. Baker Woods Forest Preserve Tile Repair Proposal

Director Guritz presented a quote received from Antrex for \$1,100 for completion of a needed drain tile repair at Baker Woods Forest Preserve. In discussing the issue with Farm Operator Kyle Connell, Mr. Connell stated that he would work to make the necessary repairs.

XII. Executive Session

None.

XIII. Citizens to be Heard

No public comments were offered.

XIV. Other Items of Business

The Finance Committee reviewed an inspection report and quote for replacement of the Ellis House roof. The proposal from Advanced Roofing Inc. included a phased approach for shingle replacement, with a 50 year 100% material warranty. In the first year, the Ellis

House roof would be replaced, and in phase 2, the maintenance garage, classroom, and office area roof would be replaced. Cost estimate for phase 1 is \$16,933.00, and the cost estimate for phase 2 is \$12,021.00. The Finance Committee discussed the inspection report and cost estimates, and directed staff to secure quotes for the replacement in phases, including securing alternate quotes for installation of a tin roof.

Director Guritz reported that Sunrise Center North will be moving in to Ellis on June 1, 2016.

The Finance Committee discussed control of Canada goose populations at Harris Forest Preserve. Director Guritz stated he would discuss options with Superintendent Olson.

Director Guritz reported that he received a letter from the IDNR notifying the District that the State is currently unable to disburse the OSLAD/LWCF reimbursement absent the approved budget appropriations. Commissioner Gryder stated that this may be one of those situations where the State needs to be legally compelled to release the funds. Director Guritz stated he was reaching out to other impacted agencies to discuss strategies for approaching local legislators.

The Finance Committee discussed permitting for collection of morel mushrooms within preserve areas.

The Finance Committee discussed permitting for hunting in District preserve areas.

XV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Wehrli. All, aye. Meeting adjourned at 7:50 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District