

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

MARCH 9, 2016

I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 4:36 pm in the Kendall County Board Room.

II. Roll Call

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

III. Approval of Agenda

Commissioner Koukol made a motion to approve the agenda as presented. Seconded by Commissioner Wehrli. 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 \$10,970.08.

Commissioner Davidson made a motion to forward claims to Commission in the amount of \$10,970.08. Seconded by Commissioner Wehrli.

The Finance Committee reviewed the claims list. The Finance Committee inquired into claim #143 for electrical service at Baker Woods Forest Preserve. Marty Vick informed the Committee that there is electrical service at the pavilions off of Route 52. Commissioner Koukol stated that the Finance Committee is looking into electrical service costs at other District locations. Director Guritz stated that efforts are underway to create a spreadsheet of the District's meters to see how charges are coming in over time, as well as looking at how often ComEd is actually reading the meters to get a better understanding of our actual usage. In review of the Meadowhawk Lodge meter, the District has four blowers running continuously. This is how the system is designed, and there's not a clear solution for reducing usage or addressing the vent noise issue.

Commissioner Davidson inquired into claim #195 for van repairs. Director Guritz reported that the van was damaged by an animal that chewed through cables and lines. This was also the first time the van had been taken in for repairs since the initial purchase.

Commissioner Wehrli inquired into claim #199 for refuse pickup for Harris and Hoover Forest Preserves. Director Guritz stated he would look at the billing to see what was included in the billing, and the time span covered.

Finance Committee Chair Cullick called the question. Aye, all. Opposed, none. The motion was unanimously approved.

VI. Review of FY 15-16 First Quarter Financial Statements

The Finance Committee reviewed the first quarter financial statements.

Director Guritz reported that he has been working with Latreese Caldwell and Rebecca Antrim to clean up budget coding issues from the first part of the fiscal year prior to the transition to the new GL codes, and coding errors identified. For example, Hoover Forest Preserve full time salaries have been miscoded to part time salaries. The goal is to reassign costs incurred to the correct budget line items.

Director Guritz reported that under 27010001514 Farm License Revenue, on a cash basis, the District received \$41,822.68 for yield payments. Within the audit, approximately \$40,000 was accrued back to FY 14-15, representing the 2015 assigned farm lease payment of \$30,000 received for Fox River Bluffs, and \$10,000 representing the combined 2015 yield payments for the Mathre farm lease agreement.

Commissioner Gryder entered the meeting at 4:50 pm.

Latreese Caldwell distributed a separate report providing a reconciled breakdown of each of the cost centers and programs. Cost centers include Administration, Grounds and Resources, Environmental Education, Ellis House and Equestrian Center, Hoover Forest Preserve, and Natural Areas Volunteers.

Commissioner Gryder expressed appreciation for the amount of detail now available within the financial reports.

Latreese Caldwell commented that one of the advantages of the new reports is that the District will be able to track when revenues are received over the course of the year.

Commissioner Koukol commented that an example of this is with the Environmental Education cost center. The cost center is currently running a deficit of \$1,027, but was not concerned about this because the bulk of revenues are anticipated for spring and fall programs, Natural Beginnings quarterly payments, and summer camps.

Director Guritz commented that as RecPro comes on line, we will be able to provide revenue forecasts based on current reservations. Current Meadowhawk Lodge reservations, for example, achieve 90% of the projected budget, with a high likelihood for exceeding revenue projections for the year. The same is true for Ellis House rentals. Director Guritz stated that Programming and Events found three online reference sites that contributed to bookings. Staff is looking at expanded marketing opportunities through these sites.

VII. Sunrise Center, Inc. – Sunrise Center North License Agreement Updates

The Finance Committee discussed a report outlining the terms for a proposed license agreement with Sunrise Center, Inc. – Sunrise Center North, a PATH-member therapeutic riding program for individuals with disabilities.

Director Guritz stated that the program is a good fit in terms of addition a new dimension of services and partnership with Sunrise Center North, and in terms of overall site capacity. Sunrise Center North needs four stalls, and the District has four stalls available.

In order to insure that the negotiated terms result in a positive net gain for the District, the Programming and Events Committee reviewed the proposed terms during the Committee's March meeting. Based on the review, the proposed monthly license fee was increased to \$1,500 for the remainder of the fiscal year, increasing again to \$1,600 per month for the remaining 24 months of the agreement.

The Committee reviewed the cost breakdown within the proposed agreement. Director Guritz stated that one of the advantages of the agreement is that it extends the amount of time for horse care activities, providing an opportunity to attract volunteers on a regular basis to participate in weekly shifts.

The anticipated monthly net gain after salaries and supplies is \$650. This gain is reduced if the District is required to purchase hay in any given year. Based on cost calculations should the need arise to purchase hay on the open market, net gain reduced, but still positive. This is a worst case scenario that would only materialize if the District's hay field failed to yield all or a portion of the supply needed for that year.

Commissioner Gryder requested clarification on whether the proposed agreement requires Sunrise North to pay for any needed improvements. Director Guritz stated that this is the case, but the District will lend staffing support for the improvement projects. Anticipated projects include closing off the wash stall for storage, and installation of a sidewalk and side entrance to the indoor arena to accommodate the ADA access ramp.

Commissioner Davidson inquired into where the group is currently located. Director Guritz stated that the agency is currently located in Kendall County.

Director Guritz stated that the only challenge with the proposed agreement provisions is the potential liability resulting from the mutual exchange of use of horses to support programs.

Commissioner Koukol inquired into whether the agreement could be cancelled if Sunrise Center North failed to make monthly payments to the District. Director Guritz stated that this would result in a contract default, providing the basis for suspending or terminating the license agreement.

Commissioner Davidson suggested that if exchanging horses is problematic, an alternative approach would be to include the ability to exchange the rental of horses within the agreement provisions. This would create a separation for liability purposes.

VIII. Kendall County Transportation Alternatives Program (KC-TAP) Funding Intergovernmental Agreement Updates

Director Guritz reported that he had contacted Fran Klaas to request consideration for increasing the KC-TAP grant to \$6,000 in order to cover 50% of the costs for the Route 34 trail improvement project. The intergovernmental agreement has been revised, and will come before Commission for approval once approved by Kendall County.

IX. Review of Costs for Proposed Ellis House Improvements

Farm Manager Marty Vick provided updates on repair needs for Ellis House. Mr. Vick reported that he had secured three quotes for painting and caulking, and was in process of securing comparable quotes for window replacements.

Mr. Vick reported that he has gone back to the contractors extending quotes for the windows, painting, and caulking to insure that all are quoting the same or comparable materials. As part of this effort, the Anderson 400 series, or comparable model has been specified, prefinished which includes a 10-year extended warranty.

The specification also requires a casement window in the dining room, and a fixed frame window in the bride's room. This allows for ventilation in the dining room where this is needed. Sufficient ventilation is present in the bride's room.

Commissioner Koukol inquired into whether quotes for a comparable Pella window had been researched. Mr. Vick reported that he did request an updated quote from the Pella contractor, but the contractor quote received was for an inferior all vinyl window model.

Commissioner Wehrli inquired into whether unit costs have been extended for any additional work that may be required. Mr. Vick reported that one of the quotes includes replacement of the window lower base board of the window frame as part of the estimate. Anticipated window replacement cost is anticipated to come in around \$18,000.

For the painting and caulking, quotes range from \$9,899 to \$15,983. Mr. Vick is researching paint product to make sure it is approved for dryvit applications, and has requested material specifications for what was included within the quotes received.

Commissioner Cullick inquired into whether the adjustor had extended estimates for repair or replacement of the Ellis House roof. Director Guritz stated that the adjustor was on site on Friday, and that an estimate will be forthcoming and passed along to her for review and possible negotiation of a settlement for roof replacement costs.

Director Guritz thanked Mr. Vick for the additional effort with securing comparable quotes.

X. Executive Session

None.

XI. Citizens to be Heard

No public comments were offered.

XII. Other Items of Business

None.

XIII. Adjournment

Commissioner Koukol made a motion to adjourn. Seconded by Commissioner Gryder. All, aye. Meeting adjourned at 5:28 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District