

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

MARCH 14, 2018

I. Call to Order

President Gilmour called the Finance Committee meeting to order at 4:37 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gilmour, and Gryder all were present.

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$19,863.14

Commissioner Cullick entered the meeting at 4:38 pm.

Commissioner Gryder motioned to forward claims not-to-exceed \$19,863.14 to Commissions. Seconded by Commissioner Cullick.

Commissioner Gryder asked about District memberships in local Chambers of Commerce.

Director Guritz responded the District maintains three chamber memberships; Joliet, Yorkville, and Oswego. Chamber memberships support promotion of District events and distribution of sponsorship materials.

President Gilmour remarked that if the Committee does want to see vouchers, they are available.

Director Guritz remarked that Claim #289 is for a 50% security deposit return for a cancelled September wedding at Meadowhawk Lodge. The District's policy is to retain half of the \$800.00 deposit, allowing for the retained portion to be applied towards another event.

Commissioner Cullick suggested bring up the concern to Operations Committee for a policy review for security deposits for cancelled events, with full refunds issued if the cancelled event date is rebooked.

Motion to forward claims not-to-exceed \$19,863.14. Aye, all. Opposed, none.

VI. FY 17 Audit Report and Updates

Director Guritz remarked that a correction has been made to the District's accrued salaries resulting in an increased end-of-year fund balance. Salaries for the final pay period were counted twice in the audit, with adjustments made for both the District and County.

Commissioner Gryder left the room at 4:52 pm.

Director Guritz remarked that the audit now shows a fund balance increase of over \$33K.

Commissioner Gryder returned to the meeting room at 4:55 pm.

President Gilmour asked what the increase was showing.

Director Guritz responded that after the correction of the preliminary audit, the updated report is now showing that the District's net gain is \$33K over expenditures in FY17.

President Gilmour asked if this increase will increase the District's bond rating.

Director Guritz responded that it will not increase this year's bond rating but if FY18 budget performance is similar, or greater, than the District's bond rating may increase.

Director Guritz presented a report from Speer Financial on taxpayer savings resulting from the District's refunding efforts. The two reports presented were based on 0.0% EAV growth and 2.5% EAV grow, with the combined result of the refunding bonds translating into overall taxpayer savings between \$80 to \$90 over the remainder of the debt service schedule.

President Gilmour remarked that the county tax, including the Forest Preserve District, is not significant in comparison to other taxing body levies.

Director Guritz remarked that the District runs well, especially considering the amount of operating revenue. The goal is to look ahead for leverage the remaining capital fund assets and complete replacements and repair projects that will support continued operations beyond five years.

Commissioner Davidson remarked that when property and assets are obtained by the District , they require additional funding for maintenance.

President Gilmour remarked that the District and Board inherited many of the capital assets from previous Board's decisions.

VII. Millbrook Bridge Phase II (Bid Specifications) and Phase III (Construction Project Oversight) Revised Proposal and Discussion - HRL Engineering

Director Guritz remarked that the construction timeline was lengthened from the original proposal, resulting in a Phase III not-to-exceed cost increase of approximately \$14K. This increase is for construction oversight for an additional 2 weeks based on submitted hourly rates.

Commissioner Cullick left the meeting room at 5:05 pm.

Commissioner Davidson remarked that one option in regards to Millbrook Bridge is to sell the materials for scrap.

The Finance Committee discussed limitations with grant programs available to support bridge removal and/or repair.

Director Guritz responded that there are not currently any applicable grants, and if there were, grant matching funds budgeted would not leverage enough funds to complete bridge improvements.

Commissioner Cullick returned to the meeting room at 5:12 pm.

Director Guritz remarked that the permit process will require outreach to other agencies and the general public. This may include public hearings and discussion of options with other agencies including the Village of Millbrook.

VIII. West Bend Insurance - Busted Knuckles Landscaping Property Damage Release and Settlement

Director Guritz reported that quotes have been received from two local companies and submitted West Bend Insurance. The company claimed to have called local companies to determine the amount of the settlement for damages to the District's canoe launch areas, but District follow-up with those companies indicated that they had not been contacted.

Commissioner Cullick suggested allowing West Bend Insurance to directly work the District's insurance carrier to negotiate the repair costs, with the District giving final approval of the work.

IX. Executive Session

None.

X. Other Items of Business

Director Guritz remarked that Antoinette White, Environmental Education Instructor, is assisting with minutes and asked if the District's minutes have been historically on par with other County agency minutes.

The Finance Committee responded that the individual roll calls are preferred and overall the minutes are what is expected and what should be continued.

Director Guritz remarked the District has the Natural Resources Technician position posted with a good possible candidate. A seasonal position for Henneberry is also posted, with an interview scheduled. This position could possibly be merged with the Technician position.

Director Guritz reported an update from Riemenschneider Electric that the lights in the Meadowhawk Lodge parking lot are standalone units not connected to the power grid. It is assumed that the solar batteries are past their life span and need to be replaced. An estimate on replacements will be obtained.

Commissioner Gryder asked if there are any possible grants to replace the batteries.

Director Guritz responded that the Illinois Clean Energy Community Foundation may have grants available for supplying solar power at Hoover Forest Preserve.

The Finance Committee suggested that the County's solar energy field project includes provisions for donating solar panels to other agencies in the County, and may be able to provide contacts for other grant programs.

Director Guritz remarked that the RTP grant was submitted, with the District's grants consultant, Laura Stuart reporting that the chance of receiving the grant is strong.

Commissioner Gryder remarked that the preserves that are not open yet do not have any markings yet and suggested the ideas of signage.

Director Guritz responded that boundary markers have been used in the past and can be used as an option for these preserves. This would be completed using GIS-based field measurements to properly mark boundaries.

XI. Citizens to be Heard

There were no citizens to be heard.

XII. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by President Gilmour. Aye, all.
Meeting adjourned at 5:30 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District