

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

**August 15, 2018**

**I. Call to Order**

President Gilmour called the Finance Committee meeting to order at 4:30 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Gilmour, Davidson, 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**

There were no citizens to be heard.

**V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$23,749.45**

Commissioner Gryder asked for details about the mileage reimbursements.

Director Guritz responded that the mileage reimbursement is from a seasonal employee over the seasonal period.

Commissioner Davidson asked how many phones there are under the Verizon contract through the District.

Director Guritz responded there are cell phones on the Verizon contract along with internet from four locations.

Director Guritz remarked that there is a claim for "The Knot" website subscription. The District may cancel this service to focus that time and funds to alternative ways to promote the wedding venues.

Commissioner Davidson asked about a Natural Beginnings program reimbursement.

Director Guritz replied the reimbursement is from a student who was removed from the program before the start of the school year. The spot was filled with a student from the waitlist. The parent removed their child due to financial reasons. There is a scholarship

program being worked on through the Forest Foundation that will be in place by next school year.

Commissioner Gryder asked for details about the Ellis House alarm repairs and air conditioner repairs.

Marty Vick remarked the alarm repairs were for the fire alarms, there are no long security alarms. The air condition repair is on the agenda for further discussion. The air conditioning went out during a wedding with an over 90 degree day.

Commissioner Gryder made a motion to forward claims not-to-exceed \$23,749.45. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

## **VI. Review of Financial Statements and Income and Expense Reports through July 31, 2018**

Director Guritz reviewed the summary of the Financial Statements and Income Expense Reports through July 31, 2018. Overall the program and rental revenues have increased. The expenditures are as expected. The farm lease agreement revenue is not in the report, there will be an increase shown once those are included. The epi-pen cost has been broken down into various cost centers. Ellis Center has reduced the expenditures and increased revenue.

Commissioner Gryder asked what the commodities of Ellis Center include.

Director Guritz replied the commodities include supplies, the epi-pens, horse purchases, and other various goods purchased.

President Gilmour remarked that overall there is a positive trend in the improvements Ellis Center has made.

Director Guritz reported that overall Environmental Education has shown improvement. There are some differences due to prepayment for the Natural Beginnings. This will show revenue behind at the start of FY 19 until the 19-20 school year payments start.

The board asked about how full the classes are.

Director Guritz responded that all of the classes are full for this school year with about a dozen on a waitlist. The increase of programming, rentals, and preserve use has been growing with the same level of staff. There are increasing needs in all areas of the District.

Commissioner Gryder asked about the fund balance.

Director Guritz responded that the only time the fund balance is shown is at the beginning, which is added to each year. The YTD is the net gain.

## **VII. Review of a Second Proposal from Blood Hound Private Utility Locators for the Inspect of the Lift Station Sewer Intake Pipe at Hoover Forest Preserve**

Director Guritz reported that there was infiltration found on a pipe. The location is known but the extent of the damage is not. The updated quote is expected to be less than the current quote.

Commissioner Gryder made a motion to forward the final estimate of Blood Hound Private Utility Locators to Commissions. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

## **VIII. Review of Proposals for the Repair and Replacement of Air Condition Units at Ellis House and Equestrian Center**

Marty Vick reported that at a wedding the air conditioning stopped working and Kendall Heating and Air was call. It was found that the main unit on the lower level froze up due to the failure of a support unit. The temperature of the house was brought down for the wedding guests. After the event Kendall Heating and Air came back and reported that there was a leak in the line set of the older unit and they would need to be replaced. A second opinion looked at the unit and repaired the down stairs unit but suggest replacement. Estimates were given from two companies. One of the estimates includes wifi thermostats for security. Different units were discussed.

Commissioner Davidson remarked 8 tons of air conditioning for Ellis House seemed high.

Marty Vick remarked that the estimated was given based on the different zones of the house. The current air conditioning units are estimated to be 25 years old.

Commissioner Gryder remarked that the previously mentioned increase in revenue is over shadowed by the costs to maintain the house.

The board discussed the costs of maintain and the expectations of weather for the fall wedding season.

Director Guritz remarked that there would be a decrease in lessons, programs, weddings, and preserve use.

President Gilmour remarked the house is integral to the programs and use of the preserve to serve that area of the county.

Commissioner Davidson made a motion to forward the review of proposals for the repair and replacement of air condition units at Ellis House to Committee of the Whole. Seconded by Commissioner Gryder. Aye, Commissioner Davidson and President Gilmour. Opposed, Commissioner Gryder. Motion carries by a vote of 2:1.

**IX. Executive Session**

None.

**X. Other Items of Business**

None.

**XI. Citizens to be Heard**

There were no citizens to be heard.

**XII. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Davidson. Aye, all. Meeting adjourned at 5:40 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District