

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

**JULY 12, 2017**

**I. Call to Order**

Committee Chairman Cullick called the Finance Committee meeting to order at 4:38 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Davidson, Gilmour, Gryder, and Cullick 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. Approval to Forward Claims in an Amount Not-to-Exceed \$16,791.41.**

Commissioner Gryder made a motion to forward claims to Commission in an amount not-to-exceed \$16,791.41. Seconded by Commissioner Cullick.

The Finance Committee reviewed the claims list.

The Finance Committee discussed limiting the number of color copies to reduce photocopying costs.

Chairman Cullick requested clarification on the Claim #174 for \$594.13 for Facebook and Wedding promotions. Director Guritz stated that several campaigns have been running, as well as payment of the monthly \$250.00 fee for "The Knot" promotional website. Director Guritz reported that some recoding will be needed, and that a report on the District's promotional expenditures have been tracked and presented to the Programming and Events Committee.

Commissioner Gryder inquired into the following claims:

Claim #193          NPDES Annual Fee

Director Guritz reported that this is for the District's annual wastewater discharge fee for Hoover Forest Preserve.

Claim #194            Menards for Hoover Building Supplies for \$630.52

Director Guritz reported that this was for purchase of stain for the buildings at Hoover Forest Preserve.

The Finance Committee requested follow-up reports for the following claims:

Claim #196            Harris Shelter refund for \$25.00

Claim #205            Automotive Specialties van repair for \$839.96

Director Guritz stated that the Automotive Specialties claim was for three separate repair events.

The Finance Committee also reviewed claims for the volunteer picnic, and for Verizon billings. Director Guritz reported that the Forest Foundation will be reimbursing the District for a portion of the volunteer appreciation picnic expenses. For Verizon, the monthly billings have increased with the transfer of phone services from AT&T to Verizon resulting in an overall net savings for phone and internet charges.

Chairman Cullick called the question. All, aye. Opposed, none.

## **VI. Review of Financial and Income Statements through June 30, 2017**

The Finance Committee reviewed the Financial and Income Statements through June 30, 2017.

Budget Coordinator Latreese Caldwell provided an overview of the District's budget performance for the current fiscal year, with the 7-month budget percent at 58.3% on a straight-line basis.

Ms. Caldwell shared insights from the income statements for the period ending June 30, 2017.

1. Overall revenues total \$614,314 (56.3% of the total budget)
2. Overall expenditures total \$592,323 (54.8%), an increase of \$90,000 over the previous year
3. Current surplus is just under \$22,991, compared to \$133,000 from the prior year.

The Finance Committee discussed the performance of the Ellis Equestrian Center programs, and the Ellis House and Equestrian Center's overall budget performance.

Director Guritz reported that the Equestrian Center budget is underperforming for the year. The District is looking at ways to enhance marketing efforts to increase participation in lessons, birthday parties, and camp programs. Director Guritz also reported that the second Equestrian Center Coordinator position will not be filled which should result in an overall budget savings for next year.

Commissioner Gryder inquired into whether an appropriations amendment would be needed due to personnel overages in the Ellis budget. Director Guritz stated that overall,

the District is on track within the personnel budget for the District, but that this could be examined closer to the end of the fiscal year to determine if adjustments are needed.

Director Guritz reported concerns with the YTD bookings for FY 18 wedding events. The District is down in bookings when compared to the prior year. Director Guritz stated that the District is seeing a steady flow of interest, and tours of the site, but this has not resulted in the bookings compared to the prior year.

The Finance Committee discussed the possibility of securing a marketing intern for the District. Director Guritz stated that this would be a good strategy to build marketing capacity and outreach efforts.

The Finance Committee discussed the budget performance for Natural Beginnings. Director Guritz stated that the program is on track for the year. The District anticipates receiving a number of pre-paid full tuition payments for the year similar to levels experienced in the prior year. For this reason, revenues received in the prior year were not deferred within the FY 16 audit.

The Finance Committee discussed the \$2,425 donation to the Natural Areas Volunteers program. Director Guritz could not recall the source of the donation.

## **VII. GRAINCO, FS 2017-2018 Prepay Propane Supply Agreement and 2016-2017 Prepaid Contract Updates**

The Finance Committee reviewed the revised pre-pay propane contract for Ellis House and Harris Forest Preserve for 2017-2018.

Director Guritz reported that Commissioner Davidson had contacted GRAINCO FS, Inc., and the company has agreed to credit the District's 17-18 contract for the unused portion of the District's propane from the 16-17 contract at cost.

Commissioner Gryder made a motion to forward the 17-18 GRAINCO FS, Inc. pre-paid propane supply contract to Commission for approval. Seconded by Commissioner Davidson. Aye, all. Opposed, none.

## **VIII. FY 18 Timeframe for Budget Development and 5-Year Plan Discussion**

Director Guritz presented budget development guidelines for the FY 17-18 budget.

The Finance Committee reviewed the proposed timeframe for development, with concurrence that the schedule for presentation is sufficient.

Director Guritz reported that the District's fees and charges schedule for increases is under review in order to have a positive impact within the FY 18 budget.

Director Guritz stated that he has begun work with Budget Coordinator Caldwell to begin development of a 5-year plan for the District's operating and capital funds.

Director Guritz stated that the District's budget will remain flat for the next four years, with incremental increases in tax levy revenues offset by reductions in revenue from the District's farm license agreements as a result of planned cropland conversion projects at Henneberry Forest Preserve and Fox River Bluffs. Director Guritz stated that the District needs to plan ahead for the \$30,000.00 farm license revenue reduction that will be incurred in FY 19-20.

Separately, the District's capital fund will be depleted over the next 4 to 5 years. During this time, the District's Land-Cash fund balance will continue to grow, with the current balance at just under \$60,000.00.

Director Guritz stated that the District's financial goal is to sustain the current financial position, with program growth offsetting increased costs in District staff salaries and benefits.

## **IX. Executive Session**

None.

## **X. Other Items of Business**

Director Guritz reported that 11<sup>th</sup> Hour Bartending Service, Inc. has enrolled in the District's preferred catering program.

Director Guritz reported that the District has requested support from Jeff Wehrli Excavation, Inc. to assist with repairs to the Harris Forest Preserve west loop drive.

The Conservation Foundation has secured another small grant for prairie restoration efforts for Baker Woods Forest Preserve. Director Guritz reported that the Illinois Nature Preserves Commission intends to continue support for restoration efforts at Maramech Forest Preserve in the coming year.

Director Guritz reported that District staff members are working to secure quotes for repairs to the Blackberry Forest Preserve trail including replacement of sections of trail that have subsided, with one section repair needed due to the partial failure of a retaining wall.

## **XI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XII. Adjournment**

Commissioner Gryder made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Meeting adjourned at 5:32 pm.

Respectfully submitted,

David Guritz

Executive Director, Kendall County Forest Preserve District