

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

FEBRUARY 15, 2017

I. Call to Order

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

II. Roll Call

Commissioners Davidson, Gilmour, Kellogg, and Cullick all were present.

III. Approval of Agenda

Commissioner Gilmour made a motion to approve the agenda as presented. Seconded by Commissioner Kellogg. Aye, all. 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 \$11,044.04.

Commissioner Kellogg made a motion to forward claims to Commission in an amount not-to-exceed \$11,044.04. Seconded by Commissioner Davidson.

Commissioner Cullick inquired into Claim #10 for Shaw Media. Director Guritz stated that the charges include promotions of the upcoming Bridal Expo, recurring charges for website hosting services, a help wanted ad for current position postings. Director Guritz stated that the marketing budget for wedding promotions is over the budgeted amount for the cost center, with a portion of the marketing costs covered by the administration budget.

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

VI. Trash and Recycling Services Account Audit Updates and Timeframe for Securing Competitive Quotes

Director Guritz reported on the audit performed by Latreese Caldwell of trash payments versus allowable sums per contract. The audit revealed that Allied / Republic Services has been overcharging the District for services. This has been brought to the attention of Republic Services, with an anticipated refund of overcharges totaling \$4,739.42.

Latreese Caldwell is also assisting with developing the call for proposals, which will include a contract template as opposed to the development of a post-award contract addendum.

Director Guritz reported that a letter of notification of termination of automatic contract renewal will be sent to Allied / Republic Services in early March.

VII. Henneberry Forest Preserve Mitigation and Restoration Project #17-03-001 and 2017 Farm Lease Logistics and Pre-Bid Conference Updates

Director Guritz presented the results of the pre-bid conference for the Henneberry Forest Preserve Mitigation and Restoration Project.

Director Guritz reported that in preparation for the pre-bid meeting, the State's Attorney's Office was consulted in order to determine an appropriate response regarding the payment of prevailing wage for the project. The response was relayed to potential bidding firms during the pre-bid conference notifying the firms that the District is required to pay prevailing wage on all contracts, and that the Illinois Department of Labor should be consulted to determine whether the proposed ecological restoration project requires payment of prevailing wage.

Director Guritz provided the agenda, sign-in sheet, and pre-bid meeting addendum that will be distributed to bidding firms in the Finance Committee packets.

The Finance Committee discussed the provisions for addressing Palmer amaranth, and thanked Commissioner Kellogg for bringing this issue to the attention of Commission.

Director Guritz stated that the proportional share of cost that will be paid by Kendall County Highway Department is \$75,000.00, which is significantly less than the anticipated budget for the mitigation project.

Director Guritz reported that he is working with Commissioner Kellogg to review the herbicide treatment program for the upcoming year at Henneberry Forest Preserve for the project to insure that there are no residual impacts that could harm the planted materials or first year seed propagation.

VIII. 2007 Series Bond Debt Service Schedule Review and 2017 Series Bond Refunding Updates

Director Guritz presented a report from Latreese Caldwell in consultation with Speer Financial, Inc. tying out the amount levied to the debt service schedule for the 2007 Series Debt Service Fund and subsequent 2015 and 2016 Series Refunding Projects. WIPFLI CPAs had reported that the District over levied for the debt service payments. However, the auditors did not anticipate the required debt service payment due in January 2017. The District has correctly levied the appropriate amounts in past years in order to cover its debt service payments.

The Finance Committee reviewed the District's remaining outstanding debt service schedules for all bonded debt series.

Commissioner Davidson noted that the debt service owed each year from FY 17 to FY 27 increases by a total of \$2.2M. Director Guritz stated that debt burden and schedule anticipates growth in the tax base which will flatten individual taxpayer burden over the remainder of the series.

President Gilmour asked what was assumed in terms of growth over the series. Director Guritz stated that this would need additional research.

Commissioner Kellogg reported that the percent increase year-to-year varies, with more significant percentage increases in certain years.

The Finance Committee directed staff to review the debt service schedule increases and present a report on whether there are opportunities to address year-over-year variations.

IX. Review of a Proposal from Wight & Company for the Inspection and Evaluation of the Hoover Forest Preserve Water Distribution System for Time and Material Costs for an Amount Not-to-Exceed \$5,000.00.

Director Guritz presented a proposal from Wight & Company, and results from initial inspections of the system. Director Guritz reported that at this point, it is unclear where the loss of water may be occurring within the system.

Director Guritz presented a review of staff progress with identifying possible locations of the loss of water from the system, and an overview of drawings showing the new water main system, and the older Hoover Boy Scout Camp water distribution system. Based on this review, further investigation will likely reveal that portions of the older water distribution system remain functional, which will require capping in order to address the issue of water loss. The Illinois Department of Public Health has been contacted, and staff will collect water samples from the District's facilities as a precautionary measure.

Director Guritz reported that two shut-off valves require repair. The shut-off valves control water flow to The Rookery and Moonseed Bunkhouse area.

The Finance Committee reviewed the drawings and discussed possible issues. Wight and Company will assist with evaluating whether portions of the old scout water distribution system remain functional.

Director Guritz reported that there may also be issues with the electrical supply to the pump house, with past correspondence with scout camp grounds staff indicating that intermittent power outages may have contributed to previous well pump failure in 1990.

X. Executive Session

None.

XI. Citizens to be Heard

No public comments were offered by those in attendance.

XII. Other Items of Business

Director Guritz presented proposal with Artlip & Sons for annual maintenance of the Hoover geothermal system for Meadowhawk Lodge.

The Finance Committee discussed the proposal, directing staff to present the annual maintenance agreement to Commission for approval.

Director Guritz reported that for the upcoming claims cycle, checks will be held pending Commission approval at the first Commission meeting in March.

The Finance Committee discussed the schedule for the first Finance Committee meeting in March. The Finance Committee meeting date will be changed from March 2, 2017 to March 1, 2017.

XIII. Citizens to Be Heard

None.

XIV. Adjournment

Commissioner Gilmour made a motion to adjourn. Seconded by Commissioner Kellogg. Commissioners Gilmour, Kellogg, and Cullick, aye. Opposed, Commissioner Davidson. Meeting adjourned at 5:31 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District