

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

APRIL 27, 2017

I. Call to Order

Committee Chairman Cullick called the meeting to order at 6:30 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Gilmour, Gryder, 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. 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 \$11,921.68.

Commissioner Gryder made a motion to forward claims to Commission in an amount not-to-exceed \$11,921.68. Seconded by Commissioner Kellogg.

The Finance Committee reviewed the claims list.

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

VI. Review of FY16 and FY17 YTD Cost Center Reports

Budget Coordinator Latreese Caldwell presented an income statement for all District cost centers showing a side-by-side comparison of FY16 and FY17 revenues and expenses through March 31 for each respective fiscal year.

Mrs. Caldwell provided an overview of the first two pages of the report. The first page provided a summary of revenues and expenditures by operational area. Administrative revenues are down \$41,000 over the prior fiscal year due to the receipt of farm license revenue and yield payments credited to FY16. Overall, revenues are down \$22,000, which is attributed primarily to the payment of FY15 farm license revenue in FY16. Revenues are ahead in FY17 in the Ellis, Hoover, Environmental Education and Natural Areas Volunteers program areas, and down for Grounds and Resources. Expenditures are lower in Administration by \$4,000, and higher in the remaining cost centers. The net increase in

expenditures are up \$32,500. The increase expense in the Ellis program area is due to paying the full tent rental for 2017 in one lump sum payment. Hoover, Environmental Education, and Grounds and Resources cost increases are attributed primarily to personnel costs.

Mrs. Caldwell presented the breakdown of revenues and expenses for all District program areas by category. The report again shows the decrease of revenues by \$21,600 and increase of expenditures of \$32,500, but provides additional insights into revenues and expenditures by category. Overall program revenue is up just under \$14,000. Donation revenue is up \$7,000, and farm license revenue is down \$39,000. In expenditures, personnel costs are up \$24,000, benefits are up \$2,200, and contractual is up \$11,000 which is where the impact of the tent rental payment in full is recognized. These are the two pages that will be reviewed each month, but the backup to the report provides further insight into the specific cost centers. Mrs. Caldwell suggested sending out future monthly reports for review ahead of the Finance Committee meeting in order to respond to any questions from committee members ahead of the meeting.

Mrs. Caldwell also stated that the District receives the bulk of its program revenues June, July and August of each year.

Commissioner Gryder thanked Mrs. Caldwell for the report, stating that this is exactly what the Board has been hoping to see for some time.

Commissioner Kellogg stated that for future reports, if there are programs that are working together to achieve an overall budget for the year, this information would be useful.

Director Guritz stated that in each year, some programs may be up, and others down, with the goal of achieving the overall budget for the year.

Director Guritz stated that overall the District is on track for the year, with expenditures below the straight line budget by 3-4%. The District does evaluate program performance during the year, working to identify areas where additional marketing efforts are needed. Currently, District staff is focusing on marketing efforts to boost summer camp and Natural Beginnings enrollments. Director Guritz stated that Ellis weddings and rentals are on track for the year, with reports presented to the Programming and Events Committee. Natural Beginnings is full, with the exception of the Tuesday and Thursday afternoon sessions. Environmental Education school program bookings are also up over last year.

VII. 1-Ton Dump Truck Base Bid and Deduct Alternate Bid Results

The Finance Committee reviewed the bid result for Coffman Truck Sales of Aurora for the purchase of a 1-ton dump truck, including a dump box, salt spreader, and plow assembly.

Total base bid, which includes a deduct alternate for trade-in of the District's 1991 GMC dump truck, was \$68,898.02.

Director Guritz stated that the District worked closely with Kendall County Highway Department to develop the bid specifications, and the vehicle cost falls within the anticipated cost projection. The difference in cost between the mild-steel dump box and stainless-steel dump box is \$2,410, with the understanding that the stainless steel option provides greater utility and staff efficiency during the plow season.

Director Guritz recommended Finance Committee approval to forward the purchase of the vehicle to Commission for approval. Director Guritz noted that the delivery timeframe is outside of the requested 90-day period, which means that the District will be relying on a single dump truck for all operational areas until the new truck is delivered, which will be a challenge over the next three months.

Commissioner Kellogg asked that the District look into 0% financing options to pay the truck off over a longer period. Director Guritz stated that the preference would be to pay for the vehicle upfront, but that this would be a good option to consider when capital funds are depleted, which will be examined in the development of a 5-year plan.

The Finance Committee provided direction to contact Coffman Truck Sales to determine whether a 0% financing plan is available.

The Finance Committee reviewed capital funding available for the purchase. The FY17 capital budget for the 2007 series capital fund includes a \$50,000 equipment contingency, and \$19,594 remains in the 2009 capital fund (Fund 290), which has typically funded vehicle purchases.

Superintendent Kim Olson thanked the Committee for their support, understanding that the District's dump trucks support a wide range of grounds maintenance activities over the year.

Commissioner Kellogg made a motion to forward the Coffman Truck Sales base bid amount for purchase of the 1-ton dump truck, including the trade-in of the District's 1991 GMC dump truck, to Commission for approval. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

VIII. Hoover Fuel Tank Proposals

Director Guritz presented quotes received from GRAINCO, FS and Elburn Cooperative for the repair, or lease-to-own of fuel storage tanks for Hoover Forest Preserve.

Director Guritz recommended moving forward with the maintenance of both tanks located at the preserve, with the split chamber tank brought back into service, and the residual fuel cleaned out of the second tank for eventual use.

Director Guritz stated that the project is proposed to reduce staff time with refueling efforts for Hoover forest preserve maintenance equipment.

The Finance Committee examined the cost proposals.

Commissioner Kellogg inquired into ownership of the tanks. Director Guritz stated that according to staff reports, GRAINCO FS claimed ownership of the tanks within initial discussions, with use extended to the Boy Scouts of America.

The Finance Committee discussed the GRAINCO FS proposal, providing direction to determine tank ownership, with the understanding that if GRAINCO FS owns the fuel tanks, it should be their responsibility for incurring the maintenance costs for placement back into service, or required to remove the tanks if another supplier is selected.

Separately, the Finance Committee provided direction to contact Feece Oil in Minooka to determine whether or not the company extends a zero cost option for supplying the fuel tanks needed at the site.

The Finance Committee recommended discussing the project with Kendall County Highway Department for their insights as well.

Direction was received to present a final report to the Finance Committee and Committee of the Whole in May to determine a final recommendation.

IX. Hoover Sanitary Lagoon – Flow Monitoring Equipment Replacement

Director Guritz presented a proposal from Vortex, Inc. of Sugar Grove for the purchase and installation of replacement flow monitoring equipment for the Hoover sanitary lagoon.

Director Guritz stated that the current equipment is not repairable, and is required to insure IEPA monitoring and compliance with the District's wastewater water quality permit.

Under the permit requirements, the District must sample and report water quality results to the IEPA during those months that active flow is occurring. The replacement equipment provides a record of flow, and is checked periodically to determine when sampling is needed.

Director Guritz stated that while there is likely a markup on the equipment to be purchased, the cost for installation and calibration appear reasonable for the work entailed.

Commissioner Kellogg made a motion to forward the Vortex, Inc. proposal to Commission for consideration. Seconded by Commissioner Gilmour. Aye, all. Opposed, none.

X. Harris Forest Preserve Shop Roof Replacement Proposals

The Finance Committee reviewed a proposal from A&B Exteriors for the replacement of the maintenance shop metal roof at Harris Forest Preserve.

Director Guritz reported that Superintendent Olson is working to secure additional quotes will be secured and presented to the Finance Committee. The Harris shop has a 40-year old metal roof, and is leaking during storm events causing concerns for both mold growth and eventual impact of structural supports.

XI. "The Knot" Website Contract Renewal

Director Guritz reported that "The Knot" online web presence first-year contract will expire in June. "The Knot" and the "Chicago Wedding Guide" are the two primary online wedding storefronts in the Chicago area. Cost for the subscription is \$250 per month, \$3,000 per year.

Metrics were presented at the last Programming and Events Committee meeting, and the District is receiving a steady stream of referrals. Director Guritz recommended renewal of a 1-year contract, payable monthly. The website is generating traffic, leads, and bookings for both Ellis House and Meadowhawk Lodge.

Commissioner Kellogg made a motion to forward "The Knot" proposal to Commission for approval. Seconded by Commissioner Cullick. All, aye. Opposed, none.

XII. Grainco, FS Propane Supply Contract Review and Renewal

Director Guritz presented a report on pre-paid propane supply usage at Ellis House and Harris Forest Preserve.

The District's current contract will expire in May, with renewal anticipated in June or July at a fixed cost based on past consumption volumes. The current remaining balance on account is \$1,101. A small refund is anticipated on the current contract.

The District has not received the Grainco, FS proposal at this point for price comparison. The 17-18 contract will be presented to the Finance Committee once received for review.

XIII. Omnitrax, Inc. – Illinois Railway Crossing Agreement Applications and Anticipated Annual Fees and Long-Term Maintenance Costs

Director Guritz provided updates on correspondence with Omnitrax related to the negotiation of crossing agreements under negotiation for Hoover Forest Preserve and Millbrook South Forest Preserve.

Director Guritz reported that the ICC order for the rail crossing improvements at Hoover Forest Preserve has been sent to Elizabeth McGuire, Real Estate Manager for Omnitrax for review. Within the ICC order, Illinois Railway is required to maintain the crossing improvements following installation.

The District has requested a copy of a crossing agreement template for State's Attorney's Office review in order to examine the agreement provisions prior to consideration of

submission of application(s) with the stated \$4,000 application fee. This template has not been received, but Omnitrax stated that the typical annual cost for public crossing agreement is \$3,000. Director Guritz reported that he replied to Omnitrax informing them that the District is not a well-funded agency, and that the costs presented would represent a significant budget impact, requesting that a lower annual crossing agreement fee be considered for both public crossings.

Director Guritz also responded that understanding of possible future maintenance costs would be needed, understanding that the crossings were recently improved.

Director Guritz reported that the lack of a crossing agreement for Millbrook South will likely impact the competitiveness of the District's application. The IDNR has been informed that a crossing agreement is under review and negotiation with Illinois Railway.

Director Guritz reported that he has contacted Jennifer Kuntz, Assistant Chief Counsel Illinois Department of Transportation to inquire whether IDOT has received correspondence from Omnitrax-Illinois Railway regarding the ICC order. Director Guritz also reported that he has contacted Yorkville's Attorney Orr to inform her that the District would reimburse Yorkville for her firm's costs for pulling together a conference with the ICC docket service list representatives to discuss the order and provide updates on efforts to comply with the order's requirements.

Periodic updates will be shared with the Finance Committee as responses to District requests are received.

XIV. Waste Management – Final Contract Provisions

Director Guritz presented a draft of the final contract documents for Waste Management of Illinois, Inc.

Waste Management has signed off on the State's Attorney's Office addendum prepared following review of the company's submitted waste agreements.

Director Guritz stated that the service agreements have been reviewed against the bid form, with a confirmed understanding of base-rate charges and maximum allowable costs negotiated for each for combined fuel, regulatory, and environmental surcharges. Based on this review and understanding, the service agreements match the bid form results, with a service agreement table addendum added to the bid documents.

Commissioner Gilmour expressed appreciation for Assistant State's Attorney Berault's efforts to review and develop the contract addendum.

Commissioner Gilmour made a motion to forward the final contract to Commission for approval. Seconded by Commissioner Kellogg. Aye, all. Opposed, none.

XV. Review of a Draft Policy for Extension of Health Insurance to Part Time Employees Under the Affordable Care Act

Commissioner Gryder adjourned from the meeting at 7:20 pm in order to attend The Conservation Foundation Earth Day Benefit Dinner, and did not return.

The Finance Committee discussed a draft policy for the extension of health care insurance to part time employees under the Affordable Care Act averaging 30-hours or more over the District's measurement periods. The District's measurement periods are January 1 through June 30 and July 1 through December 31 for each calendar year.

The proposed policy would limit the District's contribution for extension of health care insurance benefits to 90% of the cost for single coverage for a six month period following the measurement period where any part time variable hour employee exceeds the 30-hours of service average within the prior measurement period.

Under ACA, the District is only required to extend single health insurance coverage, and with the extension of single coverage, the District required employee contribution cost cannot exceed 9.69% of the employee's gross salary based on formula.

The Finance Committee discussed the policy. As part of the policy review, there are potential implications for Kendall County. As such, the policy will need to be reviewed with the Kendall County State's Attorney's Office to confirm compliance with the ACA, review and make recommendations for any required changes to current personnel policies, and confirm that the District is able to establish a variable employee classification that would sufficiently differentiate variable hour employees as a separate employment class from full time employees.

Director Guritz stated that the District would not need to restrict the benefit plans offered. Employees may desire to participate in additional benefit plan coverage beyond the lowest-cost single coverage healthcare plan at their own cost.

The Finance Committee discussed pending changes to Kendall County plans offered, including a requirement for an annual wellness screening for employees to secure 90-10 cost share coverage ratio currently extended. Employees not participating in annual wellness screening would participate in healthcare plans under an 80-20 cost share coverage ratio.

Latreese Caldwell suggested that a separate rider may be needed as part of the insuring agent contract to differentiate Kendall County employees from Kendall County Forest Preserve District employees moving forward.

The Finance Committee discussed other legal issues that may be factors for consideration as part of the proposed policy discussions.

Commissioner Kellogg stated that he would be supportive of the effort, understanding that joining the District's health insurance plan pool could provide a considerable savings and attractive benefit for future employees currently covering their own insurance costs in the health marketplace.

The Finance Committee provided direction to submit the proposed policy and questions to the State's Attorney's Office for review.

XVI. Executive Session

None.

XVII. Other Items of Business

No other items of business were discussed.

XVIII. Citizens to be Heard

No public comments were offered by those in attendance.

XIX. Adjournment

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Gilmour. All, aye. Opposed, none. Meeting adjourned at 7:52 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District