

**Vermilion County Conservation District
Headquarters: Kennekuk County Park
Danville, IL**

**RECORD OF PROCEEDINGS
REGULAR MONTHLY MEETING OF THE
BOARD OF TRUSTEES**

**Wednesday, February 20, 2013
4:30 p.m.
Zack Hickman Room
Kennekuk County Park
Danville, IL**

President Little called the February Regular Meeting of the Vermilion County Conservation District Board of Trustees to order at 4:30 p.m., and opened the meeting with the Pledge of Allegiance to the American Flag.

Roll call showed the following.

Trustees Present: Nikki A. Bogart
Ken E. Green
Brett K. Little
B. Dirk Porter *via teleconference*

Trustee(s) Absent: Dan L. Danner

In attendance were Ken Konsis, Executive Director; Jamie Pasquale, Associate Director, and Amy Steeples, Recording Secretary.

Staff members present included Lorna Konsis, Charlie Rhoden, and Gary Wilford.

First order of business, agenda item number four, was the Adoption of, or Amendments to the Agenda.

Trustee Green moved to approve the agenda as presented. This was followed by a second from Trustee Bogart. All in favor by acclamation, motion carried.

Agenda item number five was the Approval of the Minutes from the January 16, 2013, Regular Meeting. President Little asked for any corrections to the minutes.

With no corrections, Trustee Green moved to approve the January 16, 2013, Regular Meeting Minutes as presented. This was followed by a second from Trustee Bogart. All in favor by acclamation, motion carried.

Agenda item number five a. Approval of the Executive Session Minutes from January 16, 2013.

Trustee Green moved to approve the January 16, 2013 Executive Session Meeting Minutes as presented. This was followed by a second from Trustees Bogart. All in favor by acclamation, motion carried.

Item number six, Audience Comments. There were none.

Agenda item number seven, the Treasurer's Report.

President Little asked if there were any comments or questions on items seven a. – seven d.

President Little inquired about manual check #31069 to ASCAP and check #31130 to Law Offices of Saikley, Garrison Colombo & Barney.

Executive Director Konsis answered that the ASCAP license, as BMI, is required to host live music. The attorney fees were attributed to the Kickapoo Trail, and were the responsibility of the V.C.C.D.

There were no other questions.

Agenda item seven e. President Little asked Executive Director Konsis to give the Report on Cash and Investments.

Executive Director Konsis reported that the current balance in the checking account at First Midwest Bank, Danville is \$37,100.00. Illinois Funds Investment Pool balance is \$3,500.00. The Illinois Funds Money Market account remains at \$5,100.00. The Hoopeston Money Market balance remains at \$249,000.00. The Preferred Checking Account (Hegeler account), has a balance of \$2,400.00. The Money Market Passbook account at Central Illinois Bank is \$174,500.00. The Health Insurance Reimbursement Account at First Midwest Bank of Danville has a balance of \$6,280.00.

The grand total of cash and investments as of February 20, 2013, is \$477,880.00, which compares to \$491,360.00, at the same time last year.

The DCEO Grant is listed on the report separately as a NOW account at the First Savings Bank currently earning .25%. The current balance remains at \$105,506.00.

He asked if there were any questions from the Trustees. There were none.

Trustee Green moved to approve the Current List of Bills from January 2013, in the amount of \$10,627.98 which included check #'s 31144 – 31170; the Manual Checks for January 2013 in the amount of \$25,028.36, which included check #'s 31062 – 31075 and #'s 31101 - 31130; the General Journal Entries for January 31, 2013; the January 2013 Budget Report and the February 20, 2013 Report on Cash and Investments. This was followed by a second from Trustee Bogart.

President Little requested a roll call voice vote. The results:

Trustee Green	-	yes
Trustee Bogart	-	yes
Trustee Porter	-	yes
President Little	-	yes

The vote was 4–0. Treasurer’s Report, items seven: a – e were approved. Motion carried.

Agenda item number eight, Specific Items of Business to be Transacted.

Item eight a: Preliminary Report on 2013-2014 Budget. Executive Director Konsis stated that the outlook is favorable. Excluding grants, the expected revenue total is \$1,067,490. This exceeds last year by \$15,500. The three key components are CPPRT, farm revenue from extra acreage and increased rent, and hunting revenue from the newly implemented Forest Glen archery hunt.

Expenditures are estimated to be \$1,037,765; \$27,500 less from last year. Employees will remain the same, with a projected salary increase of 2% (\$11,700). Uniform allowances will increase for full time employees from \$175 to \$300; part time employees to \$225; security will remain at \$150; and seasonals will be allowed \$25 each.

Trustee Bogart clarified that the employee uniform allowance budget is typically not all expensed by the employees.

Executive Director Konsis concurred; stating that only approximately 70% of the amount budgeted is used.

Restricted cash balance is \$7,700 which is comprised of the Bunker Hill Historic Area, Cabin Fund and Outdoor School.

The District newsletter cost has been reduced by \$2,350.

Capital Improvements planned are:

- ◆ HVAC unit for the O’Leary’s Dining Car \$2,500 - Kennekuk
- ◆ Boat ramp repair \$2,500 – Lake Vermilion
- ◆ New excavator tracks \$2,000 – Kennekuk
- ◆ Computer \$800 – Kennekuk Visitor Center
- ◆ Campgrounds freezer \$450 - Forest Glen

The District true expense total is \$1,030,065. However, since restricted cash is treated as an expense, it is \$1,037,767.

Trustee Bogart asked if a tax increase would be needed to cover these expenditures.

Executive Director Konsis answered, “No”.

Trustee Bogart commented that it was difficult to follow an oral report on the budget.

Executive Director Konsis responded that next month the trustees will receive a printed copy which will be the actual tentative budget for public display. If the tentative budget is completed ahead of the board mailing packet date, it will be sent to the Trustees prior. The report given is preliminary and the figures presented may not hold true since we are still in the budget planning process.

The Insurance Fund cash balance is \$14,000 more than anticipated. General liability was increased by \$5,000 to compensate for the education center; this may be paid by the V.C.C.D. Foundation. Unemployment increase by \$2,500; workman's compensation reduced by \$1,000; and medical was budgeted at \$145,000, which includes the HRA reimbursement. These will be bid out as usual.

Insurance Fund Total expenditures are \$241,000 which leaves a cash balance of \$14,075.

IMRF cash balance is \$16,000 more than anticipated. Executive Director Konsis stated that 14% of the IMRF tax levy must be paid with CPPRT funds, as required by law or \$8,400 will be budgeted. Expenditures are the same as the previous year, leaving a cash balance of \$15,910.

Trustee Bogart clarified the statement regarding the percentage of CPPRT tax levied. She commented that CPPRT allotments seem to be in question of receipt for the future, and asked if the Executive Director was aware of any news concerning this revenue source diminishing or disappearing.

Executive Director Konsis agreed, stating that he was aware of news of decreasing CPPRT revenue, but last year the District actually received an increase. This year, \$192,000 is budgeted.

The Audit Fund cash balance is \$8,600; expenditures are \$6,000. Leaving an ending cash balance of \$2,600.

The Social Security Fund is subsequently left with a cash balance of \$5,410.

There were no more questions or comments.

Agenda item number nine was Representative Reports.

Agenda item nine a: IACD President, Jamie Pasquale reported that he and Executive Director Konsis attended the IACD Meeting in Putnam County on January 17. The future of the IACD and meetings were discussed and tabled for further discussion.

The IACD decided that the annual meeting with IDNR has not been productive and they will not offer it this year. At the next IACD meeting, the future of the IACD will be an agenda item and IACD records will be reviewed.

Agenda item nine b; V.C.C.D. Foundation Report. There was nothing new to report.

Agenda item nine c: IAPD Report. There was nothing new to report.

Agenda item ten: There was no executive session.

Agenda item eleven: There were no amendments to the agenda.

Agenda item twelve a; Report From the Education Supervisor. Gary Wilford reported that Lara Darling, Susan Biggs Warner and he have been traveling to the various Vermilion County Schools presenting wildlife programs as part of the Traveling Naturalist Program. This is for grades kindergarten through third. Classes have also begun visiting Forest Glen to learn about maple syrup processing along with winter wildlife. There are thirteen visits scheduled through mid-March.

An Education Staff Meeting will be scheduled for next month to discuss the Traveling Naturalist Program, plans for the upcoming Outdoor School Session, and summer program schedule.

To date, fifteen lottery tickets have been sold for the Forest Glen Archery Deer Hunt. Most have been local, but one from Canada! Flyers have been distributed; Gary has done a radio interview, and also newspaper interview with Sam Van Camp about the new program. It is a long time until the fall hunting season and the plan will be to keep the interest level high. Articles will be included in the District newsletter, *The Conservationist*, on the V.C.C.D. website, and brochures at District events and local outdoorsmen businesses.

This concluded the Education Supervisor's Report.

Agenda item thirteen a; Report from the Associate Director. Associate Director Pasquale is continuing his work at the education center construction site. The conduit for the fiber optic lines has been completed. Two 1,500 gallon septic tanks have been installed and the leech fields need to be connected to these tanks. All utility lines with the exception of propane are done.

Work continues on equipment and vehicle repair for the summer recreation season.

Paperwork for the new cropland is currently in the process of being filed at the Farm Service Agency. Associate Director Pasquale gave details of the process and the land.

Trustee Porter asked for the linear footage of the leech fields at the construction site.

Associate Director Pasquale responded that there are four runs of 100 ft. each.

This concluded the Associate Director's Report.

Agenda item fourteen; Report of Executive Director. Executive Director Konsis began by reporting on the education center. The approximate completion date is July 16, 2013, according to the construction company and our staff. The steel roof supports have been welded, and they are installing the steel wall supports. Plumbing work below the slab is completed.

The plan is to complete Phase I, gain approval, and receive final grant money. Then, move on to the permanent classroom addition.

There has been a verbal agreement concerning the Duck Dynasty fundraiser, but still no signed contract. It is planned to be held at the Danville Civic Center on May 18, 2013.

The closing date is not set for the Kickapoo Trail. The grant notification is included in the Trustee's notebooks.

The Maple Syrup Program is in full swing at Forest Glen. The trees were tapped two weeks ago, and the crew has already produced enough syrup for the dinner on Sunday, March 17.

Executive Director Konsis met with Illinois Public Risk Loss Control agent, Bill Bloch. There were no claims last year!

The next V.C.C.D. Board of Trustees meeting is Wednesday, March 20, 2013, 4:30 p.m. at the Gannett Outdoor Education Center, Forest Glen Preserve. Agenda items include approval of the tentative budget for public display and medical insurance specifications.

Trustee Bogart noted that in the V.C.C.D. Foundation minutes, the Duck Dynasty event was to be held at the Laury Barn, Kennekuk, not the Civic Center.

Executive Director Konsis responded that after further consideration, during a meeting with Cellular One, it was decided to play it safe and plan an indoor venue.

President Little asked about the V.C.C.D.'s responsibility regarding costs and advertising expenses for the event.

Executive Director Konsis answered that Cellular One will pay all expenses.

This concluded the Executive Director's Report.

Agenda item fifteen: President's and Trustee's Comments.

Trustee Porter had no comment.

Trustee Bogart stated that with the numbers she was able to gather from Executive Director Konsis' tentative budget report; it appears that the District will be \$10,000 better off this year than in prior years. She is very impressed with the employee's ideas for money savings and of new revenue.

Trustee Green stated that since his knee surgery, he is doing well but not able to get to the construction site as often as before. Everything is going along very well there. Again, he appreciates the efforts of the V.C.C.D. staff and the work they have completed on the Kennekuk Environmental Education Center.

President Little reported that it is time for the Fireman's Bike Run fundraiser. He wants the V.C.C.D. to apply for the recipient organization. The run usually garners up to 700 participants and is successful in raising a large sum of money. He has already spoken with the organizers about the V.C.C.D. as the recipient. President Little will be in contact with the department.

He also has spoken with Jim Bailey, union electrician, who was interested in the V.C.C.D.'s fundraising efforts. Jim is affiliated with local labor leaders and they may be willing to make a contribution.

President Little received correspondence on the Conservation Congress from the IDNR. He has information to share if anyone is interested.

With no further discussion, and all business transacted, Trustee Green moved to adjourn the meeting at 5:12 p.m. This was followed by a second from Trustee Bogart. Meeting adjourned.

Nikki A. Bogart
Secretary/Treasurer
V.C.C.D. Board of Trustees