

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

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

**Wednesday, February 15, 2015
4:30 p.m.
Kennekuk Environmental Education Center
Kennekuk County Park
Danville, IL**

President Bogart 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
Allen E. Cooke
Perry A. Jaynes

Trustee(s) Absent: Jonathan A. Myers
B. Dirk Porter

In attendance were Jamie Pasquale, Associate Director and Amy Steeples, Recording Secretary.

Staff members present included Kim Fox, Gary Tyrl, and Gary Wilford.

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

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

Agenda item number five was the Approval of the Minutes from the January 21, 2015, Regular Meeting. President Bogart asked for any corrections to the minutes.

With no corrections, Trustee Cooke moved to approve the January 21, 2015, Regular Meeting Minutes as presented. This was followed by a second from Trustee Jaynes. All in favor by acclamation, motion carried.

Agenda item number five a. was the Approval of the Minutes from the January 21, 2015, Executive Session. President Bogart asked for any corrections to the minutes.

With no corrections, *Trustee Jaynes moved to approve the January 21, 2015, Executive Session Minutes as presented. This was followed by a second from Trustee Cooke. All in favor by acclamation, motion carried.*

Item number six a. Audience Comments. There were six members of the public present; Jim Knoblauch was recognized on behalf of the Vermilion Voles. He stated that the vintage baseball team wished to continue the partnership with the District. Jim explained that the baseball field had been used during the Phases of the Moon Music and Art Festival and team members wished to volunteer their time to work on the area of play to prepare the field for their summer schedule.

Associate Director Pasquale welcomed their help to get the field ready. The District employees will work with them to provide needed supplies and equipment. For the future, he assured the members present; such events will not have access to the field. He will be in touch with the team regarding work on the area. President Bogart also addressed their concern, and thanked them for their volunteer offer.

Jim thanked the Board for hearing them.

Agenda item number seven, the Treasurer's Report. President Bogart asked if there were any questions on items seven a through d. There was one expenditure item from Cooke Business Products which requires removal from the manual check listing. This is due to Trustee Cooke's vote abstention regarding conflict of interest, and there are three trustees present.

With no other questions or comments, *Trustee Jaynes moved to approve the Current List of Bills from January 2015 in the amount of \$14,743.50, which included check #'s 3296 - 32991; the Manual Checks for January 2015 in the amount of \$57,376.81 which included check #'s 32862 – 32888 and #'s 32910 - 32943; the General Journal Entries for January 31, 2015; and the January 2015 Budget Report. This was followed by a second from Trustee Cooke.*

With no more questions, President Bogart requested a roll call vote. The results:

Trustee Jaynes	-	yes
Trustee Cooke	-	yes
President Bogart	-	yes

The vote was 3–0. Treasurer's Report, items seven: a – d were approved. Motion carried.

Agenda item number seven e. Associate Director Pasquale reported the grand total of cash and investments as of February 18, 2015, is \$612,483.00, which compares to \$487,520.00, at the same time last year. The DCEO Grant NOW Account balance reflects the Wagner bequest deposit of \$163,000.

Trustee Jaynes moved to approve the February 18, 2015, Report on Cash and Investments as presented. This was followed by a second from Trustee Cooke.

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

Trustee Jaynes	-	yes
Trustee Cooke	-	yes
President Bogart	-	yes

The vote was 3–0. Treasurer’s Report, item seven e was approved. Motion carried.

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

Item eight a. Report on Fiscal Year 2015 – 2016 Budget. Associate Director Pasquale gave the update, from a report prepared by Executive Director Konsis.

Associate Director Pasquale explained highlights of the process by which Executive Director Konsis prepares the budget. He stated that CPPRT revenue was reduced by 1.5%.

Trustee Cooke asked about the property tax revenue.

President Bogart explained that revenue from this increased, not because of a rate increase, but due to the equalized assessed valuation.

Salary figures for this year includes a new hire for the education staff, since the District will not be able to keep putting off hiring replacements for our retirees; even so, the total salary figure was reduced by \$16,050 from last year.

Associate Director Pasquale stated that the Insurance Fund has known cost figures through January, but the last two months much be estimated. The Trustees were provided with an Insurance Fund handout. Expenditure here is \$316,075, a \$47,575 increase over last year in employee medical; general liability was increased by \$4,550.

The revenue and expenses of the remaining funds, IMRF, FICA, and Audit were calculated; with negative fund balances taken into account. The District is obligated to use CPPRT to fund IMRF at 14% of our tax levy. IMRF expenditure is estimated at \$7,600 over last year. The Audit Fund is the same, and FICA has an expenditure of \$65,580; a \$4,580 increase over last year.

Trustee Cooke questioned the increase amount for IMRF. It is dependent on employee’s salaries, so raises and employer contribution will impact this account.

Capital expenditures depend on the CPPRT remaining. High priority projects for 2015-2016 include: Lake Mingo gate work; House in the Woods renovation; purchase of a used finish mower; new interpretive signage at Heron County Park; and repair of the main entrance drive at Kennekuk County Park.

Associate Director Pasquale stated that the District is hindered by the loss of the Phases of the Moon Music and Art Festival revenue, but Executive Director Konsis is confident that some type of music festival from these organizers will return.

At the January meeting, it was suggested to form a Revenue Producing Committee to include members from the Board and District Staff. Associate Director Pasquale agreed to chair this committee and the following persons are members: Kim Fox, Gary Wilford, Lara Darling, Trustee Jonathan Myers, and Trustee Perry Jaynes. This committee will also address reducing expenditures.

This concluded the budget report from Associate Director Pasquale.

President Bogart stated that there was a plan in place to take care of the Insurance Fund deficit; according to the audit the FICA Fund also has a deficit. Is there a plan to address this?

Kim Fox responded that Executive Director Konsis is waiting on other figures, but believes that the FICA Fund is improving. She and Executive Director Konsis are working these deficits out.

Associate Director Pasquale thanked Kim for attending the meeting and stated that she knows the financials and is able to answer any questions the Board may have.

He stated that the 2015-2016 Tentative Budget will be presented for approval at the March 18 meeting. The tax levy however will not be completed until later.

Agenda item eight b. Liquor License Request From Hob Nob Market Organizers. Associate Director Pasquale explained the request was the same as in 2014; during the Hob Nob Market event, wine and beer were sold with no problems.

After brief discussion, Trustee Cooke moved to approve the request from Hob Nob Market to obtain a liquor license as per policy for 2015. This was followed by a second from Trustee Jaynes. All in favor by acclamation, motion carried

Agenda item number eight c: Discussion/Approval of Accounting Software. Kim Fox, VCCD Financial Secretary, stated that the Mirasoft Forfund Accounting software currently in use is outdated and the company has not kept up with sending the District updates. Kim reported that she contacted Macon County Conservation District (MCCD), Boone County Conservation District (BCCD), and Champaign County Forest Preserve to see what they were using. MCCD and BCCD uses Peachtree, CCFPD uses Municipal Software Incorporate. The District accountants have suggested QuickBooks Premier Not-For-Profit software.

The current annual maintenance renewal cost is \$1,586.50. QuickBooks costs \$99.00 to \$359.00, depending where the software is purchased.

Payroll would be an additional component and carries a fee of \$468.00 to \$351.00 per year, plus a \$2.00/month fee for each employee. Kim estimates this cost will be \$610.00 per year based on monthly employee count from 2014. She has used QuickBooks for another municipality and is satisfied with the results.

Trustee Cooke was consulted previously regarding QuickBooks because he is a member of the Cemetery Board; it is the software that they use. It has good technical support.

Discussion ensued.

The Board was in agreement regarding Kim's preference.

Trustee Jaynes moved to approve the purchase of QuickBooks Premier No-For-Profit software to include the payroll module. This was followed by a second from Trustee Cooke.

With no more discussion, President Bogart called for a roll call vote. The results:

Trustee Jaynes	-	yes
Trustee Cooke	-	yes
President Bogart	-	yes

The vote was 3–0. Motion carried.

Kim Fox thanked the Trustees.

Agenda item number nine was Representative Reports.

Agenda item nine a: IACD President Jamie Pasquale reported that the executive director and he attended the Quarterly IACD Meeting held January 29, at Starved Rock State Park. The group has increased membership and plans to partner with Forest Preserve Districts. They plan to meet in Springfield and invite the IDNR Director. By statute, Conservation Districts are tied to IDNR, submitting timely reports.

Agenda item nine b; V.C.C.D. Foundation Report. Amy Steeples, VCCF Recording Secretary, reported that at the meeting on February 13, the Foundation approved hiring the grant writing firm eCivis. This will greatly reduce the Executive Director's workload, and increase applications for eligible grants.

This concluded the V.C.C.D.F. Report. There were no questions.

Agenda item nine c: IAPD Report. Associate Director Pasquale stated that there will be a Leadership Point of View Workshop for Board Presidents and Directors. It will be held in Schaumburg.

Legislative updates include the minimum wage requirements. There are updates on many, many items which Associate Director Pasquale and Executive Director Konsis find invaluable.

Agenda item ten: There was nothing else for executive session.

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

Agenda item twelve. Report From the Education Supervisor. Gary Wilford reported the Traveling Natural program will end the first week of March. This program is very well-received by all Vermilion County Schools. The naturalist program was originally offered to all Kindergarten through sixth grades, but due to staff reduction, it is only offered to Kindergarten through third grades now.

Maple Syrup Day Visits are scheduled to begin next week. All trees are tapped and did begin to run, but then froze up.

Trail work has begun; this begins early in the year in preparation for Outdoor School as well as the public.

The Forest Glen Archery Hunt went well and Gary would like to keep it the same this year as last, with no expansion. He reported that twenty-seven deer were harvested; eighteen does and nine bucks. Revenue from the lottery had decreased, not as many hunters bought tickets. The main goal of this program remains to be forest management through a decrease in the deer population in the park. The expansion of the program will depend on the impact hunters have on the population. This will be monitored over a five year period. Advertising for the archery hunt will branch out this year, through sportsman's banquets and outdoor expos and exhibits that the District is involved with. Tickets for the lottery are on sale now.

Gary ended his report with a brief report on wildlife success stories, and how important local conservation and park districts are in management of the natural areas.

There were no other questions or comments from the Trustees; this concluded the report from the Education Supervisor.

Agenda item thirteen: Report from the Associate Director. Associate Director Pasquale reported that the new phone system at Kennekuk is up and running. The pickup truck that was ordered is in, as well as the batwing mower. These items were both approved at previous meetings.

This concluded the report of the Associate Director.

Agenda item fourteen: Report From Executive Director. In the absence of the Executive Director, Associate Director Pasquale read the report Executive Director Konsis had provided.

Executive Director Konsis has attended several Kickapoo Rail Trail meetings, and has promoted the trail for fundraising. Funds from the IDNR grant have not yet been received, but he does not expect any problems. The eastern trailhead will not be located at the fairgrounds as expected, but west of the trestle at the Gray's Siding area. When all is completed, there will be a \$40,000 shortfall in match funds, but Dan Olsen of the CCFPD thinks that the CCDC Foundation would cover this.

New floor plans and photo renditions have been distributed to the Trustees to the Kennekuk Environmental Education Center Phase II and III. The final cost for Phase I document was also given to the Trustees. The original English Brothers estimate was \$2.2M, actual cost was \$2,174,000. There are a few more details to be taken care of; stove and refrigerator for the kitchen and cabinetry for the classrooms.

The date for the 2015 Cheeseburgers and Fun event is Saturday, August 8. The entertainment scheduled is: Nickels and Dimes, Boat Drink Caucus, and Captain Rat and

the Blind Rivets. The first car club meeting for this is February 28, noon, at the Kennekuk Education Center. Trustees are welcome.

Executive Director Konsis has been in contact with Barry Shear, Phases of the Moon organizer. He is definitely interested in returning next year for a similar event. More information as it becomes available.

The next meeting is Wednesday, March 18, 2015; 4:30 p.m.; Gannett Outdoor Education Center, Forest Glen. Agenda items will include approval of the tentative budget.

There were no questions or comments.

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

Trustee Jaynes commented that at their last meeting, the Danville Noon Kiwanis approved \$1,000 donation toward exhibits for the Kennekuk Education Center. They have pledged \$15,000 payable over the next few years. The first payment was made in 2014.

Trustee Cooke had no comment.

President Bogart stated that she is thankful to the Staff for the phenomenal job they have done, especially over the last six months, with regard to Phases and the executive director's absence.

With no further discussion, and all business transacted, *Trustee Cooke moved to adjourn the meeting at 5:28 p.m. This was followed by a second from Trustee Jaynes. Meeting adjourned.*

Perry A. Jaynes
Secretary
V.C.C.D. Board of Trustees