

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

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

**Wednesday, August 20, 2014
4:30 p.m.
Kennekuk Environmental Education Center
Kennekuk County Park
Danville, IL**

President Bogart called the August Regular Meeting of the Vermilion County Conservation District Board of Trustees to order and opened the meeting with the Pledge of Allegiance to the American Flag.

Roll call showed the following.

Trustees Present: Nikki A. Bogart
Perry A. Jaynes
Jonathan A. Myers

Trustee(s) Absent: B. Dirk Porter

In attendance were Ken Konsis, Executive Director; Jamie Pasquale, Associate Director; Amy Steeples, Recording Secretary. Also present: Karen Crowder and Tammy Battle, Crowder CPA's Ltd.

Staff members present included Kim Fox, Lorna Konsis 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 Myers. All in favor by acclamation, motion carried.

Agenda item number five was the Approval of the Minutes from the July 16, 2014, Regular Meeting. President Bogart asked for any corrections to the minutes. She commented that page six, in paragraph six; the word "not" had been inserted in the second sentence to read, "Squirrel hunting and dog training will *not* be held until after September 15...". Copies of the revision were made for each trustee.

Trustee Jaynes moved to approve the July 16, 2014, Regular Meeting Minutes as amended and presented. This was followed by a second from Trustee Myers. All in favor by acclamation, motion carried.

Item number six, Audience Comments. There were none.

Agenda item number seven, the Treasurer's Report. President Bogart asked if there were any questions on items seven a. through d. There were none.

Agenda item number seven e. The grand total of cash and investments as of August 20, 2014, is \$104,815.00, which compares to \$125,170.00, at the same time last year.

President Bogart asked the Trustees to review the report and gave time for questions. Executive Director Konsis commented that the early allocation of the Real Estate Taxes is expected very soon.

With no questions, Trustee Jaynes moved to approve the Current List of Bills from July 2014 in the amount of \$20,959.08, which included check #'s 32515 - 32553; the Manual Checks for July 2014 in the amount of \$28,998.99 which included check #'s 32417- 32422 and #'s 32460 - 32492; the General Journal Entries for July 31, 2014; and the July 2014 Budget Report. This was followed by a second from Trustee Myers.

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

Trustee Jaynes	-	yes
Trustee Myers	-	yes
President Bogart	-	yes

The vote was 3-0. 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. Presentation of Audit Report for Fiscal Year 2013-2014. President Bogart recognized Karen Crowder, Crowder CPA's Ltd.

Each Trustee had been given a copy of the V.C.C.D. Annual Financial Report for the fiscal year ended March 31, 2014. Karen explained that the District had an unqualified report, or in other words, the best audit. She thanked Kim Fox, Financial Secretary; and Lorna Konsis, Inventory Control, for their efforts in keeping the District accountable.

Karen commented on two minor items she would like to see improved upon; shelter reconciliation and cash receipts. As in years past, there is still an issue with the segregation of duties, and this will always be true due to the lack of personnel.

Karen explained the attached letters to the Board of Trustees and Management of the V.C.C.D. She presented the complete audit report, highlighting significant reports, statements, and notes.

The Governmental Funds Balance Sheet shows a positive balance. The Statement of Revenues, Expenditures and Changes in Fund Balances for Governmental Funds on page thirteen shows that: 1) Insurance Fund has a deficit, most due to excess HRA expenses 2) IMRF account has a deficit 3) FICA Fund has a surplus; this is encouraging coming

from a deficit from last year 4) Audit Fund has a positive balance. Details of these funds are listed also.

Pages three through nine contain management's discussion and analysis of the District's financial activities for the fiscal year ended March 31, 2014. This clarifies the financial statements included in the annual report.

Pages twelve through sixteen are fund financial statements regarding expenditures, revenues, assets and liabilities.

Pages seventeen through thirty-two are notes to the financial statements. Karen commented these are fairly consistent.

The District's pension plan provides for the retirement, disability, and death benefits to employees and beneficiaries. The V.C.C.D. plan is affiliated with IMRF and provisions are established by statute and may be changed only by the Illinois General Assembly.

Trustee Myers asked if the state sets the standardized rate of return, how is an organization such as the V.C.C.D. expected to know if we have properly funded all our ventures 100%.

Auditor responded that the plan is 97.24% funded. The reason that it is not 100% is that the state lost money on its investments.

Trustee Myers asked how to fix the negative fund balances in the insurance and compensation fund.

Karen responded that projection for this is difficult. Funding allocations can be moved, such as CPPRT or real estate taxes.

Discussion ensued.

Karen stated areas of concern as the gasoline receipt overage at Lake Vermilion, tracking of gifts and donations through the V.C.C.D. Foundation, and again the shelter and building rental reconciliation.

Associate Director Pasquale will address the gasoline issue.

The items that are given to the District by the Foundation (such as the Bison mount) are considered an asset and should be depreciated. This can be addressed with better tracking.

The building and shelter rental will continue to be somewhat of an issue as long as they are accounted on a calendar year, while the fiscal year ends on March 31. Lorna Konsis and Kim Fox will continue to work on the issue.

With no more questions, *Trustee Myers moved to approve and accept the Vermilion County Conservation District Annual Financial Report for the fiscal year ended March 31, 2014. This was followed by a second from Trustee Jaynes.*

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

Trustee Myers	-	yes
Trustee Jaynes	-	yes
President Bogart	-	yes

The vote was 3–0. Annual Financial Report fiscal year ended March 31, 2014 was approved.

Agenda item eight b. Approve Resolution to Extend First Midwest Loan Until September 30, 2014. A copy of the resolution was included in the trustee’s packets. Executive Director Konsis stated that this loan is due on August 28, 2014. The grant funds are due at any time, but if not, approving this resolution as a safeguard, will eliminate the need of a special meeting.

There were no questions. *Trustee Jaynes moved to approve Resolution No. 14-3 to seek an extension for loan number 00700012091-69296. This was followed by a second from Trustee Myers.*

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

Trustee Jaynes	-	yes
Trustee Myers	-	yes
President Bogart	-	yes

The vote was 3–0. Resolution No. 14-3 was approved.

Agenda item eight c. Approve Lease Agreement for Fithian Grain Elevator Complex. Executive Director Konsis explained Attorney Gil Saikley drew up the agreement according to the specifications and parameters discussed at the July 16, 2014, Board of Trustees Meeting. This document was sent to the Trustees in their packets. On page one, paragraph five regarding the removal of the bins at the leasee’s expense will be omitted for final signatures.

There were no questions. *Trustee Myers moved to approve the Fithian Grain Elevator Complex Lease Agreement, with the omission of paragraph five on page one, between the Vermilion County Conservation District and Stephen Ludwig. This was followed by a second from Trustee Jaynes.*

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

Trustee Myers	-	yes
Trustee Jaynes	-	yes
President Bogart	-	yes

The vote was 3–0. Fithian Grain Elevator Complex Lease Agreement was approved.

Agenda item number nine was Representative Reports.

Agenda item nine a: IACD President, Jamie Pasquale reported the IACD meeting was held on July 31, 2014 at Starved Rock State Park, Utica, Illinois. The Executive Director and he attended; also Boone County Conservation District, and Macon County Conservation District. Originally five conservation districts were members, but two dropped out. A workshop to include forest preserve districts was discussed at this meeting; this would be helpful to the conservation districts to network with the forest preserve districts.

Executive Director Konsis stated that the District currently receives an invitation to attend forest preserve district meetings, as well as agendas and minutes.

The next IACD meeting is set for October. This concluded the IACD Report.

Agenda item nine b; V.C.C.D. Foundation Report. Executive Director Konsis reported that the Cheeseburgers & Fun event was held August 9th. The overall crowd was estimated to be 8,000; only 250 cars and tractors registered this year. The cruise-in and salute to the Veterans was extraordinary. All the food vendors allowed, did well in sales and everyone seemed to enjoy the event very much. The cost of the bands was completely covered this year by sponsorships. The Foundation sold 970 cheeseburgers and everything there went smoothly. Executive Director Konsis estimates a profit to be in the \$3,000 range. He will have a complete financial report later. He reaffirmed there were no expenditures to the District.

The next meeting will be October 10th, 9:00 a.m.

There were no questions.

Agenda item nine c: IAPD Report. Executive Director Konsis received an invitation to the Annual IAPD/IPRA Legislative Awareness Picnic on September 6, 2014, in Joliet, Illinois.

Agenda item ten: There was no executive session.

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

Agenda item twelve. Report From the Education Supervisor. Gary Wilford reported that signup for the Outdoor School program was tomorrow, and Friday would be the signup for Civil War School Day on September 26, prior to the Civil War Reenactment. A teacher's workshop is planned for October 10th, "Using Our County Parks Educationally; Lara Darling will be in charge of this.

Gary plans a Sycamore Hollow Nature Center "makeover". This includes a reconstruction of the porch area, rock garden landscape, and sidewalk repair.

The Forest Glen Archery Hunt Program drawing was conducted on Saturday, August 16. The participation was a bit down from last year.

Current research projects are ongoing in the parks included mussel reintroduction survey to see if conditions are good. Executive Director Konsis had received information just today, that the researchers did not find a suitable environment at Forest Glen Preserve. Gary stated that they did find that the Big Vermilion River is the cleanest it has been in 50 years – great news!

There were no questions from the Trustees; this concluded the report from the education supervisor.

Agenda item thirteen: Report from the Associate Director. Associate Director Pasquale reported that he upgraded the electrical service in the Bunker Hill Historic Area, due to Cheeseburger event, and is also upgrading very old electrical systems everywhere in the parks.

Maintenance work and improvements are currently underway at the Lake Mingo Dam. These are from the recommendations from engineering inspections, which are done every three years. Mowing and waterway drainage improvements were done at the Busby-Meyer Wildlife Area, Forest Glen Preserve.

He attended a Cheeseburgers & Fun car club meeting with the Executive Director previous to the event. Also attended several Phases of the Moon meetings, and Larry Gilliland, Executive Director Konsis and he have been preparing areas by mowing, for this event.

Kennekuk/Forest Glen Hunting Program registration began this week.

This concluded the Associate Director's Report. There were no questions.

Agenda item fourteen: Report From Executive Director. Executive Director Konsis had given the trustees his drawing concept of the Kennekuk Environmental Education Center master plan for Phases II and III. He requests input from the Board and will be soliciting input from staff. There will be a meeting with architect Scott Burge on July 29.

The observation tower at Forest Glen Preserve passed a safety inspection by a certified structural engineer on August 7, 2014. Recommendations included: installation of a new, manufactured galvanized bracket set in concrete and attached to a corroded stabilizer beam with galvanized bolts; replacement of existing bolts with galvanized ones on tower as part of the maintenance schedule.

Phases of the Moon event is three weeks away. Meetings are held regularly including security, grounds, emergency/disaster, and medical staff. Executive Director Konsis gave many details, too numerous to mention. A work schedule will be offered to the V.C.C.D. staff tomorrow for staffing the Visitor Center and Education Center 24/7 during the event.

Other events include: French and Indian War Re-enactment on July 19-20 at Forest Glen, August 2 Forest Glen public hayride, Forest Glen Pioneer Craft Day on September 21, and Civil War Days at Kennekuk September 27-28.

Champaign County Forest Preserve District is putting together specifications for the Kickapoo Rail Trail construction. The East Portal meeting is scheduled for Thursday, September 4, at the Kennekuk Education Center, 10:30 a.m.

Jeremy Parish is now a certified arborist, and *The Conservationist* went to the printer's today.

The next V.C.C.D. Board Meeting will be held Wednesday, September 17, 4:30 p.m.; Kennekuk Education Center. Planned agenda item will be opening of sealed bids for the audit.

President Bogart clarified that the V.C.C.D. was receiving \$50,000 guaranteed, plus \$5.00 per ticket over 10,000 tickets sold.

Executive Director Konsis confirmed that to be true.

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

Trustee Myers stated that the Cheeseburgers & Fun event was great. It is a positive way to reach people and get them to the park. The Staff did a wonderful job preparing and working the event, seeing everything was done.

Trustee Jaynes thanked Executive Director Konsis for the letter he sent to the Kiwanis. They are considering sponsorship of a race or other event to raise money for the Kickapoo Rail Trail.

President Bogart reported that there are two applicants for the vacant seat on the Foundation Board. It is a three month process for the Vermilion County Board to appoint a replacement. The decision should be final on the second Tuesday of November. She also thanked the staff for the work on the audit.

With no further discussion, and all business transacted, *Trustee Jaynes moved to adjourn the meeting at 6:00 p.m. This was followed by a second from Trustee Myers. Meeting adjourned.*

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