

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

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

**Wednesday, August 19, 2015
4:30 p.m.
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 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
Jonathan A. Myers

Trustee(s) Absent: B. Dirk Porter

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

Staff members present included Susan Biggs Warner, Kim Fox, Mike Kotcher, Jeff Lete, Charlie Rhoden, Gary Tyrl, and Gary Wilford.

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

President Bogart asked for any amendments to the agenda. Associate Director Pasquale asked that item 8. e. be placed after item 8. b. With no more corrections; *Trustee Cooke 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 June 17, 2015, Regular Meeting. President Bogart asked for any corrections to the minutes.

With no corrections, *Trustee Cooke moved to approve the June 17, 2015, Regular Meeting Minutes as presented. This was followed by a second from Trustee Myers. All in favor by acclamation, motion carried.*

Item number six a. Audience Comments. There were no comments.

Agenda item number seven, the Treasurer's Report. President Bogart asked if there were any questions on items seven a through h.

With no questions or comments, *Trustee Myers moved to approve the Current List of Bills from June 2015 in the amount of \$15,618.68, which included check #'s 34018 -34046; the Manual Checks for June 2015 in the amount of \$40,824.57 which included check #'s 33258 – 3326, 33269 – 33280, 33309 – 33313, 33345 – 33367 and #'s 33399 - 33409; the General Journal Entries for June 30, 2015; and the June 2015 Budget Report. This also included the Current List of Bills from July 2015 in the amount of \$15,934.99, which included check #'s 34182 – 34214; the Manual Checks for July 2015 in the amount of \$31,427.55 which included check #'s 34000 – 34005, 34011 – 34017, 34077 – 34086, 34118 – 34128, and 34132 – 34134; the General Journal Entries for July 31, 2015; and the July 2015 Budget Report. This was followed by a second from Trustee Cooke.*

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

Trustee Myers	-	yes
Trustee Cooke	-	yes
President Bogart	-	yes

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

Agenda item number seven I and seven j. Associate Director Pasquale reported the grand total of cash and investments as of July 15, 2015, was \$348,480.00, which compares to \$214,900.00, at the same time last year. The grand total of cash and investments as of August 19, 2015 was \$253,457.00, compared to \$104,815.00 at the same time last year. He stated that the District expects to receive approximately \$500,000 from real estate taxes this week.

With no further discussion, *Trustee Myers moved to approve the July 15, 2015 and August 19, 2015 Reports 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 Myers	-	yes
Trustee Cooke	-	yes
President Bogart	-	yes

The vote was 3–0. Treasurer's Report, item seven i. and j. were approved. Motion carried.

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

Item eight a. Trustee Elections. President Bogart asked for nominations for President of the V.C.C.D. Board of Trustees. *Trustee Cooke nominated Trustee Myers for President. This was followed by a second from President Bogart.*

Trustee Jaynes arrived at 4:36 p.m.

The motion to close nominations for President was made by Trustee Cooke, followed by a second from Trustee Myers. All in favor by acclamation, motion carried.

Trustee Bogart congratulated President Myers, and turned the meeting over to him.

President Myers asked for nominations for First Vice President of the V.C.C.D. Board of Trustees. *Trustee Bogart nominated Trustee Jaynes for First Vice President. This was followed by a second from Trustee Cooke.*

The nominations for First Vice President were closed. All in favor by acclamation, motion carried.

President Myers asked for nominations for Second Vice President of the V.C.C.D. Board of Trustees. *Trustee Jaynes nominated Trustee Cooke. This was followed by a second from President Myers.*

The nominations for Second Vice President were closed. All in favor by acclamation, motion carried.

President Myers asked for nominations for Secretary of the V.C.C.D. Board of Trustees. *Trustee Jaynes nominated Trustee Bogart. This was followed by a second from Trustee Cooke.*

The nominations for Secretary were closed. All in favor by acclamation, motion carried.

President Myers asked for nominations for Treasurer of the V.C.C.D. Board of Trustees. *Trustee Bogart nominated Trustee Jaynes. This was followed by a second from Trustee Cooke.*

The nominations for Treasurer were closed. All in favor by acclamation, motion carried.

Agenda item eight b. Open Sealed Bids and Approve General Liability Insurance Bid. Associate Director Pasquale stated that the 2014-2015 General Liability Insurance premium was \$59,648.18; the budget for 2015-2016 premium is \$74,550.00. There was only one bid received, from Dimond Bros. Insurance for \$68,115.00, through IPARKS.

The Board recognized Gordon Thoennes, representative for Dimond Bros. Gordon stated that last year he reported that the premium bid included the Kennekuk Environmental Education Center. Three weeks after the quote, he received an additional invoice for \$6,000.00 for the Education Center; it was not included in the original bid quote. Dimond Bros. absorbed this additional amount, and did not ask the Vermilion County Conservation District for the additional amount. If the \$6,000.00 is added to the 2014-2015 bid, the 2015-2016 bid has increased in the approximate amount of \$2,000.00. There is also a four-year dividend included of \$2,569.00 which will be made in four payments annually to the District, totaling \$10,276.00. This program is very stable and is the largest trust in the state of Illinois. Gordon explained that the renewal needs to happen each year and the dividend will be dependent on this renewal.

Trustee Jaynes moved to approve the General Liability Insurance premium bid of \$68,115.00 from Dimond Brothers Insurance. This was followed by a second from Trustee Cooke.

President Myers asked for a roll call vote.

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

The motion to accept the 2015-2016 bid from Dimond Brothers Insurance passed with a 4 – 0 vote.

Agenda item eight c. Presentation of the 2014-2015 Audit Report. President Myers 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, 2015. Karen explained that the District had an unqualified report, or in other words, the best audit.

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 2) FICA Fund has a deficit; these are however encouraging, still moving in a positive direction from last year. Details of all funds are listed here.

Pages three through nine contain management's discussion and analysis of the District's financial activities for the fiscal year ended March 31, 2015. This clarifies the financial statements included in the annual report.

Pages twelve through sixteen are fund financial statements regarding expenditures, revenues, assets and liabilities. Karen noted on page thirteen, under the General Fund, there was a board approved transfer of \$16,000 to the Insurance Fund.

Pages seventeen through thirty-one are detail to the notes of the financial statements. Most of these they have seen in the past including lease disclosures. On page twenty-six, Karen explained that there are still several on-going licenses/leases regarding the Kickapoo Trail that were assigned to the District. The District is aware there is outstanding lease revenue not recorded because revenue has not been received. This represents income due in the coming months.

The building and shelter rental 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. The auditors encourage the District to continue maintenance of a schedule to track payments received prior to the end of the fiscal year that will not actually be rented until the next fiscal year. Lorna Konsis and Kim Fox continue to work on the issue.

Page forty-one lists a schedule of property tax information ended March 31, 2015. Real estate tax basis is not keeping up with the cost of inflation. In 2009, taxes received were \$977,930; 2013 taxes (four year period) received were increased by \$1,744.

President Myers inquired about the District's depreciation schedule for assets.

Karen responded that there the District does have a depreciation schedule. She recommends that governmental entities have a routine maintenance and service record to track each piece of equipment repair and maintenance expense so that it becomes clear whether to put more money into that vehicle or equipment or to trade or purchase new.

Trustee Bogart stated that although actual dollars collected have gone up slightly, it is important to know that the assessed valuation is going down. As we raise taxes, we are raising the rates significantly. The board needs to think how we are affecting the taxpayers in this county.

Karen agreed that this was a valid point. There is a Revenue and Expense Committee in place that should help address issues. Associate Director Pasquale is also addressing expenses through internal control procedures.

With no more questions, *Trustee Cooke moved to accept the Vermilion County Conservation District Annual Financial Report for the fiscal year ended March 31, 2015. This was followed by a second from Trustee Jaynes. All in favor by acclamation, motion carried.*

Agenda item eight d. Presentation of 2015 Tax Levy. The Trustees have a copy of the tax levy ordinance. Associate Director Pasquale summarized Ordinance No. 136.

Trustee Bogart asked why the IMRF levy has increased from \$60,000 to \$80,000 when there was a surplus last year. Employee numbers have decreased and payroll numbers have decreased.

Associate Director Pasquale deferred to Kim Fox, Financial Secretary. Kim responded that the contribution rate may have increased, but she will have to check and get back to Trustee Bogart.

Discussion ensued regarding operating budget and operating revenue; regarding the tax levy figures.

In regard to the tax levy amounts, Kim Fox referenced page 41 in the 2015 Annual Financial Report. The tax levy figure was approximately \$20,000 over last year's levy, with most of the income is in the General Fund.

Trustee Cooke moved to approve Ordinance No. 136 as presented. This was followed by a second from Trustee Jaynes.

Trustee Bogart stated that she will support this ordinance because she said that she would regarding the board's decision not to bond, she is not happy about the tax increase and wishes to be a person of her word.

President Myers stated that he appreciates her statement. Through negotiations, the Board has come to an agreement regarding the best plan for the District as well as the taxpayers.

All in favor by acclamation, motion carried.

Agenda item eight e. Approve Specifications for CPA Bid. Associate Director Pasquale stated that the specifications have not been changed from the previous year. The Trustees had been sent the document.

Trustee Bogart moved to approve the CPA Bid Service Specifications as presented. This was followed by a second from Trustee Jaynes.

Trustee Cooke asked how often this was bid, and how many bids were usually received.

Associate Director Pasquale answered that it was done annually and have received up to four bids.

With no more questions or comments, President Myers asked for a vote on approval of the CPA specifications. *All in favor, motion carried.*

Agenda item eight f. Amend V.C.C.D. By-laws For Maximum Bid Limit. Associate Director Pasquale stated that current District by-laws state that any purchase over \$4,000 must be bid out. Illinois State Law limit is currently \$20,000, and legislators are considering raising the limit to \$25,000. He stated that the \$4,000 limit makes doing business extremely difficult and time consuming.

With no further discussion, Trustee Bogart moved to raise the V.C.C.D. Bid Limit to \$20,000 in conjunction with current State Law. This was followed by a second from Trustee Jaynes. All in favor by acclamation, motion carried.

Associate Director Pasquale stated that the bid limit ordinance will be drafted for approval for the September meeting.

Agenda item number nine was Representative Reports.

Agenda item nine a: IACD President Jamie Pasquale reported that he and Executive Director Konsis attended the meeting scheduled in July. They met with the conservation districts from Boone and Macon Counties. Kathy Merner, Executive Director of Macon Co. has retired. Paul Marion was promoted to her position.

The IACD is partnering with Forest Preserve Districts to plan a conference for the purpose of a maintenance department workshop for February 2016. The next IACD Meeting is planned for October.

Agenda item nine b; V.C.C. Foundation Report. President Myers reported on behalf of the Foundation. The Cheeseburger & Fun event went very well, with attendance being slightly lower than last year. There were several other events in the county that day. Donations and sponsorships for the event totaled approximately \$2,100. There were 1,014 cheese burgers sold. Grand total revenue is estimated at \$16,607; netting approximately \$5,000. This event is considered an excellent way to get people out to the park, and fund the Kennekuk Education Center and programs of the District. He thanked the V.C.C.D. Staff for their hard work and time to make this happen.

The Sportsman's Banquet is in the planning stages. Last year's was very successful. The next meeting is October 2, at the Kennekuk Education Center.

Agenda item nine c: IAPD Report. Associate Director Pasquale reported that property tax freeze legislation was filed in each chamber. IAPD does an excellent job of keeping us updated on all legislation that affects conservation and park districts directly.

Trustee Bogart commented on the letter provided by Executive Director Konsis containing information on the current status of the Kickapoo Rail Trail funding. She is concerned about the State Funding promised eventually being released.

Associate Director Pasquale responded that Champaign County Forest Preserve District is doing the bulk of the fundraising. We are confident that through IDNR, these funds will eventually be released because they are also tied to Federal dollars.

Agenda item nine d: V.C.C.D. Revenue Producing/Expense Reduction Committee Report. Trustee Myers reported the committee has met on numerous occasions and wish to report to the Board with their recommendations.

First on the revenue side: 1) increase the tax levy 2) increase the amount of farmland in production.

The bulk of the committee attention has been spent on expense reduction. Three areas of concern are: 1) electricity 2) vehicle fuel and 3) HVAC.

Following recommendations include reduce use of outdoor lights which are on at dark, replacing them with more efficient lighting and exploration of grant funding for energy; evaluation of the HVAC units so they can be made or replaced with more efficient methods; evaluation of office buildings, and relocating personnel accordingly, as well as making them more energy efficient; assessment of free gratis events and finally, evaluation of the vehicle fleet.. All these items would need to come with a cost benefit analysis.

Discussion of these recommendations ensued.

President Myers asked the Board for permission to continue with this committee. The Board unanimously approved.

The Health Insurance Committee Chairman, Trustee Jaynes, reported that at this time they are procuring ideas, they have no idea what rates will apply. Closer to year-end, the committee will gather ideas, that will include employee's views. It will be October before any plans or rates will be known. Trustee Jaynes has a tentative list of employees that Executive Director Konsis has recommended and he will forward that on to Kim Fox.

Gary Wilford commented that during a July 2, meeting with Larry Owens and his assistant Debbie Roberts, they had a timeline of how things would come together and he stated that the District may be able to continue with the same plan. Then a couple of weeks after that, employees were sent a letter from Coventry stating that the plan would not be available.

Trustee Jaynes stated that the current plan the District has will be non-existent.

Associate Director Pasquale gave a brief summary, provided by Executive Director Konsis regarding District current medical care costs and budgeted amounts. A recent notice from Coventry states that renewal will be available in September; current coverage ends December 1, 2015. As of Friday, August 28, 2015 we will have 13 full-time employees.

There were no further questions.

Agenda item ten: There was nothing for executive session.

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

Agenda item twelve. Report From the Education Supervisor. Gary Wilford reported that the Forest Glen Archery Hunt Draw went well with 79 applications. There are only 69 hunt openings so not all were successful in procuring a week. The program grossed an estimated \$14,000, including the auction bids.

Outdoor School will begin in September, but schools will be allowed to call in to schedule on August 26. There is a 100% in-county participation rate. This year's full time instructors are: Lara Darling at Kennekuk and he at Forest Glen, with plans to hire two part-time instructors; one for each park. There has been four retired school staff that has expressed interest. This program is free for Vermilion County students; a fee of \$6/student is charged for out-of-county.

Plans continue for the District's 50th Anniversary celebration next June. Currently a history book is being compiled, with open houses at each park and a banquet.

Trustee Jaynes asked about the planned salary for the part-time school instructors.

Gary responded that he is recommending they receive \$80/day, based on the current average rate for substitute teachers in our area. This will be 4 – 5 days per week for six week session in the fall, eight week spring session.

The Board agreed that this is an excellent plan.

Agenda item thirteen: Report from the Associate Director. Associate Director Pasquale began with an update on the Lake Mingo Dam repair and painting job. They have installed temporary barriers. There will only be one gate done this year, expense will be approximately \$5,000 - \$10,000 per gate.

This concluded the report of the Associate Director.

Agenda item fourteen: Report From Executive Director. In the Executive Director's absence, Associate Director Pasquale reported that the Kickapoo Rail Trail final design plans have been completed and distributed for final comments. The cost breakdowns and savings are in the Trustee's notebooks. Fundraisers continue, with \$101,000 raised since May 1, 2015, plus \$50,000 from Vermilion Healthcare Foundation. The Pierce family lease agreement is being drafted, and work continues on the Village of Muncie lease.

The Kennekuk Education Center received a \$5,000 donation from the Meece McDowell Foundation. Work continues in the planning of how to remove the glass from the display

area for movement of display items. Bodine Electric donated a complete live slider turtle display.

A meeting with Terrapin Ridge Productions was scheduled for tomorrow, but has been cancelled. Contract amendment has been signed and \$5,000 payment has been received. The financial success of Phases of the Moon in Arkansas in October 2015 will have a huge bearing on their return to Danville.

The date for the V.C.C.D.'s 50th Anniversary is Saturday, June 11 and Sunday June 12, 2016.

Upcoming special events include: Revolutionary War Re-enactment at Forest Glen on September 26-27; Civil War Re-enactment at Kennekuk on October 3 – 4, with an educational Civil War school day on October 2 with the re-enactors. Little House on the Prairie's 40th Anniversary Reunion will be Saturday, October 17, in the Bunker Hill Historic Area.

Charlie Rhoden and Executive Director Konsis met with Farnsworth engineers regarding the Willow Creek Pond spillway project. They will provide us with an estimate.

The Executive Director and his wife attended the dedication of the Presence USMC Cancer Center, renamed for Julius Hegeler's wife, Bobette who died with breast cancer.

We receive notice of Jeremy Parish's resignation effective Friday, August 21, 2015.

The next meeting is Wednesday, September 16, 2015; 4:30 p.m.; Gannett Outdoor Education Center, Forest Glen Preserve.

There were no questions or comments.

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

President Myers commented that due to Dirk Porter's absences from several meetings, he will draft a letter to Dirk concerning this issue. Noting also that, by policy, a trustee may be dismissed after three consecutive meeting absences. The Trustees present were in agreement that a letter should be sent.

Trustee Bogart had no comment.

Trustee Cooke had no comment.

Trustee Jaynes had no comment.

With no further discussion, and all business transacted, *Trustee Myers moved to adjourn the meeting at 6:29 p.m. This was followed by a second from Trustee Jaynes. Meeting adjourned.*

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