

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

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

**Wednesday, September 19, 2018
4:30 p.m.
Gannett Outdoor Education Center
Forest Glen Preserve
Westville, IL**

President Myers called the September 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 to be present.

Trustees Present: Jonathan A. Myers
Charles B. Schroeder
Doug R. Staske

Trustee(s) Absent: Randy A. Johnson
Shelley K. McLain

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

Staff members present included: Cole Craft, Lara Darling, Kim Fox, and Charlie Rhoden.

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

President Myers asked for amendments to the agenda.

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

Agenda item number five a. Approval of the Minutes from the August 15, 2018, Regular Meeting. With no corrections, *Trustee Schroeder moved to approve the August 15, 2018, Regular Meeting Minutes as presented. This was followed by a second from Trustee Staske. All in favor by acclamation, motion carried.*

Item number six. Audience Comments. President Myers stated each person has a maximum of three minutes, total maximum of 30 minutes for audience comments. There were none.

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

With no questions or comments, *Trustee Schroeder moved to approve the Current List of Bills from August 2018 in the amount of \$24,814.07, which included check #'s 39029 - 39054; the Manual Checks for August 2018 in the amount of \$59,324.49 which included check #'s 38862 – 38871, 38905 – 38911, 38932 - 38938, and 38971 – 39010; the General Journal Entries for August 31, 2018; and the August 2018 Budget Report. This was followed by a second from Trustee Staske.*

President Myers requested a roll call vote. The results as follows:

Trustee Schroeder	-	yes
Trustee Staske	-	yes
President Myers	-	yes

The vote was 3 – 0 in favor, motion carried.

Agenda item number seven e. Executive Director Pasquale reported that the NOW checking account balance is \$211,750; Illinois Funds Investment Pool totaled \$160,500, the Illinois Funds Money Market balance is \$5,200. The money market passbook account at First Farmers Bank balance is \$248,150; and Central Illinois Bank has a balance of \$148,460. The HRA has a balance of \$7,500. First Savings Bank NOW account balance is at \$148,000. The 6 mo. CD at Iroquois Federal at 2.05% interest remains at \$250,000. A new 12 mo. CD was taken out at Central Illinois Bank at 2.25% interest in the amount of \$100,000 (maturity date 9/05/19).

The grand total of cash and investments less bond funds is \$1,163,884. This compares to \$891,950 in August of 2017.

Executive Director Pasquale reported that \$102,127.23 was received in the Gary Whittaker bequest. The funding was designated for Kennekuk as per Mr. Whittaker's wishes. This was deposited into the NOW checking account.

President Myers asked if there were any questions from the trustees regarding any of the accounts or investments. There were none.

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

Item eight a. Presentation and approval of 2017-2018 fiscal year audit, Crowder CPA's Ltd. Karen Crowder was recognized and began presentation of the audit. Each Trustee had been given a copy of the VCCD Annual Financial Report for the fiscal year ended March 31, 2018. Karen explained that the District had an unqualified report, or in other words, the best audit report possible.

Karen explained the attached letters to the Board of Trustees and Management of the VCCD. She complimented Kim Fox, Financial Administrator, on her meticulous record keeping. She reported that the state had rescinded their policy for the District to go to an accrual based accounting system, and that the preferred cash basis system may still be used. 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

eleven show that ALL funds have a positive balance again this fiscal 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, 2018. This clarifies the financial statements included in the annual report.

Pages ten through seventeen are fund financial statements regarding expenditures, revenues, assets, liabilities and net position. A surplus in the general fund was noted on page twelve.

Pages eighteen through thirty-eight are detail to the notes of the financial statements.

This concluded the audit presentation.

With no questions, Trustee Staske moved to accept the Vermilion County Conservation District Annual Financial Report for the fiscal year ended March 31, 2018. This was followed by a second from Trustee Schroeder.

President Myers requested a roll call vote. The results as follows:

Trustee Staske	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 3 – 0 in favor, motion carried.

Item eight b. Approve Ordinance No. 148, ordinance addressing sexual harassment policy. President Myers asked for a motion to table item eight b. due to the ordinance not yet completed.

Trustee Schroeder moved to table item eight b. approval of Ordinance No. 148 sexual harassment policy. This was followed by a second from Trustee Staske. All in favor by acclamation, motion carried.

Item eight c. Discuss VCCD Personnel Policy. It was the consensus of the Board to wait until Trustee McLain was present, to fully discuss the policy.

President Myers reported that he requested Executive Director Pasquale to provide him with a list of employees who drive district vehicles home with an objective description of functions and duties performed.

Trustee Staske inquired as to the change in vacation time stated in the policy manual.

Executive Director Pasquale responded that the current formula was confusing, a new calculation was instituted that is easier to understand and the end result does not change the amount of time earned by the employee. Nothing has changed except the formula.

There was no Executive Session.

Agenda item nine a: VCCF Report. Vermilion County Conservation Foundation Chairman, Gordon Thoennes was present to give the report. The Foundation's biggest fundraiser, The Sportsman's Banquet is coming up on October 6, 5:30 p.m. at Sleepy Creek Winery Dragonfly banquet center. Informational flyers were given to each Trustee.

He had intended to report on the balance of the Foundation's Kennekuk Education Center Phase II and III Account, but plans to wait so that the records may be audited for accuracy. He is meeting with the Foundation Treasurer on Monday, and will report back to the District Board at the October meeting. The VCCF is currently paying on notes for the VCCD. The Busby-Meyer Wildlife Area land balance is \$120,000, payable to Farm Credit; the John Deere tractor purchased two years ago has a balance of \$24,000. The bulk of Foundation funds come from the Sportsman's Banquet profits and farm ground/CRP income.

Foundation Chairman Thoennes hopes to continue to work together with the District and have a good relationship to accomplish goals together.

President Myers asked about the "Cheeseburgers & Fun" event went.

Foundation Chairman Thoennes answered that it was not as well-attended as in years past, and not very successful. Only about 600 cheeseburgers were sold this year, compared to 800 – 1000 in years past. There was also a significant decrease in attendance.

This concluded the VCCF Report.

Agenda item nine b; VCCD Education Report. The trustees were provided with this report in their board packet mailing. Trustee Staske asked about the moth eradication at the Forest Glen Nature Center. Moths were found at the center and became a problem due to poor air circulation, warm temperatures and an unprecedented increase in humidity. This building does not have air conditioning and addition of a dehumidifier is being considered to help protect the taxidermy and displays there. The moths are gone.

Agenda item nine c: VCCD Maintenance and Land Management Report. The trustees were provided with this report in their board packet mailing. There were no questions or comments.

Agenda item nine d: Health Insurance Committee. President Myers will be meeting with Executive Director Pasquale and Gordon Thoennes, Dimond Brothers Insurance to discuss employee health insurance options. He plans to meet with the VCCD Employee Health Insurance Committee in October.

Agenda item nine e. Kennekuk Environmental Education Center Phase II and III Feasibility Study Committee. Trustee Staske stated that he plans to meet with Fehr Graham and interview people previously involved with the planning of Phases II and III.

Agenda item nine f. Kennekuk Environmental Education Center Phase II and III Construction Committee. Trustee Johnson was not present. There was no report.

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported that Trustee Staske and he attended a Kickapoo Rail Trail meeting with IDOT and IDNR at Fehr Graham. The VCCD has an ITEP grant that includes funding the IDNR section of the trail (the train trestle), and IDNR is working on a new intergovernmental agreement for the project. IDNR hopes everything is in place for a bid letting by August of 2019.

He met with Illini FS on August 23, regarding a new contract to be the District's new gas supplier. FS offered to provide new tanks, pumps, and install vehicle data loggers to the diesel pumps. The system would be \$2,000 per park and allow us to compile vehicle data and download into a spreadsheet for review. The current supplier is Heritage Petroleum and they offered to set us up with that system as well, but he does not have the cost yet.

A meeting at the Gao Grotto regarding possibility of boat races on Lake Vermilion was held on August 30. No dates are set and those interested are invited to come to a VCCD Board of Trustees meeting to give a presentation on the races. Gordon Thoennes, Gao Grotto member, was recognized and added that they are not certain who is sponsoring this idea.

Executive Director Pasquale met with City of Danville representatives regarding use of "Haunted Happenings" name and event material for a possible event at Harrison Park this year sponsored by the city. VCCD Staff is welcome to help out, on their own time.

Other meetings attended: Lake Vermilion Water Quality Coalition, I-Governmental, and Pond Management Workshop with Cole Craft.

A District presentation was given by Executive Director Pasquale to the Breakfast Kiwanis at CRIS Senior Services, Danville.

Upcoming events: Revolutionary War Reenactment and Pioneer Craft Day, Sept. 22 – 23, Forest Glen Preserve; Waterfowl draw for hunting at Lake Vermilion and Lake Mingo the first two weekends is Sept. 26, 7 p.m., Kennekuk Education Center; Forest Glen Hayride, October 6, 6 p.m. which is the last of the year.

Maggie Yaden, part-time secretary at Kennekuk, gave her two weeks' notice and her employment with the District ended on Friday, September 14. The position has been advertised as 24-32 hours/week, with IMRF benefits, no insurance.

The next VCCD Board Meeting will be Wednesday, October 17, 2018; 4:30 p.m., Environmental Education Center, Kennekuk County Park.

There were no comments or questions.

This concluded the Report of the Executive Director.

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

President Myers had no comment.

Trustee Schroeder had no comment.

Trustee Staske had no comment.

With no further discussion and all business transacted, *Trustee Schroeder moved to adjourn the meeting at 5:21 p.m. This was followed by a second from Trustee Staske comment. All in favor by acclamation.*

Shelley McLain
Secretary
VCCD Board of Trustees