

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

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

**Wednesday, December 6, 2022  
4:30 p.m.  
Kennekuk Environmental Education Center  
Cellular One Classroom  
Danville, IL 61834**

President Staske called the rescheduled November Meeting of the Vermilion County Conservation District Board of Trustees to order.

Agenda item number three, Roll Call showed the following to be present.

Trustees Present: Michael P. Arbuckle  
Jessica Augustson  
Michael H. Gast  
Randy A. Johnson  
Doug R. Staske

Trustee(s) Absent: none

In attendance were Executive Director Jamie Pasquale, Director of Administration and Personnel Kim Fox, and Recording Secretary Amy Steeples.

Staff members present: Gary Tyrl

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

President Staske asked for amendments to the agenda. He stated that item 8 a. should be amended from January 1, **2022** to January 1, **2023**.

*Trustee Johnson moved to approve the December 6, 2022, agenda as amended. This was followed by a second from Trustee Arbuckle. All in favor by acclamation, motion to approve the agenda carried.*

Agenda item number five. Approval of the Minutes from the October 19, 2022, Regular Meeting.

*With no comments or corrections, Trustee Johnson moved to approve the October 19, 2022, Regular Meeting Minutes as presented. This was followed by a second from Trustee Augustson. All in favor by acclamation, motion to approve the minutes carried.*

Item number six. Audience Comments. There were none.

Agenda item number seven, the Treasurer's Report. President Staske asked if there were any questions on items seven a through d. This included bills, checks and journal entries for October 2022.

Trustee Gast inquired about additions to the Christmas Display at Kennekuk County Park.

Executive Director Pasquale responded that he purchased some new items at a 20% discount but they may not arrive in time for 2022. There were 2 new items added this year.

Trustee Gast inquired about check #42380, Manual Check Detail, to VISA item AD 242216, \$7,686.76 for various batteries.

Executive Director Pasquale answered that was for a battery-operated power screed tool to be used finishing concrete. This equipment was in the Capital Improvement budgeted items.

With no other comments or questions, *Trustee Gast moved to approve the Manual Checks dated October 2022 in the amount of \$319,713.42, which included check #'s 42338 – 42357, and #'s 42372 – 42390; Voucher Checks dated November 17, 2022 in the amount of \$10,478.66, which included check #'s 42409 – 42419; October 20, 2022 in the amount of \$14,921.16, which included ck #'s 42358 – 42371; the Budget Report and General Journal Entries through November 30, 2022. This was followed by a second from Trustee Arbuckle. All in favor, motion carried.*

Agenda item number seven e. Report on Cash and Investments. Director of Administration and Personnel Fox reported that, as of December 6, 2022, the NOW checking account balance is \$251,957; Illinois Funds Investment Pool balance is \$197,877; the Illinois Funds Money Market Fund balance is \$242,114. First Farmers Bank Money Market Passbook account balance is \$247,709; Central Illinois Bank Money Market passbook account balance is \$245,999. The Health Reimbursement Account (HRA) balance is \$4,873. First Saving Bank NOW account balance is \$149,013; the NOW account at Catlin Bank balance is \$249,632. The 3 mo. CD [Whittaker Funds] at Iroquois Federal at .05% interest balance is \$35,535; the 3 mo. CD [Wagner Funds] at Iroquois Federal invested at .05% interest balance is \$50,817; 3-month certificate of deposit at Longview Bank at .15% interest remains at \$250,000. The 2-year CD, with 6-month option acquired at Illinois National Bank remains at \$250,189.

The grand total of cash and investments for December 6, 2022: \$2,175,715. This compares to \$2,049,927. in December of 2021.

No comments or questions.

Agenda item eight a. Specific Items of Business to be Transacted.

Item eight a. Discuss/Approval of full-time employee health insurance plan and employee contributions for period January 1, 2023 through December 31, 2023. Executive Director Pasquale had given the Trustees several HealthAlliance plan options including scenarios regarding employee contributions for dependents. He stated that there was only about an 8% increase over last policy year for a similar plan. Decisions need to be made regarding plan coverage, employee contribution percentage and any changes to the health reimbursement account parameters.

Trustee Johnson asked if he had gotten any feedback from employees regarding provider coverage.

Executive Director Pasquale replied that employees have been positive about Carle Network.

Trustee Augustson questioned the variations in individual coverage based on age. She had not previously been aware of coverage price based on age, before serving on the VCCD Board.

Associate Director of Administration and Personnel Fox responded that had always been the case for the District. Premiums increase based on the age of the insured.

Executive Director Pasquale reported that the District plans to fill one full-time opening, and is hoping to hire 2 more at some point.

Executive Director Pasquale's recommendation is the similar plan to the one the District currently has: POS 3800 Silver; renewal increase of 8% to the employer. Several benefits have changed, including coinsurance, co-pays and out-of-pocket maximum.

Discussion ensued regarding employee salaries and insurance benefits, including the Health Reimbursement Account (HRA).

*Trustee Johnson moved to accept the Health Alliance 2023 POS 3800 Silver premium quote for \$13,508.50; to maintain employer paid coverage at 100% for the employee; dependent coverage at 50% premium coverage funded by the employee, and retaining the Health Reimbursement Account funded as per current policy to reflect 80/20 coverage.*

Trustee Augustson asked Executive Director Pasquale regarding his preference.

Executive Director Pasquale reiterated that the District has a healthy fund balance now. A portion of this is due to the HRA savings budget funds that have accumulated. He is trying to look ahead so that in the future, the District will be able to hire additional employees and offer health insurance.

With no other comments or questions, *the motion was seconded by Trustee Augustson.*

President Staske asked for a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Augustson	-	yes
Trustee Gast	-	yes
Trustee Arbuckle	-	yes
President Staske	-	yes

The vote was 5-0 in favor. Motion carried.

Agenda item eight b. Discuss/Approval of 2023 VCCD User Fees. Executive Director Pasquale stated that last year there was a significant increase in fees, including the building rentals. This year cost of doing business has increased with most of the proposed fees have increased reasonably, and annual boat decal fees raising sharply.

Executive Director Pasquale remarked that in comparing the VCCD with other recreational lake fees, others base their fee on horsepower.

Trustee Gast commented that hunting permits in most places are significantly higher for non-residents.

Executive Director informed the Board that because the VCCD had received federal funding to procure some District land, guidelines require that the District cannot charge more than twice Vermilion County Resident fee.

President Staske remarked that research has shown that it is expensive to run Lake Vermilion.

With no other comments or questions, *Trustee Arbuckle moved to approve the proposed 2023 User Fee Schedule and 2023 Schedule of Fees for Rental Buildings and Shelters as presented. This was followed by a second from Trustee Johnson.*

President Staske asked for a roll call vote. The results as follows:

Trustee Arbuckle	-	yes
Trustee Johnson	-	yes
Trustee Gast	-	yes
Trustee Augustson	-	yes
President Staske	-	yes

The vote was 5 – 0 in favor. Motion carried.

Agenda item eight c. Approval of 2023 VCCD Board of Trustees meeting schedule. Executive Director Pasquale noted that the November 15 date should be amended from November 15, **2032** to November 15, **2023**. All dates with the exception of December are scheduled on the third Wednesday of each month.

*Trustee Johnson moved to approve the 2023 Schedule of Regular Monthly Meetings of the VCCD Board of Trustees as amended. This was followed by a second from Trustee Arbuckle.*

With no comments or questions, President Staske asked for a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee Gast	-	yes
Trustee Augustson	-	yes
President Staske	-	yes

The vote was 5-0 in favor. Motion carried.

Agenda item eight d. Approval of holiday bonuses. President Staske stated, historically the Board has granted holiday bonuses at this time. Executive Director Pasquale had given the Trustees his recommendation of \$200 for each full-time employee and \$75 for each part-time employee.

With no comments or discussion, *Trustee Johnson moved to approve 2022 holiday bonuses in the amount of \$200 for each full-time employee; \$75 for each part-time employee currently on the payroll. This was followed by a second from Trustee Arbuckle.*

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

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee Augustson	-	yes
Trustee Gast	-	yes
President Staske	-	yes

The vote was 5 – 0 in favor. Motion carried.

Trustee Johnson commented that he hopes to create an environment at the District for long-term employment.

There was no executive session.

Agenda item nine. Report from the Executive Director. Executive Director Pasquale reported that a request was made as part of an intergovernmental agreement from the Vermillion County Airport Board. This was received too late to be placed on the agenda. The President of the Airport Board, Jonathan Myers, asked Associate Director of Administration and Personnel Fox to fill the recently vacated Treasurer's position to include making deposits, balance bank statements, and writing checks. Our auditor was consulted and there was no conflict of interest issue, but he does not wish to pursue this request further if the VCCD Board has any concerns. There will be no motion made nor vote taken; he is only seeking input from the Trustees. The Airport Board would reimburse the VCCD for Kim's travel and time away from the VCCD.

VCCD policy has always included intergovernmental agreements, mainly pertaining to equipment.

President Staske suggested leaving the request to Executive Director Pasquale and Associate Director of Administration and Personnel Fox, with an intergovernmental agreement stating an appropriate time limit and exit plan.

Discussion ensued.

The Board concluded that an intergovernmental agreement should be drawn up from the VC Airport Board that could be brought before the VCCD Board for approval.

Executive Director Pasquale continued his report. Carol Pearson and Amy Steeples were moved from the Lorna J. Konsis Visitor Center to the Tall Pines Ranger Station in mid-November. The VCCD is now using Starlink for internet and new wireless phones have been installed. These phones have very clear connection and the cost is equal to the previous system. The system is set up on a 3-year lease.

The holiday lights are now open to public; the Holiday Open House on December 4<sup>th</sup> was one of the best attended ever. Rita Brooks, Brooks Family Christmas Light Display donor, is assisting with the display items and Jeremy Stark, volunteer, is programming the light and music synchronization. The lights are lit nightly now from 4:30 – 8:00 p.m. until the end of the year.

The Trustees may have noticed a couple of areas that were dug up along the road. A wireless bridge and a fiber optic line have been run from the Visitor Center to the proposed maintenance shop site. A trench was also dug to support the new water line to the proposed building.

The Gannett Outdoor Education Center remodel update included completion of concrete work, delivery of trusses tomorrow at the site, and removal of windows by Nick Jeurissen and Justus Newman from the Lorna J. Konsis Visitor Center to use in the new addition. Eventually the LJK Visitor Center will be demolished and a new structure will be built in that area with private funding.

The Ford Escape hybrid will finally arrive tomorrow. Executive Director Pasquale will be driving it initially, but plans to transfer it to the Education Staff. He will drive it whenever possible to reduce fuel expense. The District has a level 2 charger that will be installed eventually at the new proposed Kennekuk Maintenance Shop. There are 5 trucks still on order; 3 are electric, 2 are gasoline engine. The Ford Fleet page shows them being built in about a year.

Staff Reports were included with the Trustee's packets.

There were no more questions. This concluded the Report from the Executive Director.

Agenda item ten. President's and Trustee's Comments.

Trustee Johnson had no comment.

Trustee Arbuckle had no comments.

Trustee Augustson had no comment.

President Staske noted that his 5-year term on the VCCD Board will end following the June 2023 meeting. He reported that he will not be in attendance for the January 18, 2023 Board of Trustees Meeting.

This concluded President & Trustee Comments.

With no further discussion and all business transacted, the meeting was adjourned at 5:38 p.m.

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Michael H. Gast  
Secretary  
VCCD Board of Trustees