

**MINUTES OF THE REGULAR PUBLIC MEETING OF THE BOARD OF TRUSTEES
OF THE MACON COUNTY CONSERVATION DISTRICT**

September 19, 2018

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 5:30 p.m. by 1st Vice President Elliott, with the Pledge of Allegiance.

Board members present: 1st Vice President Elliott, Treasurer White, and 2nd Vice-President Schneller.

Board members absent: President Jensen and Secretary Johnson

Trustee White MOVED to approve the Minutes of the August 15, 2018, Regular Public Meeting and the August 28, 2018, Special Meeting as presented. Trustee Schneller SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee White MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$131,260.33 and additions to disbursements in the amount of \$36,794.12. Trustee Schneller SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

COMMENTS FROM AUDIENCE: None

PRIOR BUSINESS:

1. Master Plan:

There was a joint meeting of the Macon County Conservation District and the Macon County Conservation Foundation with Hitchcock Design. The general consensus from the meeting was that both Boards are in agreement with the direction in which the plan is heading. The biggest concern was the timeline of the action plan. All were in agreement that everything needed to be pushed back a year, mainly due to three current projects that will flow over into next year. Paul Marien commented that "we didn't want to get out of the gate slow." The other major issue was moving the focus groups to start next Fiscal year. There were a few technical issues that needed to be adjusted such as confusing Willow Branch I and II on the timelines. Willow Branch II needs to be completed before Willow Branch I. Some clarification needed to be made to the Ft. Daniel restroom changing "design and engineer" to "include improvements" since the restrooms are already in existence. Paul noted that within the next five years, the District hopes to connect trails between Willow Branch I and II. The assessment of land acquisition was missing a valuable component such as the ecological value of purchasing new land. Trustee White asked if the staff were driving the development of the master plan since Hitchcock didn't really know the District. Paul did report that through the process

Hitchcock is developing a feel for the District's mission and what it is all about. Shane Ravellette pointed out that the District is very unique. In questioning Hitchcock referrals, one major repeating comment was that Hitchcock was very aggressive. Hitchcock will be starting on the rough draft and hopefully the leadership team will review in November. A draft form will more than likely be presented to the public before finalizing the plan.

NEW BUSINESS:

1. Audit Presentation

Abdullah Khan with Knutte & Associates reviewed the audit work with the Board. He praised the staff for the pristine books that were kept and reported no issues were found either in the books or with controls in place to prevent fraud. He commented that the controls were very good and for the past five years a good opinion has been issued. All documents were provided in the sampling testing and no issues were found. Staff completed questionnaires with no findings or complaints. He did report that the Illinois Comptroller will no longer require organizations to switch from cash basis accounting to accrual accounting. He stated that there is very little value in making the switch. A few of the highlights Abdulla noted are as follows:

- District has a very good net position with no liabilities and a net position of \$13,260,813.00 with capital assets.
- The Statement of Activities showed a \$491,294.00 change in net position including depreciation and assets while the Revenue Statement showed a loss of \$290,157.00 excluding capital assets and depreciation.
- None of the District funds were in excess over budget and there were not any deficient fund balances.
- The documentation provide by IMRF, showed the District with a net pension asset of \$553,303.00 and a projected \$7.2 million owed to retirees. Abdullah commented that the District is set very good.

Trustee White MOVED to approve the Conservation District Audit as presented. Trustee Schneller SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

2. Approve Payment for the Audit:

Paul Marien reported that this is the last year of the contract with Knutte & Associates and the District has seen an incremental increase each year of the contract. The amount due for the Fiscal Year ending March 31, 2018, is \$10,000.00

Trustee Schneller MOVED to approve the payment of \$10,000.00 to Knutte & Associates as per the contract. Trustee White SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

3. Director Emeritus Proposal:

The Macon County Conservation Foundation Board approved awarding Janet N. Burkhart with the title of Director Emeritus. The proposal now needs the District Board's approval. Janet was instrumental with Rod Washburn in starting the Foundation and has received very little recognition. Rod Washburn recommended giving her the Emeritus status. She currently lives in Oregon and is still very involved in conservation.

Trustee Schneller MOVED to approve awarding Janet N. Burkhart the title of Director Emeritus as recommended by the Foundation Board. Trustee White SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

4. Treasurer's Statement Approval:

Each year within six months of the end of the Fiscal Year, the Treasurer's Statement is to be filed with the County Clerk. There were no questions from the Board.

Trustee White MOVED to approve the Treasurer's Statement as presented. Trustee Schneller SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

5. Road and Parking Lot Payout Approval:

The work provided by Dunn Company to re-seal and stripe Nearing Lane and the Nature Center parking lot was completed. Staff is happy with the results and recommends payout to Dunn Company in the amount of \$18,616.00.

Trustee Schneller MOVED to approve the payout to Dunn Company in the amount of \$18,616.00. Trustee White SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

6. Recycling Center Support Letter:

Paul Marien reported that Macon County is requesting support in building a recycling center on the west side of Decatur – north of Route 36, west side of Wyckles Road, south of the railroad tracks. Included in the Board packet was a drafted letter for the Board's review and feedback. Trustee Elliott inquired as to the timeframe and Paul responded by saying there would be an environmental meeting on the 27th and if it passes zoning, it would then go before the County Board in October. Trustee Schneller suggested adding a line to letter noting that the District Board had discussed the recycling center and that the County had their full support.

Trustee White MOVED to approve the letter and support to the County with the recommendation as noted. Trustee Schneller SECONDED the motion. All members of the Board present voted, "AYE". Motion carried.

7. Trobaugh-Good House Foundation Work Bid Award:

An open bid meeting was held yesterday (September 18th) with two bidders but with one being unacceptable due to the fact that it was not a sealed bid. Currently there is limited space between the dirt and subfloor and there is an issue with termites. The project will require digging out about two feet for crawl space, which will be the most costly part of the project. There will minimal structural repairs. The northwest corner will have to be lifted off the foundation replacing blocks and tuck pointing. Most of the work being completed for this project will not be seen by the public. The bid submitted by Christy Foltz, Inc., was \$49,374.00 and within the budgeted amount. Staff has been happy with other projects completed by Christy Foltz and recommends Board approval in awarding the bid to them.

Trustee Schneller MOVED to approve award the Trobaugh-Good House foundation work to Christy-Foltz as recommended by staff in the amount of \$49,374.00. Trustee White SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Elliot, "AYE" and Trustee Schneller, "AYE. Motion carried.

8. Staff Reports:

Pam Smith reported a new phone system was installed with Comcast Communications and were working through a few issues. An eighteen month certificate of deposit had been secured through Commerce Bank in the amount of \$200,000.00 at an interest rate of 2.55% monthly.

Richie Wolf reported that the Astronomy Jam was a success with approximately 100 in attendance under partly cloudy skies. There was a good crowd for the Hummingbird Festival with only two birds being banded. This was partly due to the windy conditions. The Decatur Audubon Society has once again offered to sponsor twenty buses for school field trips. He is recommending the Decatur Audubon Society for a state award.

Shane Ravellette reported for operations. August was a good time to get projects completed such as the parking lot and replacing the foot bridge providing access to the nature center. Cedar decking was used to replace the pressure treated decking with new fabricated I-beams. There were only about two days when the bridge was not accessible. Staff had to pitch in and help with Ft. Daniel and Sand Creek as the newly promoted supervisor was out on paternity leave and his replacement was not due to start until September 24th. Major remodeling was started on the Sand Creek residence.

Paul Marien reported that the Master Plan is moving forward and that the Decatur Park District has asked the District to assist them with some natural resource projects at Nelson and Red Tail Run Golf Course. The Foundation is entering the home stretch for the big Prairie Pedal Event with 78 pre-registered riders to date. A small committee from the Oglesby Mansion is reviewing the south entry restoration project in the conservatory of the Mansion.

9. Other

No other business presented.

COMMENTS FROM TRUSTEES:

None.

ADJOURNMENT:

There being no further business, Trustee Schneller MOVED to adjourn the Regular Public Meeting at 6:30 p.m. Trustee White SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.



President

ATTEST:



Secretary