

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

August 17, 2016

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

Board members present: 1st Vice-President Murphy, Secretary Jensen, Treasurer Elliott, and 2nd Vice-President Johnson

Board member absent: President Parish

Trustee Jensen MOVED to approve the Minutes of the July 20, 2016, Regular Public Meeting with one correction as presented. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Jensen noted a typo on page three, Item #6 stating that it should have read "90,000" instead of "\$90,000".

Trustee Jensen MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$155,701.35 and additions to disbursements in the amount of \$13,439.64. Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

COMMENTS FROM AUDIENCE: There were no comments from the audience.

PRIOR BUSINESS:

1. **None**

NEW BUSINESS:

1. **Annual Audit Presentation:**

Abdullah Khan with Knutte & Associates presented the Macon County Conservation District audit for Fiscal Year ending March 31, 2016. Abdullah commended Pam Smith on the phenomenal job and confirmed there were no issues in regard to controls nor any issues found in his testing. He did make three recommendations as follows:

1. Create and distribute organization chart to current and future employees
2. Update credit card policy to reflect definitive uses for the card
3. Deposit cash more than once a week

He reviewed the balance sheet stating that it was a snapshot of the District and that they are in good shape with \$12.5 million in assets and no liabilities. He noted the District's Corporate Fund had a \$261,261 profit per the income statement (including capital assets and depreciation) with a \$286,988 net profit over all funds. In reviewing the fund accounts, it was noted that there were no deficiencies but explained further that the District should spend down the balance that has been sitting in the "Greenway Fund". Paul Marien gave a brief explanation to the Board as to why the "Greenway Fund" was established and would find a project that meets the criteria for use of the funds. Abdullah also pointed out that the District should not let the IMRF Special Fund accumulate a larger balance and recommended decreasing the next year's tax levy request for this particular fund. He briefly reviewed the new requirement for pension liabilities and noted because the District operated on a modified cash basis, that only a foot note was required detailing their pension liability. No liability was required to be shown on the balance sheet. He noted that IMRF is very well funded.

Trustee Elliott MOVED to approve the audit as presented. Trustee Johnson SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

2. Approve Payment for Audit Services:

Paul Marien recommended paying the invoice from Knutte & Associates for this year's audit in the amount of \$9,800.00. There was no discussion concerning paying the invoice for the audit services performed.

Trustee Elliott MOVED to approve payment of \$9,800.00 to Knutte and Associates for their work performed on the District audit. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

3. Health Insurance Renewal:

Paul Marien reminded the Board the group health insurance renewal was October 1st and that the District had received United Healthcare's Insurance Renewal for October 1, 2016 through September 30, 2017. Staff had budgeted for a higher increase than the actual increase of 10.4% for the renewal. Paul recommended renewing the same health insurance plan with United Healthcare as presented. There was no further discussion or questions.

Trustee Jensen MOVED to approve renewal of the employee health insurance with United Healthcare for October 2, 2016 – September 30, 2017. Trustee Elliott SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

4. Staff Reports:

Richie Wolf reported that summer camp had come to an end and to date had brought in \$34,000 in revenues which exceeded the budgeted amount of

\$32,000. The numbers were up while incidences were down. He commended the staff on doing an outstanding job. He will provide a formal report at the October Board meeting. Trustee Murphy suggested obtaining data such as the number of repeat campers. He announced that the Astronomy Jam will be held Saturday, August 20th at Friends Creek from 7- 9:00 p.m. The Prairie Celebration will be held September 10th and 11th. The Fall Prairie Islander will be mailed on Friday, August 19th. He also announced that the auditorium will be out of service for remodeling for a few weeks.

Shane Ravellette reported that his staff have been busy keeping up with the mowing. There was some storm damage at Sand Creek and Fort Daniel. Also, he reported some horse issues they were having at Fort Daniel. Red Oak trees at Friends Creek have been diagnosed with “oak wilt disease”. The final inspection for the new Griswold Maintenance building will be conducted on Thursday, August 18th and the Board is expected to approve the payout at the next meeting. The remodeling of the new collections room was finished. Shane reported that his Natural Resource Technician turned in his resignation and had accepted a job with the Springfield Fire Department.

Pam Smith updated the Board on the meeting with employees for the voluntary supplemental insurance and reported that there was not enough interest to move forward. The District is now ready to move forward and purchase a new EMV credit card processor in order to be in compliance. The reader has been ordered and will be connected to a computer at the counter to serve walk-in registrations.

Paul Marien updated the Board on the events of the 50th Anniversary and the arrangements being made for Author Richard Louv. There will be a panel discussion open to the public prior to the dinner and public lecture held at Millikin University. Richard Louv will be here two days, October 5th and 6th. The dinner will be by special invite and is coordinating that with David Horn. There is a limit of 125 guests. Trustee Murphy suggested that donors be invited to the dinner and also inquired if the District was holding any event at the Nature Center. She recommended that the District advertise the 50th Anniversary Event at the Prairie Pedal fundraising event. Paul reported that the Andreas Foundation had donated \$5,000 toward the event. He also updated the Board on important legislation that was passed. The bill that was passed for consolidating local governments eliminates Conservation Districts from being a part of any consolidation.

5. Other:

There was no other business.

COMMENTS FROM TRUSTEES:

Trustee Murphy announced the Oglesby Mansion fundraiser coming up October 14th “He Said She Said” event and encouraged the Board to attend. She reported that it was a very fun event and it helps support the work that is done on the Oglesby Mansion.

EXECUTIVE SESSION:

Trustee Jensen MOVED to go into Executive Session at 6:25 p.m. for the purpose of

1. The purchase or lease of real property for the use of the public body (5 ILCS 120/2(c) (5).

Trustee Elliott SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

Trustee Jensen MOVED to return to the Regular Public Meeting at 6:35 p.m. Trustee Elliot SECONDED the Motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

Trustee Elliott MOVED to approve the Executive Session Minutes of August 17, 2016. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Land Purchase Resolution:

Trustee Jensen MOVED to approve the Land Purchase Resolution as presented. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee Johnson, "AYE"; Trustee Jensen, "AYE"; Trustee Murphy, "AYE"; and Trustee Elliott, "AYE". Motion carried.

ADJOURNMENT:

There being no further business, Trustee Jensen MOVED to adjourn the Regular Public Meeting at 6:38 p.m. Trustee Elliott SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

President

ATTEST:

Secretary