

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

August 20, 2014

PURSUANT to written notice given all members of the Board, the above meeting was called to order at 5:30 p.m. by Trustee Ed Leonard, with the Pledge of Allegiance.

Board members present: President Leonard, 2nd Vice-President Jensen and 1st Vice-President Stahl.

Absent: Secretary Parish and Treasurer Murphy

Trustee Stahl MOVED to approve the Minutes of the July 16th Regular Public Meeting as presented. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Stahl MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$146,596.77 and additions to disbursements in the amount of \$32,214.20. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Stahl "AYE"; Trustee Leonard, "AYE"; and Trustee Jensen, "AYE". Motion carried.

COMMENTS FROM AUDIENCE: No comments from the audience.

PRIOR BUSINESS:

1. Willow Branch Wetland Plan

Director Merner reported that there were no updates to report at this time.

2. Other

No other business at this time.

NEW BUSINESS:

1. Annual Audit:

Abdullah Khan with Knutte and Associates presented the results of the audit to the Board. The audit was completed mid-May and he reported that it went very well. He briefly reviewed the audit process for fraud which involves random samples of cash disbursements, cash receipts and payroll. There were no adjusting entries needed (with the exception of one entry that he had advised the District to make in error) as was the case last year. Regarding the financials, he reviewed the balance sheet with \$12 million assets as well as the income statement with a \$362,316 increase to the fund balance. He shared with the Board that the Liability Insurance Fund and the Unemployment Fund incurred a loss but Director Merner explained that the Board had decided to lower the amount of the tax levy for these two funds due to a sufficient fund balance to cover anticipated expenses in both accounts. He reported that there are no fund deficits. Abdullah made two suggestions to the District staff, which were to (1)

copy all checks received for \$5,000 or higher and (2) to deposit the Kaufman endowment (restricted fund) into a separate bank account from the corporate fund bank account.

Trustee Jensen MOVED to approve the Annual Audit as presented. Trustee Stahl SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

2. Review of Annual Treasurer's Report:

Director Merner informed the Board that the Treasurer's Report is a document that is required to be prepared annually. No longer is the District required to publish the entire report in a local newspaper as long as a notice is published in a local newspaper that the audit is available for inspection in the administrative office.

Trustee Stahl MOVED to approve the April 1, 2013 – March 31, 2014, Annual Treasurer's Report as presented. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

3. Award Contract: Seal Coating

Paul Marien reported that the bicycle trail should be seal-coated every five to six years. He put the project out to bid with two bidders showing an interest. Dunn Company came in at the lowest bid at \$17,769.00, well within budget. Staff recommends awarding the project to Dunn Company.

Trustee Jensen MOVED to accept the bid amount of \$17,769.00 from Dunn and Company. Trustee Stahl SECONDED the Motion. Roll call vote was as follows: Trustee Stahl "ABSTAIN"; Trustee Leonard, "AYE"; and Trustee Jensen, "AYE". Motion carried.

4. Award Bid: Mansion Porch

Paul Marien reported that the District went out to bid on the west porch for the Oglesby Mansion renovation project. Two contractors attended the pre-bid meeting but only Jones and Sullivan submitted a bid. Paul explained that the west porch was in need of renovation to the stairs, modification of a doorway and concrete work in addition to installing a wheel chair lift that was needed in order to be ADA (American Disabilities Act) compliant. Jones and Sullivan, who has done work for the District before, submitted a bid for \$42,000. In answer to some questions raised by Board members, he informed them that the bid was sent to ten contractors in the area, with only three showing an interest. This bid is considerably less than the previous bid. Staff is confident that this is a competitive bid. The bid was not more than the architect's estimate.

Trustee Stahl MOVED to accept the bid from Jones and Sullivan for \$42,000 for renovation of the west porch. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Stahl "AYE"; Trustee Leonard, "AYE"; and Trustee Jensen, "AYE". Motion carried.

5. Engineering Contract-Bike Trail Bridges:

Paul Marien reported that it was time to have the three bridges on the bike trail inspected. IDOT (Illinois Department of Transportation) requires inspection every five years. Chastain and Associates has been asked to perform the inspection. Staff would also like for them to recommend solutions for fastening the boards from the top of the structures as well as the issues with the footings for the fencing on the bridge approaches. Paul explained that both issues were not originally designed

into the bridges and there are no drawings. The bridges have been in place for eighteen years. The last inspection was done in 2008. Staff recommends Chastain perform the inspection as well as include solutions for these issues in their report.

Trustee Stahl **MOVED** to retain Chastain and Associates for \$3,000 to perform the bridge inspection as well as report on solutions for the above mentioned issues. Trustee Stahl **SECONDED** the Motion. Roll call vote was as follows: Trustee Stahl “**AYE**”; Trustee Leonard, “**AYE**”; and Trustee Jensen, “**AYE**”. Motion carried.

6. Engineering Contract – Friends Creek Maintenance Building Roof:

The roof on the Friends Creek maintenance building is in need of replacement or repair. The roof is leaking and the built-in guttering needs to be replaced. Staff recommends hiring Blank, Wesselink, Cook and Associates (BWC) to explore and recommend options for the amount of \$5,500.00. Trustee Leonard questioned the need for a consultant. Staff explained that BWC knows metal buildings and could provide options outside of totally replacing the roof, which has a slight pitch. The District had received an estimate in the \$30,000 range. In answer to questions raised by the Board, Paul Marien reported that the building was built in 1971 and seal coating was applied in 2001. The seal coating only has a 10 year life expectancy. Outside the roof leaking and the gutters needing replacing, the building is in good shape and is heavily used. Staff recommends hiring BWC for a proposal for \$5,500.00.

Trustee Stahl **MOVED** to accept staff’s recommendation of using Blank, Wesselink, Cook and Associates to inspect the roof at Friends Creek and make recommendations for \$5,500.00. Trustee Jensen **SECONDED** the Motion. Roll call vote was as follows: Trustee Stahl “**AYE**”; Trustee Leonard, “**NAY**”; and Trustee Jensen, “**AYE**”. Motion carried.

7. Grant Contract-Sand Creek Conservation Area:

Director Merner reminded the Board that the equestrian trails have a serious erosion issue at one of the creek crossings that needs to be addressed as previously proposed to the Board. The repair will be completed in partnership with the Soil and Water Conservation through a grant from the EPA. Paul Marien reviewed the erosion problem with photos as well as the plan on remedying the situation. The current culvert is 24 inches and can’t handle substantial rains. He explained the proposed project using diagrams. A 70 foot aluminum pipe will be installed with a 54 inch diameter riser with a 42 inch pipe reinforced discharged end set in the middle of the stream bed. Then 100 feet down stream there will be a “rock riffle” to help slow down the current with another “rock riffle” further down another 100 feet. The Soil and Water Conservation District is the administrator of the grant with 60% of this project being funded through the Illinois EPA. The other 40% of the project is funded by the land owner. The Macon County Conservation Foundation has committed to assist with the project up to \$14,000, possibly leaving the District with no cost based on previous estimates.

Trustee Jensen **MOVED** to approve the agreement with the Macon County Conservation and Water District as presented. Trustee Stahl **SECONDED** the Motion. All members of the Board present voted, “**AYE**”. Motion carried.

8. Approve Payment: Knutte and Associates:

Director Merner reminded the Board that we had entered a three-year contract with Knutte and Associates and this was the second year into the contract. The invoiced amount of \$9,700.00 was agreed upon in the contract. Staff recommends paying the \$9,700.00 to Knutte and Associates for the audit work performed.

Trustee Stahl MOVED to approve payment of \$9,700.00 to Knutte and Associates for their work performed on the District audit. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Stahl "AYE"; Trustee Leonard, "AYE"; and Trustee Jensen, "AYE". Motion carried.

9. Approval of Liability Insurance Contract:

The Board had previously approved payment of the liability insurance premium for \$8,000,000 limits. The Executive Director had polled the Board as to whether or not they wanted to increase the limits as there are other options as per the invoice presented to the Board. The Board unanimously agreed that the eight million was adequate. This vote ratifies the decision to pay the liability insurance with \$8,000,000.

Trustee Stahl MOVED to ratify the decision to pay the liability insurance with a limit of \$8,000,000.00. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

10. Appointment to Fill Vacancy on the Conservation Foundation Board:

Director Merner announced that Norman Greenberg has resigned from the Macon County Conservation Foundation Board and been awarded emeritus status. Norm chaired the committee that formed the District and has been on the Foundation Board for a very long time. The Foundation Board recommends Mark McAfee with Morgan Stanley to join the Board in completing Norm's term. Mark has an interest in conservation, likes to hunt and has a financial background. He has also sponsored the Prairie Pedal fundraising event two years in a row. The Board was in agreement that they had no reservations in approving his appointment.

Trustee Stahl MOVED to approve the appointment of Mark McAfee to the Macon County Conservation Foundation Board. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

11. Staff Reports

President Leonard asked staff to comment on highlights from their reports submitted in the Board packet. Paul Marien, Jeff Tish, Pam Smith, and Director Merner summarized the highlights of their reports.

Paul reported that it had been a busy month with project bids, some flooding cleanup, meeting with the "Heart of the Sangamon River Ecosystem Partnership", and work at the Willow Branch Conservation Area.

Jeff Tish reported for Richie Wolf. Summer camp had ended and all had gone extremely well with some good feedback provided. He reviewed the Hummingbird Festival that had been held the night before. There was an excellent turnout and good time had by all.

Kathy Merner updated the Board on the Foundation Challenge Grant, the Prairie Pedal Fundraising event, as well as a grant application submitted on behalf of the Oglesby Mansion. She informed the Board that a press conference would be held on Thursday after the Foundation Board meeting for the challenge grant.

Pam updated the Board on the accounting software upgrade and that the District will be searching for new software for next year.

12. Other

No other business.

COMMENTS FROM TRUSTEES:

The Board Members present welcomed the new Trustee, Norm Jensen.

ADJOURNMENT:

There being no further business, Trustee Stahl MOVED to adjourn the Regular Public Meeting at 7:00 p.m. Trustee Jensen SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

President

ATTEST:

Secretary