

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

August 16, 2017

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

Board members present: President Murphy, Treasurer Johnson, and 2nd Vice-President White

Board member absent: 1st Vice-President Jensen and Secretary Elliott

Trustee White MOVED to approve the Minutes of the July 19, 2017, Regular Public Meeting as presented. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

Trustee Johnson MOVED to approve the Treasurer's Report and Monthly Disbursements in the amount of \$129,143.02 and additions to disbursements in the amount of \$29,692.07. Trustee White SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "AYE". Motion carried.

COMMENTS FROM AUDIENCE: None.

PRIOR BUSINESS:

1. Playground Project:

Paul Marien reported that the Foundation Fundraising/Marketing Committees met to discuss options for raising funds for the District's playground. Two different donor letters have been drafted with one going to individuals and one going to foundations. A brochure is also being created. The project has gone out to bid and staff hope to have a bid to present to the Board at the September meeting. A pre-bid meeting will be held next Tuesday. Paul passed around a draft of the brochure and the members present liked the brochure. An update on the playground will be given at the Foundation's Board meeting on August 17, 2017.

NEW BUSINESS:

1. Audit Presentation:

Abdullah Khan with Knutte and Associates gave an overview of the audit. He reported that in reviewing controls and procedures along with testing, there were no issues found. The risk of fraud happening is very minimal and reported that management oversight is very good. A clean opinion was given and no adjustments to the financials were necessary. He reported that the Illinois Municipal Pension Fund (IMRF) is a great pension system. The District has a net pension liability of \$116,278 (98% funded). With new auditing standards, this net pension liability will show a

history of ten years in the audited financials. The District is very sound financially with no negative fund balances. The District only had a \$76,373.00 loss overall.

There was some discussion concerning the new requirement from the Illinois Comptroller's Office. Going forward the Comptroller will not accept any cash basis audit opinions. At this time, Abdullah was unsure as to the timing but felt that the District should prepare FY2018 financials on the accrual basis. There was some discussion as to whether or not the District should move to accrual accounting on a monthly basis or true up the financials at the end of the year. The overall consensus was to do what management felt best and Trustee White recommended trueing up the financials at year end for now.

Trustee White MOVED to approve the audit as presented. Trustee Johnson SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "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 \$9,900.00. There was no discussion concerning paying the invoice for the audit services performed.

Trustee Johnson MOVED to approve the payment of \$9,900.00 to Knutte & Associates for the work performed on the audit. Trustee White SECONDED the Motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "AYE". Motion carried.

3. Resolution for Transference of Land at Sand Creek:

Paul Marien gave a brief history regarding the land swap at Sand Creek for construction of the south/east beltway, which will cut off some of the property at Sand Creek. This has been an ongoing process for a number of years but due to an error being found in the acreage reported in the documents, it had to go back to the Federal Government for correction (since the land was purchased with Federal funds). In order to mitigate the loss of land being converted to highway, Macon County will swap the District with 10 acres of land adjoining the Sand Creek Conservation Area. The Board needs to approve a resolution giving Paul Marien authorization to proceed with the land conversion.

Trustee White MOVED to approve the resolution authorizing Paul Marien to proceed with the transference of land at Sand Creek Conservation Area. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "AYE". Motion carried.

4. Bids for Road Repairs

The District published a bid invitation for two projects (rolled into one) in the local newspaper. A pre-bid meeting was held with only one contractor submitting bids. There were three bid options with #1 including pulverizing, regrading and resurfacing the Rock Springs maintenance shop lane, #2 included resurfacing (oil and chip) the Friends Creek Conservation picnic loop and #2 alternative included resurfacing (oil

and chip) the southern two-thirds of the Friends Creek picnic loop. The bids were in line with what staff expected. These repairs were planned and been included in the budget. Staff recommends awarding the bid to Tyrolt, Inc., (Dunn Company) in the amount of \$23,871.00 for completion of work detailed in bid #1 and in the amount of \$17,600.00 for work detailed in bid #2 alternative for a total amount of \$41,471.00.

Trustee White MOVED to approve the bid for road repairs to Tyrolt, Inc., (DBA Dunn Company) in the amount of \$41,471.00 for both bid #1 in the amount of \$23,871.00 and Bid #2 alternate in the amount of \$17,600.00. Trustee Johnson SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "AYE". Motion carried.

5. Approval of Purchase of Playground Equipment:

The District was advised to purchase the playground equipment themselves in order to save money on the construction of the new playground at Rock Springs Conservation Area. The contractor is unable to deal with Co-ops which the District can take advantage of using them. In order to give the contract an eight-week lead time, the playground equipment needs to be purchased now. Trustee White inquired into how the joint purchase contract works. Paul Marien explained that Co-ops have already done the bidding so by using a Co-op the District is in compliance of the bidding process. There was some concern and question concerning the pricing of some of the equipment but Paul reminded them that this equipment has a nature play theme to look real but is cast resin meeting all the safety standards. Staff needs Board approval to move forward and purchase the equipment from the Co-ops.

Trustee Johnson MOVED to approve the purchase of playground equipment as presented. Trustee White SECONDED the motion. Roll call vote was as follows: Trustee White, "AYE"; Trustee Johnson, "AYE"; and Trustee Murphy, "AYE". Motion carried.

6. Deaccession of Taxidermy Mounts:

Richie Wolf recommended deaccession of eight examples of taxidermy due to the age and uselessness of the items. He reported that they had seen better days. Trustee White asked if the items had been donated but Richie responded stating that once they are received the District assumes ownership and the individuals sign-off giving District ownership. Staff recommends deaccession of the items as presented.

Trustee White MOVED to approve the disposal of various taxidermy mounts as presented. Trustee Johnson SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.

7. Staff Reports:

Shane Ravellette gave some highlights from his monthly report with the biggest project being the Rock Springs Nature Center roof project. There is still some painting, staining, and gutter work to be completed. Another holdup has been waiting on the skylight to arrive, which hopefully arrives soon. The District is losing a long-

time employee, Doug Kerr, Supervisor at Rock Springs Conservation Area. Doug will be retiring. The Friends Creek Campground has been receiving very positive comments about the camp host and seasonal employee that have been taking care of the campground and campers. Sand Creek and Fort Daniel Conservation Areas have been transitioning into fall land management. Natural Resources staff have been busy working on the newly acquired property.

Richie Wolf gave highlights from Program Services monthly report. Summer camp has come to an end with no major issues being reported. All seasonal staff have finished for the season. The Hummingbird Festival was a success with 15 hummingbirds being banded. The Astronomy Jamboree will be held Saturday, August 26, 2017, from 7:00 – 9:00 p.m. at the Friends Creek Conservation Area. Jeff Tish will be retiring effective September 8th with an open house for the public from 6:00 – 7:30 p.m. in the multi-purpose room at Rock Springs Nature Center. As of this date, eleven applications have been received for his position.

Pam Smith reported that she had spent most of the month reviewing both the Foundation and District audits as well as the Foundation's Form 990. The new server was installed with very minimal impact on staff. The consultant is still working on transitioning the email service over to the new server.

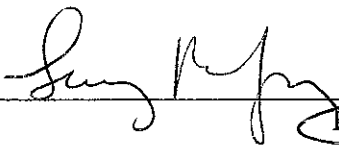
Paul Marien gave highlights from his report. Staff is finalizing the Prairie Pedal route. Both he and Katherine Unruh drove the route to evaluate roads and determine rest stops. The Auer property right-of-way easement paperwork was completed. Shane Ravellette and Paul are in the process of revising the current rules and regulations, which have not been revised since 2005. Paul attended a meeting initiated by Grow Decatur group for entering Decatur into a national contest called America in Bloom.

8. Other: No other business.

COMMENTS FROM TRUSTEES: No comments.

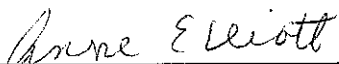
ADJOURNMENT:

There being no further business, Trustee Johnson MOVED to adjourn the Regular Public Meeting at 6:45 p.m. Trustee White SECONDED the Motion. All members of the Board present voted, "AYE". Motion carried.



President

ATTEST:



Secretary