

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

**February 18, 2015**

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, 1st Vice-President Stahl, Secretary Parish, and 2<sup>nd</sup> Vice-President Jensen.

Absent: Treasurer Murphy

Trustee Parish MOVED to approve the Minutes of the January 21, 2015, Regular Public Meeting as presented. Trustee Stahl 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 \$147,222.93 and additions to disbursements in the amount of \$25,631.17. Trustee Parish SECONDED the Motion. Roll call vote was as follows: Trustee Parish "AYE"; Trustee Jensen, "AYE"; Trustee Leonard, "AYE"; and Trustee Stahl, "AYE". Motion carried.

**COMMENTS FROM AUDIENCE:** No comments from the audience.

**PRIOR BUSINESS:**

**1. Gerber Bank Agreement**

Director Merner reported that she has not heard back from Gerber Bank. She will keep the Board updated.

**NEW BUSINESS:**

**1. Contract Award-Auditor FY2016, 2017 and 2018:**

Pam Smith reviewed the request for proposal process. Requests were sent to four different accounting firms. Two firms responded to keep them on the list but were not interested at this time and one firm did not respond to the request. Knutte & Associates was the only firm that responded to the District's request. Knutte & Associates proposed to reduce the current FY2015 fee by \$200 if the District would sign another three year proposal with them. The fees for FY2015, 2016, 2017, 2018 will be \$9,700, \$9,800, \$9,900, and \$10,000, respectively. They also proposed the same savings for the Foundation. The fees for FY2015, 2016, 2017, 2018 will be \$1,250, \$1,350, \$1,450 and \$1,550, respectively. Board members questioned the prior service Knutte & Associates provided, and staff replied that they were pleased with the services they provided.

Trustee Stahl MOVED to accept Knutte & Associates proposal as presented for auditing services for the District as well as auditing and preparation of the Form 990 for the Macon County Conservation Foundation. Trustee Jensen SECONDED the Motion. Roll call vote was as follows:

Trustee Parish “AYE”; Trustee Jensen, “AYE”; Trustee Leonard, “AYE”; and Trustee Stahl, “AYE”. Motion carried.

**2. Contract Award, Sand Creek Waterway Project:**

Paul Marien reported that he had a tremendous response from the bid process for the Sand Creek waterway project, which is a tributary erosion problem. Six bids were submitted with Eric Vieback being the lowest bidder. Board members questioned his bid being significantly lower than all the other bids submitted. Paul explained that he, too, questioned the bid and spoke with Eric reviewing the bid package and that there is a good set of plans behind the project. Eric Vieback indicated that he clearly understood the project. One reason Eric has the opportunity to bid much lower is that he is the owner/operator of the company. Staff explained that he has done a number of projects for the District and they have been happy with his work. The Board also questioned his estimated days to complete the project of 7-8 days. Paul Marien indicated that he would have to have perfect weather to complete the project in that length of time and that the bid packet allowed 45 days for completion of the job. Paul briefly explained the project to the Board. The project would involve removing an existing culvert and inserting a larger one to accept larger volumes of water. He also reminded the Board that the funding for this project will be assisted by an EPA grant through the Macon County Soil and Water Conservation District. Staff recommended accepting Eric Vieback Land Improvement’s bid of \$25,820.00.

Trustee Jensen MOVED to accept the bid from Eric Vieback Land Improvement, Inc., for the Sand Creek waterway project in the amount of \$25,820.00. Trustee Stahl SECONDED the Motion. Roll call vote was as follows: Trustee Parish “AYE”; Trustee Jensen, “AYE”; Trustee Leonard, “AYE”; and Trustee Stahl, “AYE”. Motion carried.

**3. Resolution to change IMRF Authorized Agent:**

With Director Merner’s retirement approaching, she suggested that the Board appoint Pam Smith as the IMRF authorized agent. Pam is currently the web-assistant and handles all transactions associated with IMRF. Director Merner explained that she had become the authorized agent when Pam’s predecessor, Sharon Belue, had retired. She recommends that the Board pass a resolution appointing Pam Smith as the new authorized agent as presented below:

MACON COUNTY CONSERVATION DISTRICT  
RESOLUTION

Whereas, the Macon County Conservation District is a participant in the Illinois Municipal Retirement Fund; and

Whereas, the Macon County Conservation District is required to appoint an Authorized Agent to conduct dealings with the Illinois Municipal Retirement Fund; and

Whereas, the powers and duties of such authorized agent are set forth in Section 7-135 of the Illinois Pension Code:

Pamela Smith is hereby appointed as the Authorized Agent to conduct such powers and duties as are authorized by Section 7-135 of the Illinois Pension Code on behalf of the Macon County Conservation District, and

The Secretary of the Board is hereby directed to execute the Notice of Appointment of Authorized Agent and transmit same to the Illinois Municipal Retirement Fund.

Presented this 18<sup>th</sup> day of February, 2015.

Passed this 18<sup>th</sup> day of February, 2015.

Approved this 18<sup>th</sup> day of February, 2015.

Trustee Parish MOVED to approve the appointment of Pam Smith as the IMRF authorized agent. Trustee Jensen SECONDED the Motion. Roll call vote was as follows: Trustee Parish “AYE”; Trustee Jensen, “AYE”; Trustee Leonard, “AYE”; and Trustee Stahl, “AYE”. Motion carried.

#### **4. Tree Mitigation Project Approval – Sanitary District:**

Paul Marien presented to the Board the Sanitary District’s request to plant 90 trees as part of a mitigation for one of their sewer improvement projects. Staff met with the Sanitary District and recommended a location on the east side of Rock Springs in the Sangamon River flood plain as well as recommending the specific tree species they wanted planted. The Sanitary District, in turn, will have to present the request to the U.S. Army Corps of Engineers for approval. This project will require the Sanitary District to maintain these trees for five years as part of the project. Trustee Jensen was concerned with the survival rate of the trees. It will be up to the Corp to manage the survival rate. The trees will be planted in a flood plain which has sandy soil. Staff’s main concern about survival would be the deer eating the trees. Paul reminded the Board that this project does fall in line with the master plan for a flood plain forest. Before the Corp can arrive at an approval of the proposed project, the Board must approve the project. Staff recommends proceeding with the proposal.

Trustee Stahl MOVED to approve the plan with the Sanitary District in planting 90 trees on the east side of Rock Springs with trees recommended by the Macon County Conservation District. Trustee Parish SECONDED the Motion. All members of the Board present voted, “AYE”. Motion carried.

#### **5. ADA Policies:**

Several months ago, the Board had discussed policies related to the American Disabilities Act (ADA). The District had been waiting for coordination with the Decatur Park District before finalizing policies; but since this coordination has not yet happened, Director Merner recommends proceeding with the adoption of the policy. The Board was provided with changes made to the document as per their recommendations. Board members felt comfortable enough with the policy to take a vote on adopting the policy at the Board meeting.

Trustee Stahl MOVED to approve the ADA Policy as presented. Trustee Parish SECONDED the Motion. All members of the Board present voted, “AYE”. Motion carried.

#### **6. PTO Policy for Part-time Staff**

As an oversight, the Paid Time Off Policy for part-time employees was not approved as a separate item at the meeting in December. The major change in the policy is the accrual rate and the schedule. Director Merner explained that the current system of calculating earned paid time off was very cumbersome and this new policy would simplify the process. It would also bring the

paid time off for part-time employees more in line with full-time employees. Director Merner recommended that the Board accept the new accrual chart.

Trustee Parish MOVED to approve the paid-time off accrual chart for part-time employees as presented. Trustee Stahl SECONDED the Motion. Roll call vote was as follows: Trustee Parish “AYE”; Trustee Jensen, “AYE”; Trustee Leonard, “AYE”; and Trustee Stahl, “AYE”. Motion carried.

**7. Budget Study Session**

The Board agreed to set the Budget Study Session for March 18<sup>th</sup> at 4:00 before the regularly scheduled meeting.

**8. Staff Reports:**

Director Merner’s highlights from the month of February included spending time with Terry Porter from GovHR USA and a \$25,000 donation given to the Foundation. She also reported that some applications for the Director’s position had been received.

Richie Wolf announced that he would be on Wand TV next Thursday, February 26<sup>th</sup>, at 6:30 a.m. with some live animals. He reported that the Snake and Turtle Show has been very popular.

Paul Marien’s highlights were that a lighting upgrade had been completed at Griswold Conservation Area and that Natural Resources staff had been burning brush piles.

**COMMENTS FROM TRUSTEES:** The Trustees were very thankful for the delicious cookies they had received. Director Merner reported that she had received thank-you notes from a few donors. Trustee Jensen raised a question concerning the trail to the Rodney T. Miller Wetland and the difficulty he had riding his bicycle and how difficult it might be for a wheelchair. Paul Marien explained that the trail had been made with a permeable surface that met ADA compliance.

**ADJOURNMENT:**

There being no further business, Trustee Stahl MOVED to adjourn the Regular Public Meeting at 6:22 p.m. Trustee Jensen SECONDED the Motion. All members of the Board present voted, “AYE”. Motion carried.

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President

ATTEST:

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Secretary