

FILE

BOARD OF TRUSTEES
FINANCE COMMITTEE
McHENRY COUNTY CONSERVATION DISTRICT
Minutes of May 18, 2009

1.0 CALL TO ORDER

The Special Call meeting of the Finance Committee of the Board of Trustees of the McHenry County Conservation District was called to order at 6:00 p.m. by Treasurer Green on the evening of May 18, 2009 at the Brookdale Administrative Office, 18410 US Highway 14, Woodstock, Illinois.

2.0 ROLL CALL

Trustees Present: John Green, Treasurer
 David LaGue, Vice President
 Tom O'Donnell, Trustee

Staff Present: Elizabeth S. Kessler, Executive Director
 John Kremer, Director of Operations
 Andy Dylak, Director of Finance

3.0 PUBLIC COMMENTS

There were no public comments.

4.0 REVIEW MONTH OF APRIL 2009 FINANCIAL STATEMENTS

4.1 Submission of Bills Payable

A motion was made by Trustee O'Donnell, seconded by Trustee LaGue to place a motion to approve the payment of the bills, as indicated on the Submission of Bills Pending Report for the month ending April 30, 2009 as presented. A voice vote resulted in all ayes.

Motion passed unanimously.

4.2 Treasurer's Report

Director of Finance Dylak gave a summary of the April Financial statements, noting that operating liquidity was strong, but would continue to decrease until the first property tax receipts were received in January. Director of Finance Dylak stated that staff was working on compiling the monthly breakout of the FY 2010 budget and hoped to have it completed for the June Finance Committee meeting. Trustee O'Donnell asked Director of Finance Dylak to give an explanatory review of the Land Acquisition Funds Availability report and explain how it tied back to the balance sheets. Trustee O'Donnell also inquired why the report was showing the installment loan balance and whether or not it was necessary. Treasurer Green explained that it was there as a reminder that this is an obligation of the District and should be considered as decisions are made related to available funding.

A motion was made by Trustee LaGue, seconded by Trustee O'Donnell to place the approval of the Treasurer's Report on the Consent Agenda of the Regular Board

Meeting on Thursday, May 21, 2009 and to recommend approval. A voice vote resulted in all ayes.

Motion passed unanimously.

5.0 COMMITTEE BUSINESS

5.1 Approval of Minutes

5.1a April 13, 2009

A motion was made by Trustee LaGue, seconded by Trustee O'Donnell that the minutes of April 13, 2009 Finance Committee be approved. A verbal vote resulted in all ayes.

Motion passed unanimously.

5.2 FY 2010 Budget

Director of Finance Dylak explained the changes from the Tentative budget to the Final Budget that would be presented for public hearing and Board approval at the May 21 Board Meeting. Director of Finance Dylak stated the changes were relatively minor and driven by the actual tax levy exceeding the estimated amount of tax revenues staff had included in the Tentative Budget by \$58,579. The changes included increasing a part-time accounts payable clerk from 24 to 32 hours a week at a total estimated cost of \$8,643 and funding \$49,090 of maintenance projects that were approved in the Tentative Budget to be funded from reserves.

A motion was made by Trustee LaGue, seconded by Trustee O'Donnell to approve and recommend Board passage of Ordinance #09-834 adopting the FY 2010 budget. A verbal vote resulted in all ayes.

5.3 Change Orders & Amendments to Professional Service Agreement

5.3a Director Kremer gave a summary of a change order for the Baxter & Woodman CL to Woodstock Trail \$1,287.90. He explained it was to re-stake a field. Trustee O'Donnell asked if this was reimbursable from the District's insurer. Director Kremer responded that the District had a \$1,000 per incident deductible, so that it probably qualified as a reimbursable event, he was not sure if staff had filed a claim. He noted that typically the L&F Manager is very proactive in recapturing whatever reimbursements the District is entitled to and that he would look into it.

5.3b Director of Operations Kremer gave a brief summary of a second change order relating to the same project for Chicagoland Paving. There was a discussion about the necessity of bringing all change orders to the Finance Committee, even those that may be considered positive for the District. Executive Director Kessler explained the importance from both a statutory perspective and from an internal control perspective to continue to follow the procedures as established in the District's policies.

The consensus was to place the change orders on the Consent Agenda for the Regular Board Meeting on Thursday, May 21, 2009 and recommend approval.

5.4 Financial Audit Update

Director of Finance Dylak reported that the preliminary audit work has been completed and that the auditors will be back in June for the final field work. He anticipated the Draft version of the AFR would be available for the Finance Committee's review in late July or August.

6.0 **EXECUTIVE SESSION**

There was a motion to go into Executive Session pursuant to Exception 2C1 (Personnel) of the Open Meetings Act (5 ILCS 120/1 et.seq.) at 6:45 p.m. A roll call vote gave the following results: Treasurer Green - yes, Vice-President LaGue - yes, and Trustee O'Donnell - yes.

Motion passed unanimously

Director of Finance Dylak and Director of Operations Kremer left the meeting at 6:45 p.m.

7.0 **RECONVENE**

Public session was reconvened at 7:14 p.m.

ROLL CALL

Trustees Present: John Green, Treasurer
 David LaGue, Vice President
 Tom O'Donnell, Trustee

Staff Present: Elizabeth S. Kessler, Executive Director

8.0 **ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

There was no action to be taken.

9.0 **ADJOURN**

There being no further business to come before the Committee, a motion was made by Trustee LaGue, seconded by Trustee O'Donnell, that the meeting be adjourned.

Motion passed unanimously. Meeting adjourned at 7:15 p.m. on Monday, May 18, 2009.

Respectfully submitted,



John Green, Treasurer

6/18/09

Date