

# FILE

BOARD OF TRUSTEES  
FINANCE COMMITTEE  
McHENRY COUNTY CONSERVATION DISTRICT  
Minutes of October 19, 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 6:30 p.m. by Treasurer O'Donnell on the evening of October 19, 2009 at the Brookdale Administrative Office, 18410 US Highway 14, Woodstock, Illinois.

## 2.0 ROLL CALL

Trustees Present: Tom O'Donnell, Treasurer  
Nancy Williamson, Vice President  
Bonnie Leahy, Trustee  
Kevin Ivers, Trustee

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

## 3.0 PUBLIC COMMENTS

There were no public comments.

## 4.0 REVIEW MONTH OF OCTOBER 2009 FINANCIAL STATEMENTS

### 4.1 Submission of Bills Payable

Director of Finance Dylak reviewed the Submission of Bills report and explained that the total dollar amount of activity submitted for approval was considerably higher due to payments related to the Lost Valley Visitors Center (LVVC) project. Treasurer O'Donnell asked if a notation could be made on future reports to indicate those invoices related to the LVVC project. There was a discussion about the purpose and need for redacting names on the legal invoices that were reviewed and approved in open session. Executive Director explained that names were only redacted where the subject matter would qualify for an Executive Session discussion, but in order to avoid Executives Sessions and provide the fullest transparency to the public, it was some times necessary to redact the names from the invoicing.

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

Motion passed unanimously.

### 4.2 Treasurer's Report

Director of Finance Dylak reviewed the financial statements and noted that the

General Fund's operating cash had increased \$2 million dollars over the prior month as a result of property taxes received in September. He also noted that there is \$20.2 million currently available for land acquisition. Treasurer O'Donnell asked if the macro site name and priority ranking could be added to all of the Available Land Acquisition Funding Report supporting schedules and Director Dylak responded affirmatively. Trustee Leahy inquired about the possibility of the District investing in Municipal bonds and Treasurer O'Donnell explained that the investment duration period 'Muni's' would likely not work with the District's investment objectives.

*A motion was made by Vice President Williamson, and seconded by Treasurer O'Donnell, to place the approval of the Treasurer's Report on the consent agenda of the regular board meeting on Thursday, October 22, 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 September 16, 2009

*A motion was made by Vice President Williamson, and seconded by Treasurer O'Donnell that the minutes of September 16, 2009 Finance Committee be approved. A verbal vote resulted in all ayes.*

Motion passed unanimously.

### 5.2 Change Orders & Amendments to Professional Service Agreements

#### 5.2a Lost Valley Visitors Center

Executive Director Kessler reviewed the written summary and explained the request to approve \$148,339 in change orders. She stated that it is not unusual for the majority of the change orders to occur in the early stages of an adaptive reuse project as demolition is completed and underlying conditions are exposed. Executive Director explained that while the specific conditions of the site and building could not be known at the time of bidding, contingencies were built into the project budget to provide for such unknowns and the project was still well within budget.

*A motion was made by Trustee Leahy, and seconded by Treasurer O'Donnell to place the item on Consent Agenda on the regular board meeting on Thursday, October 22, 2009 and to recommend approval. A voice vote resulted in all ayes.*

Motion passed unanimously.

#### 5.2b Pease Construction, Inc. - Raising the Trail of History Snowmobile Bridge.

Executive Director Kessler reviewed the written summary requesting a \$600.00 change order to the \$57,625 Bridge project. The change order was to allow for a gravel approach on each end of the bridge to be completed prior to the Trail of History event.

*A motion was made by Trustee Leahy, and seconded by Treasurer O'Donnell to place the item on Consent Agenda on the regular board meeting on Thursday, October 22, 2009 and to recommend approval. A voice vote resulted in all ayes.*

Motion passed unanimously.

5.2c Contract Payment Report Discussion

Executive Director Kessler presented the project cost summary report for the Lost Valley Visitor's Center as prepared by Featherstone, Inc. Construction Management. Treasurer O'Donnell asked who was responsible for ensuring contractors had completed and complied with contractual obligations and approving the release of payments. Director Dylak explained that this was part of the service provided by Featherstone, Inc. and that the amounts listed on the report under "Net Amount Due" indicated that Featherstone, Inc. was authorizing payment.

5.2d Consistency in Meeting Date and Time Discussion.

Trustees indicated that Monday nights at 6 p.m. still generally worked for everyone, but there would always be exceptions. Treasurer O'Donnell indicated 6:00 or 6:30 start times were fine, but he was just not aware of the later start for that nights meeting. Consensus to continue to schedule the monthly Finance Committee meetings for 6:00 p.m. at Brookdale the Monday of the week of the regularly scheduled Board meeting.

6.0 EXECUTIVE SESSION

There was no need for an executive session.

7.0 RECONVENE

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 Vice President Williamson, seconded by Trustee Leahy, that the meeting be adjourned.

Motion passed unanimously. Meeting adjourned at 6:55 p.m. on Monday, October 19, 2009.

Respectfully submitted,

Tom M. O'Donnell  
Tom O'Donnell, Treasurer

12/17/09  
Date