

FILE

BOARD OF TRUSTEES
JOINT FINANCE COMMITTEE AND PERSONNEL COMMITTEE
McHENRY COUNTY CONSERVATION DISTRICT
Minutes of November 16, 2009

1.0 CALL TO ORDER

The Special Call meeting of the combined Finance Committee and Personnel Committee of the Board of Trustees of the McHenry County Conservation District was called to order at 6:05 p.m. by Treasurer O'Donnell on the evening of November 16, 2009 at the Prairieview Education Center, 212 Behan Road, Crystal Lake, Illinois.

2.0 ROLL CALL

Trustees Present: Tom O'Donnell, Treasurer
Nancy Williamson, Vice President
Bonnie Leahy, Trustee
Martha Carver, Trustee
Matthew Ewertowski, Trustee

Staff Present: Elizabeth S. Kessler, Executive Director
John Kremer, Director of Operations
Andy Dylak, Director of Finance
Anne Basten, Executive Assistant
Jenny Heider, Human Resource Specialist

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 those items that were related to the Lost Valley Visitor Center (LVVC) project are hand labeled as such. An additional report was created with additional bills related to the LVVC project. In the future the reports for the LVVC project will be entered in separate batches as they cannot be sorted or labeled without paying to have Municipal Software, Incorporated (MSI) create a customized report.

A motion was made by Vice President Williamson, seconded by Trustee Leahy to place a motion to approve the payment of the bills, as indicated on the Submission of Bills Pending Reports for the month ending October 31, 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

CD investments received a higher interest than expected but are coming due soon. Director of Finance Dylak also identified a correction to the General Fund numbers due to a typographical error. He then reviewed the funds available for Land Acquisition.

A motion was made by Vice President Williamson, and seconded by Trustee Leahy, to place the approval of the Treasurer's Report on the consent agenda of the regular board meeting on Thursday, November 19, 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 October 19, 2009

A motion was made by Trustee Leahy, and seconded by Vice President Williamson that the minutes of October 19, 2009 Finance Committee be approved. A verbal vote of the Finance Committee members resulted in all ayes.

Motion passed unanimously.

5.2 Change Orders & Amendments to Professional Service Agreements

5.2a Lost Valley Visitors Center - CO Series 2

Executive Director Kessler reviewed the written summary and explained the request to approve an additional \$61,290 in change orders. Treasurer O'Donnell requested the backup documentation for the change orders be emailed to him. Executive Director Kessler will scan and email the documents. Executive Director Kessler then stated that the project was still within budget and the contingency budget had not been utilized.

A motion was made by Vice President Williamson, and seconded by Trustee Leahy to place the item on Consent Agenda on the regular board meeting on Thursday, November 19, 2009 and to recommend approval. A voice vote resulted in all ayes.

Motion passed unanimously.

5.2b Kishwaukee Headwaters - Pease Construction, Inc. - CO #2

Director of Operations Kremer explained that the change order was needed due to additional square footage based on MCCD staff direction which required additional seed and erosion blanket.

A motion was made by Vice President Williamson, and seconded by Trustee Leahy to place a motion on the Consent Agenda to ratify Change Order #2 in the amount of \$4,153 from Pease Construction, Inc. of Ringwood, IL for modification to the scope of work for the Kishwaukee Headwaters Conservation Area/Asphalt Parking Lot project for the regular board meeting on Thursday, November 19, 2009 and to recommend approval. A voice vote resulted in all ayes.

Motion passed unanimously.

5.2c Nippersink Cane Base - Condon Consulting Engineers - Addendum #1 - Professional Services Agreement

Director of Operations Kremer explained that staff has asked to add several design elements to the project which will require additional staking and construction layout services.

A motion was made by Vice President Williamson, seconded by Trustee Leahy to add a motion to ratify Addendum #1 to a Professional Services Agreement with Condon Consulting Engineers of Ringwood, IL for additional construction layout services on the Nippersink Canoe Base Conservation Area Project for an amount not to exceed \$4,500 to the consent agenda for Thursday, November 19, 2009. A voice vote resulted in all ayes.

Motion passed unanimously.

5.2d Lake in the Hills Fen - Team REIL, Inc. - CO #1

Director of Operations Kremer explained that poor soils in a few areas of the project have resulted in additional expenses required to stabilize the unsuitable soils.

A motion was made by Vice President Williamson, seconded by Trustee Leahy, to add a motion to add a motion to ratify Change Order #1 in the amount of \$9,287.50 from Team REIL, Inc. of Union, IL, for modification to the scope of work for the Lake in the Hills Fen Conservation Area Asphalt Entrance Drive and Parking Lot Project to the consent agenda for Thursday, November 19, 2009. A voice vote resulted in all ayes.

Motion passed unanimously.

5.3 Health Insurance Renewal

Director of Finance Dylak explained the history of the District's Employee Insurance coverage and costs. He then summarized the process followed by Strategic Employee Benefit Services (SEBS) to provide competitive quotes and recommendations for the renewal period. There was discussion about the source of consultant fees which are included in the premiums paid. Director of Finance Dylak then presented the alternatives and staff recommendations for the period of January 1, 2010 through December 31, 2010 as follows: renewal of existing PPO & HMO plans with BCBS of Illinois for employee health insurance at an 8.1% rate increase in annual costs; renewal of the current employee dental plan with BCBS of Illinois at a 12% rate increase; renewal of the employee vision plan with VSP at a 9% increase; and renewal of the employee life insurance plan with Mutual of Omaha with no cost increase. A discussion regarding additional cost sharing with employees resulted in a consensus that it was reasonable to continue to cover HMO benefits 100% and to increase the cost sharing for PPO employees to 10% of the premium for Employee + additional family members while leaving cost sharing for Employee Only on PPO at 5%. It was noted that this was not due to a lack of appreciation of our employees but a reality of increasing expenses. It was also recommended that a HSA be looked at as another option to offer to employees.

A motion was made by Trustee Carver, seconded by Trustee Leahy, to add a motion to the consent agenda for Thursday, November 19, 2009 to authorize the Executive Director to negotiate and execute the following contracts for employee insurance for the period of January 1, 2010 through December 31, 2010 as presented: Blue Cross Blue Shield of Illinois for health and dental insurance, Vision Service Plan

for vision insurance, and Mutual of Omaha for life insurance and to increase the cost sharing of PPO employees + one or more family members to 10% of the premium. A voice vote resulted in all ayes.

Motion passed unanimously.

5.4 Budget Variance Report

Director of Finance Dylak briefly reviewed the variances noted including the variance in revenue affected by the farm lease reserve to cover unexpected variances in crop prices.

6.0 **EXECUTIVE SESSION**

There was no need for an executive session.

7.0 **RECONVENE**

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

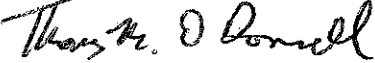
There was no action to be taken.

9.0 **ADJOURN**

There being no further business to come before the Committee, a motion was made by Vice President Williamson, seconded by Trustee Ewertowski, that the meeting be adjourned.

Motion passed unanimously. Meeting adjourned at 7:03 p.m. on Monday, November 16, 2009.

Respectfully submitted,



Tom O'Donnell, Treasurer

12/17/09

Date