

# FILE

BOARD OF TRUSTEES  
FINANCE COMMITTEE  
McHENRY COUNTY CONSERVATION DISTRICT  
Minutes of July 13, 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 Trustee O'Donnell on the evening of July 13, 2009 at the Brookdale Administrative Office, 18410 US Highway 14, Woodstock, Illinois.

## 2.0 ROLL CALL

Trustees Present: David LaGue, Vice President  
Tom O'Donnell, Trustee  
Bonnie Leahy, Trustee

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

## 3.0 PUBLIC COMMENTS

There were no public comments.

## 4.0 REVIEW MONTH OF MAY 2009 FINANCIAL STATEMENTS

### 4.1 Submission of Bills Payable

Director of Finance Dylak reviewed a list of invoices that were questioned noting that there were several large invoices for vehicles as approved by the board. Trustee O'Donnell asked about how a duplicate invoice was caught and the response showed that internal controls were working as no duplicate payments were made. There was also a question about a legal bill item which turned out to be in response to a question from the auditors. Director of Finance Dylak noted that there will be a large number of additional invoices to come in for the night of the Board Meeting due to closing off the invoices earlier than usual for the Finance Committee Meeting and staffing.

*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 June 30, 2009 as presented on the regular meeting agenda of July 16, 2009. A voice vote resulted in all ayes.*

Motion passed unanimously.

### 4.2 Treasurer's Report

Director of Finance Dylak asked those present if they would like to start the official meeting at 6:15 in the future and take time to educate the new committee members on the financial reporting procedures and where the numbers come from. The consensus was to ask Trustee Williamson if that would work for her otherwise the

dates and times of the meetings will stay as the Monday prior to the board meeting at 6:00 p.m.

Trustee O'Donnell asked for additional averages to be placed on Schedule A for comparison purposes. It was also requested that the staff Land Acquisition Committee review four pending contract purchases for review and recommendations.

*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, July 16, 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 June 15, 2009

*A motion was made by Trustee O'Donnell, seconded by Trustee LaGue that the minutes of June 15, 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 Paulsen Paving - Stone Mill Trail - CO #8

Director of Operations Kremer explained that this was a request by the District to replace a culvert where the trail crosses an existing entrance drive.

The consensus was to move forward.

#### 5.2b Geske & Sons - HUM Trailhead - CO #1 & CO #2.

Director of Operations Kremer explained how an area of disturbed soil had failed during a roll over and that additional work would need to be completed to achieve a solid base.

The consensus was to ratify the change orders as presented.

#### 5.2c Conservation Design Forum - Lost Valley Visitor Center - Addendum #1

Executive Director Kessler explained the current situation regarding fire suppression system on the Lost Valley Visitor Center project which will require a change to the scope of work performed by the Conservation Design Forum in order to accommodate the underground storage tank.

The consensus was to recommend ratification of the addendum to the contract.

The consensus was to place the change orders on the consent agenda of the Regular Meeting of the Board of Trustees on Thursday, July 16, 2009 and recommend approval.

Executive Director Kessler then reviewed the recommendation to reject bids on two items for the Lost Valley Visitor Center project and to rebid for the purposes of better serving the public's interest. The bids proposed to be rejected include contracts #7 Insulation and #10 Windows and Exterior Doors.

5.3 Designation of Depositories for District Funds

Director of Finance Dylak briefly reviewed the changes to the designated financial institutions on Resolution #09-25. It was noted that the First National Bank of Marengo may no longer exist. Director of Finance Dylak will follow up on this and the resolution will be changed accordingly.

*A motion was made by Trustee O'Donnell, seconded by Trustee LaGue, to place Resolution #09-25 as amended on the regular agenda of July 16, 2009. A roll call vote resulted in all ayes.*

5.4 Financial Audit Update

Director of Finance Dylak had no updates at this time.

5.5 Budget Adjustment

Director of Finance Dylak explained how the budget adjustment would actually not change the approved budget but would actually just be reallocated between existing items to allow for the raising of the Nippersink Creek bridge during this construction season.

*A motion was made by Trustee LaGue, seconded by Trustee O'Donnell, to recommend approval of the budget adjustment and to place the item on the regular agenda for July 16, 2009 as presented. A roll call vote resulted in all ayes.*

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 Trustee O'Donnell, seconded by Trustee LaGue, that the meeting be adjourned.

Motion passed unanimously. Meeting adjourned at 6:40 p.m. on Monday, July 13, 2009.

Respectfully submitted,

Thomas M. O'Donnell  
Thomas O'Donnell, Treasurer

8/20/09  
Date