

FILE

BOARD OF TRUSTEES
FINANCE COMMITTEE
McHENRY COUNTY CONSERVATION DISTRICT
Minutes of December 17, 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 4:40 p.m. by Treasurer O'Donnell on the evening of December 17, 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

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 FINANCIAL STATEMENTS

4.1 Submission of Bills Payable

Director of Finance Dylak reviewed the Submission of Bills report. Treasurer O'Donnell asked if the invoice for William's Architects was related to the LVVC project and noted that if it was it was appearing on the wrong report. Finance Director Dylak confirmed that it was part of the LVVC and that simply was categorized wrong for reporting purposes, but had been 'accounted' for correctly. Treasurer O'Donnell asked for an explanation of the payment to First Midwest Bank. Finance Director Dylak explained the payment represented payment for all the transactions that had been conducted on the District's purchase cards during the month of November and that First Midwest Bank served as the clearinghouse.

A motion was made by Trustee Leahy, and seconded by Vice President Williamson to place a motion to approve the payment of the bills, as indicated on the Submission of Bills Pending Report for the month ending November 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 remained strong with \$3.8 million dollars of cash and investments available. He also noted that Year-to-Date revenues were within 1% of budget and expenses were under budget by 13%. Director of Finance Dylak reviewed the Summary of Land Acquisition Available Funds and noted that, as authorized by the Board, \$6.75 million dollars had been reserved from the Dedicated Accounts for the LVVC renovation project. He explained that there was a total of \$10.5 million in the Dedicated Accounts and that \$9.5 million of this amount has been designated by the Board for Land Acquisition and the other \$1 million had been designated for Site Improvements. As such, staff would utilize all of the \$1 million designated for Site Improvements and \$5.75 million of the \$10.5 million which had been designated for Land Acquisition to fund the LVVC renovations.

A motion was made by Trustee Leahy, and seconded by Vice President Williamson, to place the approval of the Treasurer's Report on the consent agenda of the regular board meeting on Thursday, December 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 November 16, 2009

A motion was made by Vice President Williamson, and seconded by Trustee Leahy that the minutes of the November 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 \$27,911 in change orders was due to discoveries which were made during building construction. She noted the details for the change orders had been provided as previously requested. Treasurer O'Donnell asked why there was a change order for the HVAC and why this couldn't have been identified during the initial bidding process. Executive Director Kessler responded that while she could not give a detailed answer beyond the supporting information that had been provided, that generally the change order was required to provide additional ductwork that was not originally anticipated and that William's architects and the District's construction management were involved in creating and reviewing the change order specs. She stated she would have Tom Featherstone provide a more detailed explanation to the Board of that particular change order if needed.

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

Motion passed unanimously.

5.2b Carmichael Construction - Kishwaukee Headwaters Accessory Structures Project.

Executive Director Kessler reviewed the written summary requesting a \$2,115 change order to the project. The change order was to provide additional fill, not included in the original project scope, to the site.

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

Motion passed unanimously.

5.2c Chicagoland Paving Contractors-Crystal Lake to Woodstock Trail

Executive Director Kessler explained that the Crystal Lake trail had been completed for \$506,734 which was less than the contracted amount of \$614,738 and represented a \$108,004 cost savings for the District. Trustee O'Donnell commented that it was nice to see a positive change order and complemented staff for their efforts.

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

Motion passed unanimously.

5.2d Conservation Design Forum- Lost Valley Visitor Center Professional Services Agreement.

Executive Director Kessler explained that the District had contracted with Conservation Design Forum to provide Ecological Civil Engineering for the LVVC project. Staff was requesting the Board to approve an addendum for \$3,200 to their original contract to have them provide LEED documentation for the LVVC project.

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

Motion passed unanimously.

5.3 Mitigation Funds

Director of Finance Dylak explained the need for a new Special Revenue Fund to be established to account for the 'special' revenues related to Natural Restoration mitigations and recoveries and the on-going expenses that are related to these projects. He reminded that Finance Committee that several employees in the Natural Restoration Management Department are not funded from the General Fund, but from the Dedicated Accounts Fund. Establishing a separate fund for mitigation revenues would ensure a long term funding source for these employees and the other expenses related to the requirements of the mitigation agreements. Additionally, Director of Finance Dylak stated the funds that are currently within the Dedicated Accounts that

are reserved for the Natural Restoration Management Department would also be transferred into the new fund.

No action was required, but there was a consensus of the Committee to proceed with staff's recommendation for establishing a separate Special Revenue Fund for Natural Restoration Management and for revenues and expense related to mitigations to be accounted for in this new fund.

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 5:23 p.m. on Thursday December 17, 2009.

Respectfully submitted,

Tom O'Donnell

Tom O'Donnell, Treasurer

1/21/10

Date