

**KENDALL COUNTY FOREST PRESERVE DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

MAY 9, 2018

I. Call to Order

Acting Chair Gilmour called the Finance Committee meeting to order at 4:38 pm in the Kendall County Board Room.

II. Roll Call

Commissioners Davidson, Gilmour, and Gryder all were present. Commissioner Cullick entered the meeting room at 4:40 pm.

III. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Davidson. All, aye. Opposed, none.

IV. Citizens to be Heard

No public comments were offered by those in attendance.

V. Motion to Forward Claims to Commission for an Amount Not-to-Exceed \$9,242.26

Commissioner Gryder motioned to forward claims not-to-exceed \$9,242.26 to Commission. Seconded by Commissioner Davidson.

Commissioner Cullick entered the meeting at 4:40 pm.

Commissioner Gryder into Claim #151. Director Guritz reported that the purchases were on his District procurement card, and he would forward the backup to the Committee following the meeting. There were a number of charges put through on the card, including pencils that are given out at tabling events.

President Gilmour clarified that if a purchased says First National it is a purchase from the District credit card.

Director Guritz remarked that some of the promotions were coded to the Ellis Weddings cost center instead of the Administration cost center, which will be reviewed.

Commissioner Gryder remarked that Claim #173 also has multiple purchases within the description. Director Guritz stated that backup will be forwarded on this claim as well.

Commissioner Davidson asked about the electric bill from the Pickerill-Pigott Preserve.

Director Guritz responded that Claim #185 is the March electric bill for Pickerill-Pigott Forest Preserve when temperatures were still low enough to require heat. The Pickerill-Pigott Preserve is being set up as its own cost center, with these charges transferred to the new cost center for the next financial statements..

Commissioner Gryder asked about Claim #183 for portable restroom cleaning.

Director Guritz responded that the restroom cleaning is a yearly charge to clean portable restrooms at multiple locations.

Commissioner Davidson asked how often the portable restroom cleaning happens.

Director Guritz responded that it has typically been a yearly charge but is dependent on preserve use.

Motion to forward claims not-to-exceed \$9,242.26. Aye, all. Opposed, none.

VI. Review of Financial Statements and Income and Expenditure Reports through April 30, 2018

Director Guritz remarked that on page 15 of the packets, there is a summary income and expenses through April 30. Revenues for Administration, Ellis, Hoover, Environmental Education, and Natural Area Volunteers, are all up YTD. Overall, the District is \$30K ahead of the previous year's budget. There are 9 total weddings scheduled for the year.

Commissioner Davidson asked about page 7, there is an expenditure for electric that is over budgeted.

Director Guritz responded that the additional electric cost of Pickerill-Pigott. That electric line expenditure will go down when Pickerill-Pigott electric bills are recoded to the new cost center.

President Gilmour asked whether the District's budget anticipated costs for the Pickerill-Pigott Forest Preserve. Director Guritz stated electric utility cost increases were anticipated.

The Finance Committee reviewed the District's capital fund and debt service fund balances. The capital fund balance will improve once the Little Rock Creek reimbursement is received totaling \$652,250.

VII. Hoover Forest Preserve – IDPH Campground Inspection Report

Director Guritz remarked that there were maintenance needs that will need to be addressed noted in the inspection report. The cabin mattresses, 64 in all, need to be replaced. The outside canvas window screens need to be replaced. A few damaged screens also need to be replaced. IDPH also requested a design for the pending nature play space project. There are no code issues, and a requirement for permitting is not anticipated.

VIII. Wire Wizard of Illinois Proposal - Fire Alarm Monitoring Line Reconnection and Testing

Director Guritz reported that the \$1,080.00 charge will complete the final repairs to the Hoover fire alarm system, and includes inspection and testing of the system.

Commissioner Davidson asked how this got unhooked.

Director Guritz responded that the repairs were needed due to a lightning strike in 2015.

Commissioner Davidson remarked that the lines should all be grounded.

President Gilmour made a motion to forward the proposal from Wire Wizard to Commission. Seconded by Commissioner Gryder. Aye, all. Opposed, none.

IX. TCL Electrical and Lighting of North Aurora – Cost Estimate for the Reconfiguration of the Meadowhawk Lodge Parking Lot Light Fixtures from Solar to Conventional Power

Director Guritz remarked that the direction from the Board was to get a quote to change the solar lights in the Meadowhawk Lodge parking lot over to conventional power. There are many other utilities running through the same area which is a concern for using an incremental borer to install the new electrical line.

President Gilmour asked whether it would be possible to only convert two lights that are on the planted island.

Director Guritz responded that there may be other approaches for installing new electric service to the two lights that are located in this area.

Commissioner Gryder asked how TCL was found.

Director Guritz responded that other companies indicated that they didn't want to take on the project. TCL was contacted due to their experience with solar lighting fixtures, which is still an option to address the parking lot lighting.

Commissioner Davidson remarked that the Kendall County Highway Department does not use solar power due to the maintenance issues.

Director Guritz responded that it has been a while since the Highway Department has used solar, and since then, there have been improvements to the technology. The fixtures the District has are about 10-years old.

President Gilmour asked whether the solar light over the Hoover sign works.

Director Guritz responded the Hoover Site Supervisor will have to be asked.

President Gilmour asked if there are the funds to support this.

Director Guritz responded that there is room in the capital fund budget to address the issue.

X. Henneberry Forest Preserve – Grading, Biowale, and Soil Erosion Control Project

Director Guritz reported that a new Whitetail Ridge homeowner was in contact with Kendall County concerning stormwater draining onto his new house lot. Not all lots are developed so the berm is not built-up along the preserve property line to prevent storm water from flowing behind the new home site berm. Re-grading the land will prevent the flow of water onto the adjoining properties, as well as support the establishment of the native plants and seed within the restoration project footprint.

Commissioner Davidson remarked that there will have to be an overflow.

Director Guritz remarked that there is a storm drain that can collect the drainage from a low area. The clay tiles in the field have been disrupted.

The Finance Committee gave direction to inspect the area with Commissioner Davidson and Jeff Wehrli.

XI. Executive Session

None.

XII. Other Items of Business

No other items of business.

XIII. Citizens to be Heard

There were no citizens to be heard.

XIV. Adjournment

Commissioner Gryder made a motion to adjourn. Seconded by President Gilmour. Aye, all. Meeting adjourned at 5:30 pm.

Respectfully submitted,

David Guritz
Executive Director, Kendall County Forest Preserve District