1.0 CALL TO ORDER

The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:00 p.m. by Vice President Kranz on the evening of Thursday, July 19, 2018 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

2.0 PLEDGE OF ALLEGIANCE

Vice President Kranz led the Pledge of Allegiance.

3.0 INTRODUCTORY ROLL CALL

3.1 Roll Call

Trustees Present: Dave Kranz, Vice President
                Pete Merkel, Treasurer
                Vern Scacci, Secretary
                Dave Brandt, Trustee
                John Henning, Trustee
                Carolyn Campbell, Trustee
                Benjamin Washow, Trustee (Appointee)

Counsel & Staff Present: James D. Rock, Legal Counsel
                        Elizabeth S. Kessler, Executive Director
                        John Kremer, Director of Operations & Public Safety
                        Andy Dylak, Director of Administration & Finance
                        Wendy Kummerer, Director of Marketing & Communications
                        Ed Collins, Director of Land Preservation & Natural Resources
                        Anne Basten, Executive Assistant
                        Deb Chapman, Educational Services Manager
                        Sarah Denham, Wildlife Resource Center Manager
                        Jenny Heider, Human Resource Manager
                        Amy Peters, Planning Manager
                        Val Siler, Land Preservation Manager
                        Brad Woodson, Natural Resource Manager
                        Perry Weborg, Sites & Fleet Manager
                        Sarah Rummel, Landscape Architect
                        Caitlyn Martinez-McWhorter, Social Media Specialist
                        Josh Crittenden, Region 1 Ranger Assistant

Guests Present: Stephen Harlfinger, National Wrecking Co. a division of Colfax Corporation
                Shannon DeVail, Bull Valley Riding Club
                Peg O'Brien, Bull Valley Riding Club
                Deanna LeRose, Bull Valley Riding Club
                Rhonda Rice, Bull Valley Riding Club
                Ingrid Schulze, neighbor of Fox Bluff
4.0 CONSERVATION ETHIC
Trustee Brandt read Goal #6 and Secretary Scacci read Goal #1 aloud.

5.0 READING OF OATH & ELECTION OF OFFICERS
5.1 Oath of Office - Newly Appointed Trustee Benjamin Washow was introduced. Attorney Rock led the oath of office with Trustee Benjamin Washow.

5.2 Nomination for President, Gift Ban Act Officer & Ethics Officer
A motion was made by Trustee Brandt, seconded by Trustee Henning, to nominate Dave Kranz to serve as President. There were no other nominations after three calls. A roll call vote gave the following results: Henning-yes, Brandt-yes, Scacci-yes, Merkel-yes, Campbell-yes, Washow-yes, Kranz-yes.
Motion passed unanimously.

5.3 Nomination for Vice President
A motion was made by Trustee Brandt, seconded by Trustee Campbell, to nominate Vern Scacci to serve as Vice President. There were no other nominations after three calls. A roll call vote gave the following results: Scacci-yes, Washow-yes, Merkel-yes, Henning-yes, Campbell-yes, Brandt-yes, Kranz-yes.
Motion passed unanimously.

5.4 Nomination for Treasurer
A motion was made by Vice President Scacci, seconded by Trustee Brandt, to nominate Pete Merkel to serve as Treasurer. There were no other nominations after three calls. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Henning-yes, Scacci-yes, Washow-yes, Merkel-yes, Kranz-yes.
Motion passed unanimously.

5.5 Nomination for Secretary
A motion was made by President Kranz, seconded by Trustee Campbell, to nominate Dave Brandt to serve as Secretary. There were no other nominations after three calls. A roll call vote gave the following results: Washow-yes, Henning-yes, Campbell-yes, Brandt-yes, Merkel-yes, Scacci-yes, Kranz-yes.
Motion passed unanimously.

5.6 Trustee Outreach Assignments
President Kranz reminded the Board members that when they are out on assignment, they represent the District and not the Board of Trustees. The following assignments were made:
- Fox River Ecosystem Partnership - Trustee Campbell
- Chicago Metropolitan Agency for Planning - Director of Land Preservation and Natural Resources Collins
- Chicago Wilderness - Executive Director Kessler
- Farm Bureau - Trustee Henning
- IACFPD/IAPD/NRPA - Secretary Brandt
- McHenry County Conservation Foundation - Secretary Brandt
- McHenry County Council of Governments - Vice President Scacci & President
- Green Drinks - President Kranz
- Conservation Congress - Secretary Brandt & Vice President Scacci
6.0 TRUSTEE REPORT
Vice President Scacci attended the recent court hearing on a Temporary Restraining Order and found it interesting.
Treasurer Merkel spoke about the upcoming County Fair.
Trustee Campbell reported that she had attended the retirement party for Volunteer Coordinator Denice Beck.
Vice President Scacci positively commented on the progress of the Brookdale Equestrian Parking lot and the safety fence.

7.0 COUNTY BOARD LIAISON REPORT
County Board Liaison Nowak was not present but had provided a report to Executive Director Kessler earlier the same day to share that discussions were ongoing related to solar farms in the county and a task force on reducing the County Board size was expected to make a final recommendation before the end of the month.

8.0 PRESIDENT’S REPORT
Newly elected President Kranz had not prepared a report but was looking forward to the year ahead.

9.0 PUBLIC COMMENTS
Stephen Harlfinger, National Wrecking Company of Chicago, spoke about the handling of a recent bid opening for demolition, information provided and the variance of the resulting recommendation from the bids that were presented at the time of the opening.
Shannon DeVaul of the Bull Valley Riding Club asked for support of item 12.4 on the agenda requesting the expanded use of the Boone Creek Conservation Area trails to allow for equestrian riders and offered the Bull Valley Riding Club’s assistance with maintenance.
Ingrid Schulze thanked Planning Manager Peters and Executive Director Kessler for meeting and working with the neighboring residents of the Fox Bluff Conservation Area and for their devotion to preservation.

10.0 PRESENTATIONS
10.1 Introduction of New Team Members
10.1a Social Media Specialist - Caitlynn Martinez-McWhorter
Director of Marketing and Communications Kummerer introduced Social Media Specialist McWhorter and her extensive background and explained that she has been pleased so far because Ms. Martinez-McWhorter hit the ground running.
Social Media Specialist McWhorter told the Board she was looking forward to her work here.

10.1b Assistant Ranger Region 1 - Josh Crittenden
Sites and Fleet Manager Weborg explained that he and Assistant Ranger Crittenden had worked together when Josh was part time and that Josh had worked with Sites Supervisor Ben O'Dea and also Ranger Bryson Calvin as a full-time employee but had left in 2015 to work with Lake County Forest Preserve District and would need minimal training to be back up to speed with McHenry County Conservation District in Region 1.
Assistant Ranger Crittenden stated that he was happy to be back in McHenry County.

11.0 BOARD BUSINESS - CONSENT AGENDA

11.1 Approval of Minutes of Previous Meetings
   11.1a June 21, 2018 - Regular Meeting
   11.1b June 21, 2018 - Committee of the Whole
   11.1c June 21, 2018 - Executive Session

11.2 Motion to accept the Treasurer’s Report for June 30, 2018 as presented.

11.3 Motion to adopt Resolution #18-20 designating Depository Financial Institutions for the District.

11.4 Motion to authorize the preparation of specifications and letting of bids for the purchase of one Chevy Tahoe or equivalent to replace Fleet Vehicle #196 (Bid #0718.06.01).

11.5 Motion to authorize the destruction of listed verbatim recordings of Executive Session meetings between July 2016 and December 2016, in compliance with the Illinois Open Meetings Act.

11.6 Motion to authorize the release of the listed Executive Session meeting minutes to the public domain in compliance with the Illinois Open Meetings Act.

11.7 Motion to affirm the Executive Director’s execution of Change Order #1 in the amount of $4,000 from Studio 222 Architects of Chicago, IL, for the additional meeting with County Planning and Development, Building Division Building, Code Enforcement Staff and multiple iterations of the floor plan.

11.8 Motion to adopt Resolution #18-21 authorizing the Executive Director to execute a Land Preservation and Natural Resource Division Joint Grassland Venture Lease Agreement on the Coral Woods (COW1) for 4.5 acres to Dan Looney and Candace Kling at $37 per acre.

11.9 Motion to authorize the negotiation process for the listed agricultural leases with current tenants per the District’s Farm Management Policy #700.04.

11.10 Motion to award a contract for the demolition and restoration of the remaining buildings on the Fox Bluff Conservation Area (Bid #0418.09.01), from Excavating Concepts, Inc. of Woodstock, IL, the lowest responsible and responsive bidder, for a cost not to exceed $186,842.11.

Secretary Brandt asked that items 11.9 and 11.10 be pulled for further discussion.

A motion was made by Secretary Brandt, seconded by Vice President Scacci, to approve Board Business - Consent Agenda Items 11.1 through 11.8 as presented. A roll call vote gave the following results: Campbell-yes, Merkel-yes, Washow-yes, Brandt-yes, Scacciyes, Henning-yes, Kranz-yes. Motion passed unanimously.

Secretary Brandt explained that he would like to exclude the two operators who have not yet completed their payments for the Rose and Schwieger parcels. If the payments are made by September, there would still be time to extend the leases. The operators have been asked to provide the District’s portion of Federal Conservation Reserve Program payment and/or in-kind services. Trustee Henning explained that the amounts owed came as a surprise to several of the tenant farmers even though they were covered in the contracts.
A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to authorize the negotiation process for the listed agricultural leases with the current tenants except for any tenants currently owing money to the District per the District's Farm Management Policy #700.04. A roll call vote gave the following results: Merkel-yes, Scacci-abstain, Brandt-yes, Washow-yes, Henning-recused, Campbell-yes, Kranz-yes.

Motion passed 5 to 0 with 1 abstention by Trustee Scacci, and 1 recusal by Trustee Henning.

A motion was made by Secretary Brandt, seconded by Trustee Washow, to award a contract for the demolition and restoration of the remaining buildings on the Fox Bluff Conservation Area to Excavating Concepts, Inc. of Woodstock, IL, the lowest responsible and responsive bidder, for a cost not to exceed $186,842.11 as presented.

Executive Director Kessler explained that the document from the insurance company from the lowest bidder had been received by fax downstairs while the bids were being opened upstairs and was time and date stamped. Attorney Rock read the section of the bid document that pertained to insurance and the portion that stated that the District could demand compliance after the bids are opened. He also stated that the District has these rights which benefit the public and would not affect the pricing.

All bids received were above the budgeted amount and other projects would be held off in order to complete this project to provide future access to the public.

Attorney Rock advised that the Board could accept the staff recommendation or rebid the project.

Planning Manager Peters explained that the abatement portion of the bid was removed from all submissions because staff had received confirmation from the consultant that the abatement portion had been completed through earlier contracted work prior to this bid being let.

Steven Harlfinger asked if he could make a statement which President Kranz granted. He stated that they had used a consultant’s report on which they based their bid submittal and that “sealed” bids means that faxed documents are not accepted as standard practice.

Executive Director Kessler and Attorney Rock conferred and requested a short recess to allow for staff discussion in another room.

A motion was made by Vice President Scacci, seconded by Trustee Henning, to recess at 5:48 p.m. A voice vote resulted in all ayes.

Motion passed unanimously.

The meeting reconvened by President Kranz at 6:06 p.m. with all board members, staff and guests still present.

A motion was made by Secretary Brandt, seconded by Trustee Washow, to rescind the previous motion. A voice vote resulted in all ayes.

Motion rescinded.

A motion was made by Trustee Campbell, seconded by Treasurer Merkel, to reject all bids for the demolition and restoration of the remaining buildings on the Fox Bluff Conservation Area that have been received and to authorize staff to rebid the project under a new bid number #0718.07.01-RA. A roll call vote gave the following results: Campbell-yes, Merkel-yes, Washow-yes, Brandt-yes, Scacci-yes, Henning-yes, Kranz-yes.

Motion passed unanimously.
12.0 OTHER BOARD BUSINESS

12.1 Approval of Bills Payable for the Month of June 2018

12.1a Treasurer’s Internal Audit

Treasurer Merkel explained that as past practice, the Finance & Administrative Committee members would request individual invoice/payments be pulled to verify that proper internal processes were followed for payment. At this time in the meeting and in the future, any Trustee could request specific invoices be pulled for Director of Administration and Finance Dylak to investigate and report back at the next month’s meeting.

It was requested that the following documents be pulled for review:

- 16946 - Illinois Department of Transportation - $19,884
- Z6323 - Robert Zimmerman - $183.50
- B5399 - Baxter & Woodman - $16,403.15

12.1b Motion to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending June 30, 2018.

A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to approve the payments to Conserve FS and Dave’s Bait & Tackle as indicated on the Submission of Bills Pending Reports for the period ending June 30, 2018 as presented. A roll call vote gave the following results:

Henning-abstained, Brandt-yes, Scacci-yes, Campbell-yes, Merkel-yes, Washow - yes, Kranz-abstained.

Motion passed 5 to 0 with abstentions by Trustees Henning and Kranz.

12.1c Motion to approve the payment of the balance of bills as indicated on the Submission of Bills Pending Report for the month ending June 30, 2018.

A motion was made by Vice President Scacci, seconded by Trustee Henning to pay the balance of bills as indicated on the Submission of Bills Pending Report for the month ending June 30, 2018 as presented. A roll call vote gave the following results: Scacci-yes, Washow-yes, Merkel-yes, Henning-yes, Campbell-yes, Brandt-yes, Kranz-yes.

Motion passed unanimously.

12.2 Village of Ringwood/Prairie Trail Enhancements - Intergovernmental Agreement

Executive Director Kessler explained that the District leases, and Metra owns, the property on which the Prairie Trail North runs and that the Village has acquired funding and proposes to make improvements to a section of railroad right of way between Ringwood and Barnard Mill Roads. The proposed improvements would not interfere with the public’s or District’s use of the leased property. All maintenance of the improvements would be the responsibility of the Village of Ringwood and they are looking for support for their project by the District. The concurrence of the Board was to support the project and ask that an Intergovernmental Agreement be drafted for review and approval in September. The Village would have the responsibility to obtain the necessary approval from Metra.
12.3 2018 Property Tax Levy Discussion
Director of Administration and Finance Dylak reviewed the 2017 Levy abatement passed by the previous board and his positive economic outlook including rising home values, falling unemployment, rising EAV, and new development. Reversing a concerning trend, he stated the US Census Bureau estimated the population of McHenry County had increased slightly as of July 1, 2017. He then shared graphs showing the rising median home sale figures and EAV.

He then reviewed the General Fund Levy History with the District absorbing inflationary increases over the last six years totaling $2,523,016. Over that same time, we've also reduced our Full Time Equivalents (FTE) below the level of FY 2007 when we only had 20,316 acres. The District currently manages over 25,500 acres including several more sites open to the public with amenities that need to be maintained.

Director of Administration and Finance Dylak then asked the Board to focus on the big picture and the overall financial impact of the 2018 levy and not get overly concerned with the assumptions driving the individual line items within the forecasts. He provided the key forecast assumptions used for all of the scenarios and stated that the only changing variable between the forecasts was the 2018 levy. For all other years, levy years 2019-2022, it is assumed the maximum levy extension allowed under PTELL is extended. Expenses and Revenues are based on the FY 2019 budget.

He then shared summaries of a number of scenarios showing the financial impact of various changes in the 2017 and 2018 levy options from full recovery and full increase, abatements, no recovery and no increases, or taking decreases or increases, all in various combinations. He also noted the effect of Agricultural leases based on corn futures pricing. Director of Finance & Administration Dylak also stated that even if we take all of the future levy increases allowed, the rate of growth of expenses such as: wages, health care, fuel and utilities is outpacing the estimated growth of revenue.

Discussions focused on Scenario 1 with full recovery of the 2017 abatement and taking a full levy for 2018 allowing for abatement between September and December if needed or Scenario 2 which leaves the 2017 abatement as a permanent loss and taking the full PTELL increase for 2018 with no abatement.

Several Trustees shared their opinions with an unstated consensus that the District needs an increase. Trustee Henning asked for a special strategic planning session meeting this winter to comprehensively look at what services can be discontinued and what new initiatives need to be undertaken. Further discussion was requested at the August meeting on whether to use a hired consultant, include all Managers or just the Executive Leadership Team.

12.4 Bull Valley Riding Club/Boone Creek Conservation Area
Executive Director Kessler explained that staff had recently received a written request from the Bull Valley Riding Club to consider opening all of the trails within the site to multi-use, including equestrian use. Staff has not had time to discuss the request due to other pending issues but hopes to be able to take a look and make a recommendation to the Board in the coming months.

13.0 EXECUTIVE DIRECTOR'S REPORT
13.1 FY 2016-2020 Strategic Plan - First Quarter Status Report - Year 4
13.2 Project Update: ADA Improvements
Executive Director Kessler stated that staff is doing what they can to make progress on the items on the list as time and funding allow.
Treasurer Merkel stated that staff went above and beyond what other agencies had done and have a solid plan to follow.

13.3 Dashboard - First Quarter FY 2019
13.4 In the News - First Quarter FY 2019
13.5 Investment Report - First Quarter FY 2019
13.6 Legislative Update - Verbal Report

Executive Director Kessler shared with the Board about a stormwater issue in the Marengo area where flood waters almost reached Route 176. She explained that there have been several instances over the years when flooding has occurred including before the HUM Trail was built and there are several unmaintained ditches parallel to the trail on Railroad property as well as two 14” culverts which go under the railroad and District property. It was noted that the Union Pacific Railway will be key to any of the decisions. There was a general board consensus to have staff organize a meeting of all affected parties to discuss solutions.

Executive Director Kessler encouraged all present to purchase tickets for the Great Outdoors Beer Trail to be held on August 18, 2018 at Fel-Pro RRR.

14.0 COMMITTEE ASSIGNMENTS & REPORT
14.1 Trustee Reports on Conferences & Meetings Attended
  14.1a Fox River Ecosystem Partnership (FREP)
     Trustee Campbell reported that the next meeting is August 8th at noon in Carpentersville.

14.1b CMAP
     Director of Land Preservation and Natural Resources Collins did not attend because the topic was on oaks and we provided the data.

14.1c Chicago Wilderness
     Executive Director Kessler reported that the new Coordinator has been hired and they are working on updating a Green Vision for the Chicago Wilderness Region.

14.1d McHenry County Farm Bureau
     Trustee Henning reported that the group had a committee meeting, which he is not a part of, to discuss drainage and had invited attorneys to talk about the rights of landowners.

14.1e IACFPD/IAPD/NRPA
     Next meeting is August 23, 2018 for IACFPD. NRPA annual conference is in Indiana in September and Trustee Campbell will be attending with Executive Director Kessler.

14.1f McHenry County Conservation Foundation
     Secretary Brandt reported that interviews for Director of Development were scheduled for the following week.

14.1g McHenry County Council of Governments
     No one was able to attend the upcoming July meeting.
14.1h Green Drinks Crystal Lake
There was no meeting due to the Independence Day holiday.

14.1i Conservation Congress 2018
Executive Director Kessler reported that the group will be reconvening in January or February so planning will start in the fall.

14.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee
Executive Director Kessler announced the Open House planned the following Monday at the Cary Park District to gather feedback on what to do with vacated gravel mines in the study area.

14.1k MAPP
Director of Operations and Public Safety Kremer is serving on the subcommittee on active communities and reported that the County passed a resolution supporting “Complete Streets” which encourages safe zones for pedestrian and bike use linking homes, schools, parks and shopping areas. They will be incorporating the tenants in all of their plans and processes.

The City of McHenry is working with the bike sharing company Zagster to create a McHenry Loop to promote the City.

14.1l Other Outreach Contacts
There were no other reports at this time.

18.0 PUBLIC COMMENTS II
This item was moved up and will be relocated at this point in the meeting in the future.

There were no additional public comments.

15.0a EXECUTIVE SESSION
At 7:31 p.m., a motion was made by Secretary Brandt, seconded by Trustee Washow, to go into Executive Session pursuant to Exception 2C5 (Real Estate), 2C6 (Sale/Lease of Real Estate) of the Open Meetings Act. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Henning-yes, Scacci-yes, Washow-yes, Merkel-yes, Kranz-yes. Motion passed unanimously.

16.0a RECONVENE
The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 8:12 p.m. by President Kranz on the evening of Thursday, July 19, 2018 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

16.1a Roll Call
Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Dave Brandt, Secretary
John Henning, Trustee
Carolyn Campbell, Trustee
17.0 ACTION ON ITEMS OUT OF EXECUTIVE SESSION & RELATED ISSUES

17.1 Consideration of a motion to pass Ordinance #18-951 authorizing the acquisition of Real Property Commonly Known as the Zimmermann Parcel

A motion was made by Secretary Brandt, seconded by Trustee Campbell, to pass Ordinance #18-951 authorizing the execution of documents for the purchase of Real Estate commonly known as the Zimmermann Parcel as presented. A roll call vote gave the following results: Merkel-yes, Scacci-yes, Brandt-yes, Washow-yes, Henning-yes, Campbell-yes, Kranz-yes.
Motion passed unanimously.

15.0b EXECUTIVE SESSION

At 8:15 p.m., a motion was made by Secretary Brandt, seconded by Trustee Campbell, to go into Executive Session pursuant to Exception 2C1 (Personnel) of the Open Meetings Act. A roll call vote gave the following results: Scacci-yes, Washow-yes, Merkel-yes, Henning-yes, Campbell-yes, Brandt-yes, Kranz-yes.
Motion passed unanimously.

16.0b RECONVENE

The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 8:12 p.m. by President Kranz on the evening of Thursday, July 19, 2018 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

16.1b Roll Call

Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Dave Brandt, Secretary
John Henning, Trustee
Carolyn Campbell, Trustee
Benjamin Washow, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Elizabeth S. Kessler, Executive Director
Anne Basten, Executive Administrative Assistant
19.0  ADJOURN

A motion was made by Secretary Brandt, seconded by Vice President Scacci, to adjourn the meeting. A voice vote resulted in all ayes.

Motion passed unanimously. Meeting adjourned at 8:20 p.m. July 10, 2018.

Respectfully submitted,

[Signature]

David Brandt, Secretary

Date

8/16/18