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 President Scacci on the evening of Tuesday, October 22, 2019 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

2.0 PLEDGE OF ALLEGIANCE
President Scacci led the Pledge of Allegiance.

3.0 INTRODUCTORY ROLL CALL
2.1 Roll Call
Trustees Present: Vern Scacci, President
Dave Brandt, Vice President
Carolyn Campbell, Secretary
Patrick Fritz, Trustee
Bill Cook, Trustee
Linda Thomas, Trustee

Trustee Absent: John Henning, Treasurer

Counsel & Staff Present: James D. Rock, Legal Counsel
Elizabeth Kessler, Executive Director
Ed Collins, Director Land Preservation & Natural Resources
Andy Dylak, Director Administration & Finance
John Kremer, Director Operations & Public Safety
Wendy Kummerer, Director Marketing & Education
Anne Basten, Executive Assistant
Laura King, Police Chief

4.0 CONSERVATION ETHIC
Trustee Campbell read Goal #6 and President Scacci read Goal #5 aloud.

5.0 CONSERVATION STEWARDSHIP PLEDGE
Trustee Cook read the Conservation Stewardship Pledge introduction paragraph and Pledge No. 9 aloud.

6.0 ADOPT THE AGENDA
A motion was made by Secretary Campbell, seconded by Trustee Thomas, to adopt the agenda as presented. A voice vote resulted in all ayes.
Motion passed unanimously.

7.0 SPECIAL RECOGNITION PRESENTATIONS/INTRODUCTIONS
7.1 Celebrating the Month of OAKtober
Executive Director Kessler summarized that Former Governor Bruce Rauner had previously proclaimed October as OAKtober and that the District, with the help of
volunteers and the public have already hosted two oak planting events so far and have planted almost 2,000 saplings. More events are planned.

8.0 TRUSTEE REPORT
Vice President Brandt had spoken with Restoration Ecologist Peters who shared that every oak planted is registered in our GIS system for future reference and future study.
Secretary Campbell attended the recent VIP crane experience and stated that it had gone well but not as many cranes were seen as in the past. She was planning to attend the McHenry County Emergency Management Hazard review. She and Trustee Brandt were on the annual review list.
Secretary Campbell had also listened to the IAPD presentation on levies recorded by Attorney Rock and was looking forward to more learning opportunities including the Chicago Wilderness webinars.
Secretary Campbell shared that she had seen Officer Montgomery helping a stranded motorist move a vehicle off Route 14 on her way in to the meeting this evening.

9.0 COUNTY BOARD LIAISON REPORT
County Board Liaison Nowak had notified Executive Director Kessler that he was ill and was not able to attend this evening’s meeting but wished everyone a Happy Halloween.

10.0 PRESIDENT’S REPORT
President Scacci reported that he had attended the Conservation Congress Steering Committee meeting and the McHenry County Conservation Foundation meeting and was planning to attend the McHenry County Council of Governments meeting the following evening.

11.0 PUBLIC COMMENTS
There were no public comments.

12.0 BOARD BUSINESS - CONSENT AGENDA
12.1 Approval of Minutes of Previous Meetings
   12.1a September 5, 2019 - Special Call Strategic Planning Meeting
   12.1b September 16, 2019 - Finance & Administration Meeting
   12.1c September 19, 2019 - Committee of the Whole
   12.1d September 24, 2019 - Public Session
   12.1e August 15, 2019 - Executive Session
12.2 Acceptance of the Treasurer’s Report for September 30, 2019 as presented.
12.4 Resolution #19-71 authorizing the Executive Director to execute the Mediation Agreement with the Illinois Fraternal Order of Police Labor Council to begin negotiations for a successor/reopener collective bargaining agreement and to establish the District’s Negotiations Team which includes the appointment of Attorney Jill O’Brien of Laner Muchin of Chicago, IL.
12.5 Resolution #19-72 accepting the Building Assessment Report for the Prairievie Education Center prepared by Studio 222 Architects of Chicago IL., and incorporating the recommended projects for the maintenance of Prairievie Education Center into the FY 2021 Budget.
12.6 Resolution #19-73 authorizing a First Amendment to the Memorandum of Understanding with the Liberty Prairie Foundation for reimbursement under a
Food: Land: Opportunity (FLO) Grant through the Kinship Foundation and Chicago Community Trust for the District’s Farmland Monitoring and Management System.

12.7 Resolution #19-74 adopting a position paper entitled “Strategies and Solutions to Protect our Parks, Open Space and Community: Effective Visitor and Resource Protection Services at the McHenry County Conservation District.”

12.8 Resolution #19-75 designating President Scacci, Vice President Brandt, Secretary Campbell and Executive Director Kessler to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, January 25, 2020.

12.9 Resolution #19-76 authorizing the Executive Director to execute a Memorandum of Understanding and Grievance Settlement between the International Union of Operating Engineers, Local 150 and McHenry County Conservation District regarding Section 5.7: On-Call/Call-Out Procedure.

12.10 Resolution #19-77 authorizing the disposal of listed of excess equipment with Obenauf Auction Services, Inc. of Round Lake, IL.

12.11 Resolution #19-78 approving Change Order #1 from Chadwick Contracting Company, of Lake in the Hills, IL, to increase the contract amount by $359 to pay for the Pannier Display Case Doors, for the Trailhead Improvements at Rush Creek Conservation Area (BID #0419.09.01).

12.12 Authorization to prepare specifications and solicit Request for Qualifications (RFQ) for an Attitude and Interest Survey of McHenry County Residents for the McHenry County Conservation District (RFQ #1019.10.01).

12.13 Authorization to prepare of specifications and let bids to secure the leasing of the Geever (121.00 +/- acres), Konapasek (79.9.00 +/- acres) parcels for three years and the Martini parcel (74.00 +/- acres) for one year (BID# 1019.08.01).

Secretary Campbell pulled item 12.5 for clarification of the motion. Items 12.7 and 12.12 were pulled by President Scacci for further discussion.

Secretary Campbell then read the remaining motions.

A motion was made by Vice President Brandt, seconded by Trustee Cook, to approve Board Business-Consent agenda items 12.1 through 12.4, 12.6, 12.8 through 12.11, and 12.13 as presented. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Cook-yes, Fritz-yes, Thomas-yes, Scacci-yes.

Motion passed unanimously.

Secretary Campbell read the revised motion for item 12.5 which clarifies which portion of the Building Assessment Report is being recommend for implementation in the FY 2021 budget.

A motion was made by Secretary Campbell, seconded by Vice President Brandt to Adopt Resolution #19-72 accepting the Building Assessment Report for the Prairieview Education Center prepared by Studio 222 Architects of Chicago IL., and incorporating $115,000 for the staff recommended projects to address the roof, ventilation, gutters, insulation, and staining of the siding for the maintenance of Prairieview Education Center into the FY 2021 Budget. A roll call vote gave the following results: Thomas-yes, Fritz-yes, Brandt-yes, Campbell-yes, Cook-yes, Scacci-yes.

Motion passed unanimously.
A motion was made by Secretary Campbell, seconded by Vice President Brandt, to table a decision on Resolution #19-74 adopting a position paper entitled “Strategies and Solutions to Protect our Parks, Open Space and Community: Effective Visitor and Resource Protection Services at the McHenry County Conservation District” to the November 26, 2019 meeting.

Chief King reported that some additional information had been received stating that the figure of $350,000 cited by the McHenry County Sheriff’s Office was over and above what was budgeted by the District for policing in the FY 2019. It was requested that the McHenry County Sheriff’s send correspondence to the District’s Board of Trustees regarding their analysis.

A roll call vote gave the following results: Fritz-yes, Campbell-yes, Cook-yes, Thomas-yes, Brandt-yes, Scacci-yes.

A motion was made by Vice President Brandt, seconded by Secretary Campbell, to authorize the preparation of specifications and solicit Request for Qualifications (RFQ) for an Attitude and Interest Survey of McHenry County Residents for the McHenry County Conservation District (RFQ #1019.10.01).

Executive Director Kessler provided more detail on the methodology used by the last two survey contractors. She had also provided additional information to the Board of Trustees in advance of the meeting. She answered questions from the Trustees relative to previous survey results and how they were used to prioritize projects and for strategic planning.

President Scacci requested that this expense be postponed and wanted to use the funds for new initiatives such as seeking RFQs for legal, engineering and hospitality services as well as hiring a consultant to conduct 360 assessment.

A roll call vote on the motion gave the following results: Campbell-yes, Thomas-yes, Cook-yes, Brandt-yes, Fritz-no, Scacci-no.

Motion passed by a vote of 4 to 2.

13.0 NEW & UNFINISHED BOARD BUSINESS
13.1 Approval of Bills Payable for the Month of September 2019
13.1a Treasurer’s Internal Audit
   Director of Administration and Finance Dylak had provided the requested information from the previous meeting in writing which was shared with the Board of Trustees in advance. All items were in compliance with the purchasing policy and procedures.
   It was requested that the following documents be pulled for review:
   D7360 -Discovery Benefits for $138.00; H6888 Howard Lee & Sons for $862.00; and, P8662 - Petrochoice Holdings - $10,206.79.

13.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending August 31, 2019
13.1c Consideration to approve the payment of the bills as indicated on the Submission of Bills Pending reports for the month ending September 30, 2019.

   A motion was made by Trustee Cook, seconded by Trustee Fritz to approve the payment of all the bills as indicated on the Submission of Bills Pending reports for the month ending September 30, 2019. A roll call vote
gave the following results: Cook-yes, Brandt-yes, Thomas-yes, Fritz-yes, Campbell-yes, Scacci-yes.
Motion passed unanimously.

13.2 Consideration of Resolution #19-79: Authorization to Execute Negotiated Agricultural Leases for Leases Expiring February 28, 2020

A motion was made by Vice President Brandt, seconded by Trustee Cook, to adopt Resolution #19-79 authorizing the Executive Director to execute the listed agricultural leases: Abrams Parcel (28.75 +/- acres) with Michele Aavang & Grant DeYoung at 41.50%; Berry Parcel (23.2 +/- acres) with Travis Holian at 12%; Berry Parcel (165.5 +/- acres) with Craig Spiniolas at 53%; Bianchini Parcel (210 +/- acres) with Tim Nichols at 36%; Cavanaugh Parcel (60.9 +/- acres) with Tyke Nichols at 10.5%; Ellison (11.8 +/- acres) with Michele Aavang & Grant DeYoung at 45.90%; Kayser Parcel (41.3 +/- acres) with Nick Armbrust at 43.10%; Lind Parcel (30 +/- acres) with Michele Aavang & Grant DeYoung at 41.50%; Nichols 3 Parcel (74 +/- acres) with Tim Nichols at 36%; Nichols Partnership Parcel (50 +/- acres) with Jim Nichols at 45.50%; Penny Parcel (13 +/- acres) with George & Vicki Friese at 0.25%; Pichen Parcel (66.2 +/- acres) with Randy Gieske at 34.79%; Poblocki Parcel (52.5 +/- acres) with Tyke Nichols at 10.50%; Roth Parcel (16 +/- acres) with Rick Schoenbeck at 47.20%; Sass Parcel (19.32 +/- acres) with Nick Armbrust at 43.10%; G. Stade 2 Parcel (44.5 +/- acres) with Tim Watkins at 32.80%; Struve Parcel (9 +/- acres) with Travis Holian at 45%; Voss/TMK Parcel (141.25 +/- acres) with Ryan & Josh Sass at 44.50%; and Williams O'Leary (13.5 +/- acres) with Joe Henning at 32% per the District's Farm Management Policy 7.02.04 as presented. A roll call vote gave the following results: Fritz-yes, Cook-yes, Brandt-yes, Thomas-yes, Campbell-yes, Scacci-yes.
Motion passed unanimously.

13.3 Discussion on Request for Qualifications (RFQ) for Legal, Engineering, and Hospitality Services

Trustee Cook had asked Attorney Rock about RFQs for legal and engineering prior to the meeting and explained that he understood that there is a difference. He summarized his understanding that it is the intention of the request to distribute RFP/RFQs to simply assess the market for these types of services and to allow existing vendors to participate and not to criticize existing vendors. There was additional discussion about the workload on staff to issue RFQs and suggestions that they not be done all at once.

Secretary Campbell was concerned about creating common metrics to use for proposals for hospitality use of District site but currently don’t have specifics in the plans and there was continued discussion about the need for transparency and how to rein in the proposals. Longer term Trustees and Director of Operations and Public Safety Kremer shared the results of the RFP issued for a farm to table operation for the Pichen parcel which resulted in several different proposals that did not compare apples to apples.

It was stated that staff currently conducts RFQs for specific projects and the consensus of the board was to continue to do these.

Attorney Rock explained that there is nothing in the statutes related to seeking legal counsel and that one could use an RFP or RFQ process for these services. However, there is a specific procedure in the statutes for engineering for projects requiring over $40,000. For jobs under that amount, the law stated that you can use
any engineering firm with which the agency has an existing relationship. If the agency wants to use a new vendor who the agency has not worked with before, there is also a procedure to follow whereby you seek qualifications and hire the most qualified and then negotiate the rate. He suggested that the District define a project and put it out for RFP/RFQ at that time. Legal services are based on a Letter of Engagement which expires when the letter is terminated by either party.

Executive Director Kessler shared the process the District followed the last time we put out an RFQ for legal services and recommended that a request go out after the first of the year. Staff will put together a Request for Qualifications package and seek board approval at the December meeting.

The consensus of the Board was that after the budget is put together and presented, staff will determine if there are any projects included for greater than $40,000 in engineering which require the statutory procedure, or any large projects that are suitable for a smaller RFP/RFQ submission.

The topic then focused on the remaining buildings on the south side of Fox Bluff Conservation Area. Executive Director Kessler reiterated that the focus has been to implement the District’s approved Master Plan and that the staff with Board of Trustees concurrence had directed the interested parties to the Fox Bluff Conservation Area since the District did not have the funds to pay for the needed restoration and preservation of the historical buildings. Executive Director Kessler discussed public/private ventures and provided examples from around the region where the public gains access through fees/charges such as golf courses, ice rinks, campgrounds, racquetball courts, etc. and where these operations are operated through a private lease agreement.

President Scacci stated his opposition to excluding the public for private for-profit and suggested putting out a Request for Proposal for others to participate, or, if the board is opposed, to stop talking to private entities.

The conclusion is that there is not a strong consensus either way on the board for either proceeding or not proceeding without details.

There was a consensus that President Scacci, Secretary Campbell and Executive Director Kessler meet with a second vendor who has approached the District to talk about their proposal before the end of November.

13.4 Discussion on 360 Degree Assessment

President Scacci stated that his purpose in proposing this process was to assess the leadership style and effectiveness of the Executive Director with the input of the Executive Leadership Team. Secretary Campbell noted that her understanding of the process from the link distributed to the Trustees through President Scacci was that it is not to be used as a performance review. She stated that she would like to hear from a professional consultant on how these assessments work. President Scacci agreed that an outside firm should be hired for the process.

Executive Director Kessler explained that the 360 assessment is a tool for personal and professional development and that she had participated in one earlier in her career to develop her personal leadership style through the Bell Leadership Institute in Chapel Hill, North Carolina. She reminded the board members that the Board of Trustees sets the quantitative goals for the District and that these are the metrics in which to judge her effectiveness. She provided a caveat that the assessment process is a very complex process and could cause unintended consequences if the tool and process are not utilized as intended. She also expressed
that it was her understanding in speaking with President Scacci that the 360 Degree Assessment tool as proposed would be used for the District's entire leadership team as part of succession planning.

The consensus was that the board needs to hear from a consultant to share what and how this process works before making a decision to expend funds.

President Scacci will work with Executive Director Kessler to prepare a possible proposal for the November meetings.

14.0 EXECUTIVE DIRECTOR'S REPORT
14.1 Legislative Update
14.2 Project Update: ADA Improvements
14.3 Quarterly Dashboard - FY 2020 - QTR 2
14.4 Strategic Plan Update - Year 5 - QTR 2
14.5 In the News - FY 2020 - QTR 2
14.6 Project Status Report
14.7 McHenry County Conservation Foundation Update FY 2020 - QTR 2

There were no questions or comments regarding the Executive Director's Reports which had been provided in advance.

Executive Director Kessler reported that staff had received a safety concern from a resident of Richmond about the George Street Bridge over the Prairie Trail North and shared that Land Preservation Manager Siler is working with the Village and will keep everyone apprised.

A life estate resident, Evi Kubica, at Silver Creek will be vacating her premise soon and staff will be adding the residential trailer to the demolition list once the personal belongings are removed.

Executive Director Kessler reported that family members of the former landowners of the Sladkey Parcel in Glacial Park had visited the property and gotten their vehicle stuck. The District is in the process of revoking the unlimited access they have had as part of the land acquisition contract. The new license agreement will include that the family must let us know when they will be on site so there are no life safety issues or conflicts in the future.

Executive Director Kessler shared that staff reported that the Union Pacific Rail Road had been working in the area of Seneca Township Sec 31 along the HUM trail and had removed soil and debris from the culverts and ditches on their property and had dumped the spoils on the District's property. There is concerns that the water traveling in the area could move the spoils back into the ditch or move them with the water to somewhere else downstream. Director of Land Preservation and Natural Resources Collins recommended that the spoils be removed or stabilized and noted that the Union Pacific Railroad had not been contacted by the District as of this date.

Executive Director Kessler announced that the grant supported Lost Valley Visitor Center entrance road is now open to two-way traffic and has a new automatic gate.

Executive Director Kessler shared that due to the continued problem with water along the Prairie Trail near Ringwood, that staff will be requesting another extension on the resurfacing contract with an end date into 2020 for the November meeting as we hope for better weather once the asphalt plants reopen in the spring.

Executive Director Kessler announced that the US Army Corps of Engineers had also invited the federal legislators to the upcoming ribbon cutting for the Nippersink 206 project which will be held on Tuesday, November 5.

15.0 COMMITTEE ASSIGNMENTS & REPORT
15.1 **Trustee Reports on Conferences & Meetings Attended**

15.1a **Fox River Ecosystem Partnership (FREP)**
Secretary Campbell reported that the recent meeting was at Batavia High School and due to a conflict with the McHenry County WRAP meeting she was again not able to attend. The next meeting is on November 13, 2019 at the Cary Village Hall and will be a presentation by CMAP on the Fox River Corridor plan for the portion between Fox Bluff Conservation Area and Burton’s Bridge. She will not be able to attend due to the conflict with the WRAP meeting.

15.1b **Water Resource Action Plan (WRAP)**
Director of Land Preservation and Natural Resources Collins reported that this had been the last meeting covering transportation and covered salting, new designs for tollways to accommodate water on the sides, and the issues related to trying to modernize old roads. Plant Ecologist Ryan had been recognized for her work with McHenry Township Road District to develop seed mixes for along roadways in the Township which are starting to look really good. It was noted that the township still mows a few feet off the roadway to allow drivers to see small animals before they actually try and cross the roads. They are also working with the District on living snow fences.

15.1c **Chicago Wilderness**
Executive Director Kessler invited those present to the member appreciation and awards event on November 14, 2019 at the Chicago Botanic Garden in the late afternoon. Volunteer Dave Miller and John Rogner from IDNR will be among those being recognized. The District did not submit a site for accreditation through the Excellence in Ecological Restoration Program this year. The organization is hosting their own Conservation Congress on April 2nd, 2020 at UIC.

15.1d **McHenry County Farm Bureau**
Trustee Fritz reported that their meeting had been cancelled.

15.1e **IACFPD/IAPD/NRPA**
Executive Director Kessler reported that the next IACFPD meeting will be held on Thursday January 23, 2019 and the IAPD Awards Luncheon will be on Friday January 25, 2019.

15.1f **McHenry County Conservation Foundation**
Trustee Thomas reported that the Foundation is working on their new website. She noted that this board needs to provide additional direction to them and she was leaving the following day for a meeting of another similarly formed Foundation and will seek guidance from that group. She noted some stagnation on the part of that board and bitterness about projects that didn’t get done in the past.

15.1g **McHenry County Council of Governments**
President Scacci was planning to attend the following evening.

15.1h **Green Drinks Crystal Lake**
Trustee Brandt was not able to attend.

15.1i Conservation Congress 2020
This item was discussed at the Committee of the Whole meeting the previous week.

15.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee
Executive Director Kessler reported that the workshops were being launched on October 30th and that Director of Administration and Finance Dylak would be joining her at the workshop. They are still awaiting the results of the Cary Subarea Plan. Executive Director Kessler strongly advised the group that the District does not have the financial revenue sources of other governmental agencies and that we are the attraction that brings people to McHenry County to partake the services of others.

15.1k MAPP
Director of Operations and Public Safety Kremer explained the acronym for the benefit of the newest board members but had nothing to report affecting the District.

15.1l Other Outreach Contacts
President Scacci reported that the local horse clubs had about 30 riders out the past weekend at Brookdale Conservation Area using the Multiuse Trail. Director of Marketing and Education Kummerer reported that staff had manned a booth at Autumn Drive. Executive Assistant Basten invited those present to attend the upcoming Green Living Expo on November 2, 2019 at McHenry County College as the District is a sponsor of this event.

16.0 PUBLIC COMMENTS II
There were no public comments.

17.0 ADJOURN
A motion was made by Trustee Thomas, seconded by Trustee Fritz, to adjourn the meeting. A voice vote resulted in all ayes. Motion passed unanimously. Meeting adjourned at 7:30 p.m. October 22, 2019.

Respectfully submitted,

Carolyn Campbell, Secretary

Date 11-26-19

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