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 5:01 p.m. by President Kranz on the evening of Thursday, March 14, 2019 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

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

3.0 INTRODUCTORY ROLL CALL
3.1 Roll Call
Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Dave Brandt, Secretary
Carolyn Campbell, Trustee
John Henning, Trustee

Trustees Absent: Benjamin Washow, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Robert Nowak, County Board Liaison
Elizabeth S. Kessler, Executive Director
John Kremer, Director of Operations & Public Safety
Andy Dylak, Director of Administration & Finance
Ed Collins, Director of Land Preservation & Natural Resources
Wendy Kummerer, Director of Marketing & Communications
Anne Basten, Executive Assistant
Deb Chapman, Educational Services Manager
Sara Denham, Wildlife Resource Center Manager
Shawna Flavell, Director of Development/Executive Director
McHenry County Conservation Foundation
Jenny Heider, Human Resource Manager
Ryan Stewart, Police Sergeant
Amy Peters, Planning Manager
Val Siler, Land Preservation Manager
Perry Weborg, Sites & Fleet Manager
Brad Woodson, Natural Resource Manager
Gabe Powers, Natural Resources Project Coordinator
Ben O’Dea, Sites Supervisor
Jean Gerstbrein, Accounting Supervisor

Others Present: Joellen J. Cademartori, CEO, GovHR USA
4.0 CONSERVATION ETHIC
Secretary Brandt read Goal #6 and Treasurer Merkel read Goal #4 aloud.

5.0 CONSERVATION STEWARDSHIP PLEDGE
Vice President Scacci read the Conservation Stewardship Pledge introduction paragraph and Pledge No.2 aloud.

6.0 TRUSTEE REPORT
Secretary Brandt commented positively on the 19th Century Naturalists display which included a Passenger Pigeon egg.
Trustee Campbell attended the Wild Things Conference and saw several presentations. She also met with Director of Land Preservation and Natural Resources Collins, Wildlife Ecologist Jablonski and Plant Ecologist Ryan on the use of GIS for restoration and natural areas management.
Trustee Campbell also attended The Land Conservancy of McHenry County event featuring local farmer John Bartman and regenerative agriculture.

7.0 COUNTY BOARD LIAISON REPORT
County Board Liaison Nowak reported that there had been discussion on the Valley Hi Nursing Home and its excess funds and which is currently operating in the red. The County Board discussed expanded services to generate additional operating revenue. Due to the Valley Hi discussion, the planned strategic planning item was not discussed. There were a few new liquor ordinances related to gaming and raffle tickets that are out for public comment.

8.0 PRESIDENT’S REPORT
President Kranz reported that he had seen two swans on his ride to the meeting this evening. He had just returned from vacation.

9.0 PUBLIC COMMENTS
There were no public comments made.

10.0 PRESENTATIONS/INTRODUCTIONS
Director of Administration and Finance Dylak introduced Accounting Supervisor Gerstbrein and stated that she and Accounting Assistant Bryant are the ones keeping track of everything and doing most of the work.

10.2 Compensation Study Report - GovHR USA - Joellen J. Cademartori, Chief Executive Officer
Director of Administration and Finance Dylak introduced Ms. Cademartori who summarized her firm and the scope of work which went into the study. She also explained the seven (7) criteria used to define the comparable agencies (EAV per capita, per capita income, number of FT employees, General Fund & Special Revenue expenditures, Capital Fund expenditures, General Fund property tax revenues, and proximity) for the study and the addition of the three largest Forest Preserve Districts. She noted that in most instances the District was on target and only a few ranges were out of line.

Natural Resources Project Coordinator Powers read a story about “footy pajamas” and then described the impacts of high populations of deer on plant diversity and the process used to determine the locations and what type of hunting is recommended for an area. He also presented the six (6) stages of hunter development. He also thanked Sergeant Stewart and Education Program Coordinator Compton for their development of a day camp focused on hunting for the District which proved to be very popular. He also explained how the impact on other site users has developed over the years with some conservation areas only having a portion closed to site users while allowing hunting use on other portions. The April meeting will provide recommendations for the 2019-2020 hunting season.

11.0 BOARD BUSINESS - CONSENT AGENDA

11.1 Approval of Minutes
    11.1a February 7, 2019 - Conservation Congress
    11.1b February 7, 2019 - Special Call Meeting
    11.1c February 21, 2019

11.2 Motion to accept the Treasurer’s Report for February 28, 2019.

11.3 Motion to authorize the Executive Director to execute the four Month-to-Month Residence License Agreements as presented through the term of April 1, 2019 through March 31, 2020.

11.4 Motion to approve the lowest qualified bidders of Majestic Oaks Nursery, LLC of Spring Grove, IL ($33,767.25), and Midwest Groundcovers, LLC of St. Charles, IL ($567.50) for a total cost not to exceed $34,334.75 for the purchase of twelve (12) species of native trees and shrubs for reforestation projects on Conservation District sites and to allow an additional purchase of up to $10,000 using these bid results should the District be awarded a Com-Ed Green region grant for a total cost of all projects not to exceed $44,500 (Bid #0219.08.01).

11.5 Motion to accept the Compensation Study prepared and presented by GovHR USA of Northbrook, IL.

11.6 Motion to accept the Summary Report of the 2019 State of Conservation conversations as presented.

11.7 Motion to adopt Resolution #19-08 directing staff to work with the Illinois Nature Preserves Commission to prepare and submit the necessary documents to seek final approval to dedicate a portion of Alden Sedge Meadow Conservation Area as an Illinois Nature Preserve.

11.8 Motion to accept the 2018 Hunting Report.

11.9 Motion to award a contract for the Lost Valley Visitor Center entrance drive improvements at the Glacial Park Conservation Area from Chadwick Contracting Company of Lake in the Hills, IL, the lowest responsible and responsive bidder, for a cost not to exceed $242,340.23 (Bid #1218.09.01).

11.10 Motion authorize the Executive Director to execute a Professional Services Agreement with Baxter and Woodman Consulting Engineers of Crystal Lake, IL for Engineering Services to stabilize the Prairie Trail South Crystal Creek Bridge for a cost not to exceed $22,985.
Executive Director Kessler asked that item 11.9 be pulled and explained that the District had received notice that funding would be provided by legislative initiatives through the Department of Commerce & Economic Opportunity (DCEO) but the District has not yet received a written confirmation. There was concern that the funding might not be eligible if the project is started and the pricing on the project was based on it being able to be the first project of the year for the vendor. Director of Operations Kremer stated that his opinion is that the project would be reviewed favorably even if started, as the time line per DCEO covers projects from July 1, 2018 to June 30, 2020. It was also explained that the internal funding for the project was budgeted in FY 2019 but construction was delayed to FY 2020 and the funding is showing as a reappropriation in the tentative FY 2020 budget.

A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to approve all Board Business - Consent Agenda items as presented. A roll call vote gave the following results: Scacci-abstain, Brandt-yes, Merkel-yes, Campbell-yes, Henning-yes, Kranz-yes. Motion passed by a vote of 5 to 0 with 1 abstention.

Vice President Scacci stated he would abstain because he would rather wait to approve the contract.

12.0 OTHER BOARD BUSINESS
12.1 Approval of Bills Payable for the Month of February 2019

12.1a 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: W5455 - Walmart Community; C6943 - Cintas; T4919 - Triebold Implement; and W6539 - Woodstock Harley Davidson.

12.1b Motion to approve the payment of bills as indicated on the Submission of Bills Pending Report for the month ending February 28, 2019.

A motion was made by Secretary Brandt, seconded by Trustee Campbell, to pay the Conservation FS invoice as indicated on the Submission of Bills Pending Report for the month ending February 28, 2019 as presented. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Merkel-yes, Scacci-yes, Henning-abstain, Kranz-yes.

Motion passed by a vote of 5 to 0 with 1 abstention by Trustee Henning.

A motion was made by Treasurer Merkel, seconded by Trustee Campbell to approve the payment of the balance of the bills as indicated on the Submission of Bills Pending Report for the month ending February 28, 2019 as presented. A roll call vote gave the following results: Henning-yes, Scacci-yes, Brandt-yes, Campbell-yes, Merkel-yes, Kranz-yes.

Motion passed unanimously.

12.2 FY 2020 Tentative Budget Presentation and Consideration of Appropriation Ordinance #19-957

Director of Administration and Finance Dylak reviewed the funds which make up the Budget. He began with the General Fund budget which is based on the board
directive that it is balanced at $9,451,313 and that the minimum Fund Balance is maintained at 25% of the annual operating expenses ($2.4M).

Director of Administration and Finance Dylak then reviewed the tentative revenues including Property Taxes of $7,671,429 while reminding the board that the District has only taken three General Fund (3) levy increases in seven (7) years and took a tax reduction in 2013.

Alternative Non-Tax Revenue was then reviewed. Property Rent revenue, which is predominantly from farm leases, is expected to be $1,135,069 showing a 4.3% increase. Interest Income is trending upward and is estimated to be $216,389. Hunting, camping, shelter, and educational program fees are expected to be $158,990.

Director of Administration and Finance Dylak then covered operating expenses. Employee related expenses will remain 41% below the FY 2014 budget with employee education and training being the source of most of the cuts. Other contractual and commodities expenses have increased by 6.9% due to maintenance needs as well as increased utility prices. Personnel expenses as a percent of the total operating budget, have remained fairly consistent over the last seven (7) Fiscal Years and are budgeted to increase by 1.9% over the prior year. It was noted that the Local 150 contract is up for negotiation and the Fraternal Order of Police contract uses its own matrix system. Executive Leadership staff is recommending the addition of two positions: the return of one (1) FT Assistant Ranger and one (1) PT Administrative Assistant for the Foundation, which will be 100% reimbursed by the Foundation. One FT Volunteer Coordinator position was removed from the Marketing and Communications Department and replaced with two (2) PT Volunteer Coordinators; however, the recommendation is for the Natural Resource Volunteer Coordinator position to go full time beginning in the summer, with the additional expenses being funded through the NRM Special Revenue Fund. Additionally, some seasonal hours are also budgeted for natural resources for field support and the digitizing of agricultural lease related documents. Also, $6,318 is included for increasing the starting wages for seasonal District-wide.

Director of Administration and Finance Dylak reviewed the proposed revisions to the Salary Grade Structure based on the GovHR study which used 2018 salary figures from the comparable agencies. Staff also contacted the majority of comparable agencies to see what salary increases they had in the Calendar Year 2019 from those 2018 figures. This resulted in a recommendation of the midpoint being increased by 3% for all ranges and any revised ranges which fell below the current ranges being held unchanged. The final recommendations was for all non-bargaining employees with acceptable performance reviews to receive a 1.9% economic adjustment and be eligible for an additional 1.1% merit increase. The net cost of the economic and merit wage increases, added FT and seasonal staff, ‘4/7’ practice, new salary structure and all other changes result in a 5.41% annual increase in the cost of wages.

Director of Administration and Finance Dylak explained that there were several large pieces of equipment and vehicles budgeted as capital outlays included in the General Fund budget for pieces that have reached the end of their useful life totaling $220,700 which are supported by budgeted revenue. The total Capital Outlays for FY 2020 are $414,000 including appropriations from FY 2019 for projects that were not completed due to staff capacity. The Board will be presented with the revised Capital Improvement Plan (CIP) once reviewed by the Executive Leadership team within the next three months.
Director of Administration and Finance Dylak then covered the Dedicated Accounts Capital Fund which includes budgeted expenses which will only be expended if the matching revenues are realized first. These revenues include grants and donations.

The balance of the budget timeline was then discussed with the expected acceptance of the proposed budget by the County Board at their May 21, 2019 meeting.

A motion was made by Treasurer Merkel, seconded by Secretary Brandt, to pass Ordinance #19-957 approving the Tentative Budget and Appropriation Ordinance for FY 2020 (April 1, 2019 to March 31, 2020) as presented. A roll call vote gave the following results: Scacci-yes, Henning-yes, Campbell-yes, Merkel-yes, Brandt-yes, Kranz-yes. Motion passed unanimously.

12.3 Naming of 35th Conservation District Site
The Board of Trustees was presented with the top three (3) names submitted by the public: Alden Creek Conservation Area; Alden Gap Conservation Area; and Wedgewood Conservation Area. Secretary Brandt spoke on behalf of the geologically based name of Alden Gap Conservation Area. Treasurer Merkel expressed a desire to name something after Ken and Darlene Fiske.

A motion was made by Secretary Brandt, seconded by Treasurer Merkel, to officially name the 35th Conservation District site: Alden Gap Conservation Area. A roll call vote gave the following results: Campbell-yes, Merkel-yes, Henning-yes, Brandt-yes, Scacci-yes, Kranz-yes.

Motion passed unanimously.

13.0 EXECUTIVE DIRECTOR’S REPORT
13.1 Legislative Update - Verbal
Executive Director Kessler reported that she had attended the Illinois Environmental Council Conservation Day and had spoken to legislators regarding the wrongful tree cutting act and endangered species legislation. The group also met with the new Illinois Department of Natural Resources (IDNR) Director Colleen Callahan.

13.2 IAPD Parks Day - Springfield, IL April 30-May 1st, 2019
Trustees Campbell and Brandt are planning to attend this one. The Illinois Association of Forest Preserve and Conservation Districts is working on setting up a meeting with Governor Pritzker and IDNR Director Callahan during the event.

Executive Director Kessler also reported that the District has received reimbursements from the McHenry County Conservation Foundation (MCCF) for all projects completed to date. She also stated that the Festival of the Sugar Maples did not have cooperative weather with numbers down and no syrup produced.

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 One Earth Film Festival was held at Wabonsee College and the Fox River Summit was held earlier today, March 21st in Burlington, Wisconsin and she was not able to attend. Next meeting will be April 10th at Memorial Park in Carpentersville on stream stabilization and May will be at Lost Valley Visitor Center with Rights of Way as habitat.
14.1b Water Resource Action Plan (WRAP)
Director of Land Preservation and Natural Resources Collins reported that he is the staff member attending these meetings and will report beginning in April.

14.1c Chicago Wilderness
Executive Director Kessler reported that she had attended the Wild Things Conference as the Chair of Chicago Wilderness and noted that Social Media Specialist McWhorter’s presentation was well received. Chicago Wilderness will be hosting their own Conservation Congress in April of 2020.

14.1d McHenry County Farm Bureau
Trustee Henning reported that they are still investigating drainage districts noting that there were at least forty (40) of them and that the District is impacted by many of them but the group is a long way off from any action.

14.1e IACFPD/IAPD/NRPA
Trustees Brandt and Campbell are going to Springfield at the end of April.

14.1f McHenry County Conservation Foundation
Secretary Brandt reported that at the Foundation met on Tuesday of this same week and he is again encouraging all District Trustees to become members of the Foundation. The group did not approve a purchasing policy yet but they have been discussing it. The directors were awaiting a legal opinion on the designation of the part time staff person as an employee or a contractor.

14.1g McHenry County Council of Governments
Trustee Campbell attended the event with a brief presentation on a water management plan. The next meeting is the following week at Port Edwards on the GOTO 2050 plan by CMAP. Executive Director Kessler will be speaking at the April event.

14.1h Green Drinks Crystal Lake
Trustee Campbell attended the event and the speaker was John DeFrancisco on the value of microgreens and how grow them.

14.1i Conservation Congress 2020
It was reported that McHenry County College has been reserved for the event next February.

14.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee
Executive Director Kessler reported that the draft plan is out and the group will be reviewing it at their next meeting. They also discussed the Tri-County roadway alignment as proposed.
14.1k **MAPP**
Director of Operations and Public Safety Kremer reported that the group has not met recently.

14.1l **Other Outreach Contacts**
Trustee Campbell reported that Alissa Moore from MCC will be answering questions on March 20, 2019 on the new urban agriculture program from 8 am to 5:30 pm at the college.
Director of Land Preservation and Natural Resources Collins was in attendance for the awarding of the Fell Award at the Natural Land Institute annual meeting. The recipients were Steve and June Keibler.

15.0 **PUBLIC COMMENTS II**
There were no public comments.

16.0 **EXECUTIVE SESSION**
At 7:30 p.m., a motion was made by Secretary Brandt, seconded by Treasurer Merkel, to go into Executive Session pursuant to exemption 2C5 (Real Estate) and 2C11 (Probable and Pending Litigation) of the Opens Meeting Act. A roll call vote gave the following results: Merkel-yes, Brandt-yes, Henning-yes, Scacci-yes, Campbell-yes, Kranz-yes.

17.0 **RECONVENE**
The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 8:36 p.m. by President Kranz on the evening of Thursday, March 14, 2019 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

17.1 **Roll Call**
Trustees Present: Dave Kranz, President
Vern Scacci, Vice President
Pete Merkel, Treasurer
Dave Brandt, Secretary
Carolyn Campbell, Trustee
John Henning, Trustee

Trustees Absent: Benjamin Washow, Trustee

Counsel & Staff Present: James D. Rock, Legal Counsel
Robert Nowak, County Board Liaison
Elizabeth S. Kessler, Executive Director
John Kremer, Director of Operations & Public Safety
Anne Basten, Executive Assistant
18.0  ADJOURN

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

   Motion passed unanimously. Meeting adjourned at 8:37 p.m. March 14, 2019.

Respectfully submitted,

Dave Brandt, Secretary

4/18/19

Date