McHENRY COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES

SPECIAL CALL MEETING
MINUTES OF AUGUST 22, 2019

Prior to the meeting being called to order, Attorney Puma, performed the swearing in of Trustee William “Bill” Cook onto the District Board of Trustees.

1.0 CALL TO ORDER
A Special Call Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:02 p.m. by President Scacci on the evening of Thursday, August 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
John Henning, Treasurer
Carolyn Campbell, Secretary
Patrick Fritz, Trustee
Bill Cook, Trustee

Trustees Absent: Dave Brandt, Vice President
One Successor Trustee Vacancy (2019-2024) pending appointment

Counsel & Staff Present: Scott A. Puma, Legal Counsel
Ed Collins, Director Land Preservation & Natural Resources/Acting Executive Director
John Kremer, Director of Operations & Public Safety
Andy Dylak, Director Administration & Finance
Wendy Kummerer, Director Marketing & Communications
Anne Basten, Executive Assistant

4.0 CONSERVATION ETHIC
President Scacci read Goal #6 and Treasurer Henning read Goal #3 aloud.

5.0 CONSERVATION STEWARDSHIP PLEDGE
Trustee Fritz read the Conservation Stewardship Pledge introduction paragraph and Pledge No. 7 aloud

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

Special Call Open Session Minutes 8.22.2019  Page 1 of 7
7.0 SPECIAL RECOGNITION PRESENTATIONS/INTRODUCTIONS
There were no presentations or introductions this evening.

8.0 TRUSTEE REPORT
There were no Trustee Reports at this time.

9.0 COUNTY BOARD LIAISON REPORT
County Board Liaison Nowak was not present to provide a report.

10.0 PRESIDENT’S REPORT
President Scacci thanked all present for being flexible due to the lack of quorum which required the cancellation of the regular meeting on August 20, 2019.

11.0 PUBLIC COMMENTS
There were no public comments.

12.0 BOARD BUSINESS - CONSENT AGENDA
Secretary Campbell read all of the actions to be taken on the Consent Agenda as follows:

12.1 Approval of Minutes of Previous Meetings
   12.1a July 18, 2019
   12.1b June 20, 2019 - Executive Session
   12.1c July 24, 2019 - Finance & Administrative Committee

12.2 Acceptance of the Treasurer’s Report for July 31, 2019 as presented.

12.3 Resolution #19-47 amending Resolution #19-45 correcting a scrivener’s error in the motion which authorized the execution of a 3-Year Collective Bargaining Agreement (April 1, 2019 to March 31, 2022) with the International Union of Operating Engineers, Local 150.

12.4 Resolution #19-41 taking from the table and accepting the 5-Year Natural Capital Improvement Plan for FY 2021-FY 2025 with a proposed set of projects organized by phases.

12.5 Authorize the preparation of specifications and letting of bids for the purchase of native seed for Countywide Land Preservation and Natural Resource Division restoration projects (BID #0819.08.01).

12.6 Resolution #19-48 awarding a contract for the purchase of one new compact tracked skid loader (CAT 299D3 XE) to Altorfer Industries, Inc. of Elmhurst, IL, the lowest, responsible and responsive bidder, for a cost not to exceed $82,000 (BID #0619.08.02).

12.7 Resolution #19-49 awarding a contract to purchase the Avant 755i Utility Tractor from Russo Power Equipment of Hainesville, IL, the lowest responsible and responsive bidder, for a cost not to exceed $62,752.99 (BID #0619.07.03).

12.8 Resolution #19-50 awarding a contract to PetroChoice of Elgin, IL, the lowest, responsible, and responsive bidder, for the purchase of unleaded and diesel fuels at $2.700 per gallon over the market price the day the fuel is delivered for a period of one (1) year starting September 1, 2019 and ending August 31, 2020 (BID #0619.07.01).

12.9 Resolution #19-51 awarding a contract to Suburban Propane of Crystal Lake, IL, the lowest, responsible, and responsive bidder, for the purchase of
propane fuel at a cost not to exceed $0.86 per gallon for a period of one (1) year starting September 1, 2019 and ending August 31, 2020 (BID #0619.07.02).

12.10 Resolution #19-52 awarding a contract for the purchase of rock rip rap for stream armoring and riffle construction on the School Springs Wetland Mitigation Project to G&G Diggers, Inc. of Harvard, IL, the lowest, responsible, and responsive bidder, at a unit cost of $18.00/ton Limestone delivered, $16.25/ton #8 rock delivered, and $18.25/ton #10 rock delivered, for a total cost not to exceed $22,750 (BID #0619.08.01).

12.11 Resolution #19-53 authorizing the execution of a Mutual Aid Agreement with the Village of Lakemoor.

12.12 Resolution #19-54 authorizing the purchase of two (2) Ford F-150 replacement vehicles directly off the Illinois State Bid Purchasing Contract #Q0568 for a total cost not to exceed $60,000 (BID #0819.06.01).

12.13 Resolution #19-55 authorizing the payment to the McHenry County Treasurer for the 2019 Second Installment Property Taxes and Fees in an amount not to exceed $89,155.83.

12.14 Resolution #19-56 approving the District’s participation as a stakeholder in the Chain O’Lakes watershed two-year planning process, submittal of a letter of support for the U.S. EPA Section 319 grant application, and pledge of a $400 financial contribution towards the local match due to the importance of this water resource to McHenry County and the region.

12.15 Resolution #19-58 authorizing the realignment of the Education Services Department under the Marketing & Education Division effective October 1, 2019 and approving the modifications to the Education Services Manager (Grade 20A), Director of Marketing and Education (Grade 21A) and Director of Operations and Public Safety (Grade 24A) job descriptions and reclassifying the LPNR Volunteer Coordinator (Grade 15A) to exempt status.

12.16 Ordinance #19-964 authorizing the execution of purchase contract(s) or submit bids for the acquisition of real property off McHenry County’s Surplus Property Auction.

A motion was made by Treasurer Henning, seconded by Secretary Campbell, to approve all items on the Board Business-Consent Agenda items 12.1 through 12.16 as read by the Secretary. A roll call vote gave the following results: Campbell-yes, Cook-yes, Fritz-yes, Henning-yes, Scacci-yes.

Motion passed unanimously.

13.0 NEW AND UNFINISHED BOARD BUSINESS

13.1 Approval of Bills Payable for the Month of July 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: C5808 CDW Government, Inc - $466.89; B7808 - Bank Card Processing - S.D. $459.00; and W5455 - Walmart Community - credit (-$98.67).
13.1b Consideration to Approve the payment of Conserve FS as indicated on the Submission of Bills Pending Report for the period ending July 31, 2019

A motion was made by Secretary Campbell, seconded by Trustee Fritz, to authorize the payment of $91.00 to Conserve FS. A roll call vote gave the following results: Henning-abstain, Fritz-yes, Campbell-yes, Cook-yes, Scacci-yes.

Motion passed 4 to 0 with 1 abstention by Treasurer Henning.

13.1c Consideration to approve the payment of the balance of bills as indicated on the Submission of Bills Pending reports for the month ending July 31, 2019.

A motion was made by Secretary Campbell, seconded by President Scacci, to approve the payment of the balance of the bills as indicated on the Submission of Bills Pending reports for the month ending July 31, 2019. A roll call vote gave the following results: Campbell-yes, Henning-yes, Cook-yes, Fritz-yes, Scacci-yes.

Motion passed unanimously.

13.2 School Springs Wetland and Stream Mitigation Bank

Director of Land Preservation and Natural Resources Collins explained that the final paperwork is almost complete for the program; however, the permit for the movement of earth has already been issued and work is moving quite quickly.

The consensus of the Board of Trustees was to continue moving forward and authorize the submission of the final paperwork when completed.

Treasurer Henning asked about the matting used to stabilize the soil and Director of Land Preservation and Natural Resources Collins explained that the product used does not contain the plastic mesh and is comparison shopped for each purchase. Director of Land Preservation and Natural Resources Collins stated that it was easier to get than it used to be.

Director of Land Preservation and Natural Resources Collins briefly explained the use of mitigation banks to compensate for wetlands and streams lost by development and explained the competitive nature of the sale of such restored land in determining the actual price of credits sold for those not familiar with the project.

13.3 MAPP Initiative: Cycling Without Age McHenry County - Winter Storage of Trishaw Bikes

Director of Operations and Public Safety Kremer explained that the Harvard Senior Center and the McHenry County Bicycle Advocates had applied for a grant to establish a local chapter of Cycling Without Age. The organization uses Trishaw bikes to offer free bike rides to seniors and less-abled people in their own communities. They are asking for the District to supply winter storage space of approximately 300 sq. ft. Director of Operations & Public Safety Kremer explained that the District could make the unheated space with no utilities available and with no responsibility to the District through an agreement similar to what we have with LL Bean for storage of their equipment.

The consensus was to direct staff to move forward with negotiations.
13.4 Comprehensive Administrative Policy & Procedural Manual: Policy 3.01.03 - Participation by Leadership Team at Board of Trustees Meetings

Director of Land Preservation and Natural Resources Collins read the revised policy out loud. The Board of Trustees discussed that there was no point in staff sitting there if they did not need to provide information. Director of Operations and Public Safety Kremer stated that he did not have the depth and breadth of knowledge that Planning Manager Peters or Sites & Fleet Manager Weborg has on their projects and emphasized the importance to have questions from the Trustees asked in advance so that Directors could be prepared to respond during the meetings.

Director of Land Preservation and Natural Resources Collins explained that the Managers had shared that they could understand and explain to front line staff, the decisions of the Board of Trustees after watching the board transactions on a month to month basis and that they would lose that synergy.

President Scacci shared that he had spoken to other local government agencies and they do not have their Tier 2 staff attend meetings unless needed for a particular topic. The County currently has staff going in and out of the meetings as needed for the day meetings but do not compensate salaried employees who attend meetings after regular office hours. He also stated that he had heard complaints via line staff that the Managers were not sharing information from the Board of Trustee meetings regularly. His last statement was that the Departments have said they do not have time or staff to complete their work so this will free up almost a week a year to accomplish some of the tasks assigned. Later he stated that it also shows to the public that our staff is being compensated for work needing to be done rather than for attending repetitive meetings. He will plan to attend a leadership team meeting to state his case.

It was noted that compensatory time is usually used in hours or days at a time rather than a week at a time.

The consensus was that this reading would be considered a first reading of the policy change.

13.5 Acceptance of G. Johnson/Dankert 2 Gift Parcel

A motion was made by Secretary Campbell, seconded by Treasurer Henning, to pass Ordinance #19-963 authorizing the acquisition of real property commonly known as the G. Johnson/Dankert 2 Gift Parcel. A roll call vote gave the following results: Cook-yes, Henning-yes, Fritz-yes, Campbell-yes, Scacci-yes.

Motion passed unanimously.

14.0 EXECUTIVE DIRECTOR’S REPORT

Director of Land Preservation and Natural Resources Collins reported that staff will be participating in the County Water Forum on September 11, 2019 and the Water Resources Action Plan meeting prior to the Forum. Staff will have an informational table in the lobby of the MCC Conference center during the forum, highlighting the mitigation bank project as well as the work the District has done to relieve flooding in McHenry County.

15.0 COMMITTEE ASSIGNMENTS & REPORT

15.1 Trustee Reports on Conferences & Meetings Attended

15.1a Fox River Ecosystem Partnership (FREP)

Trustee Campbell reported that the last meeting was at Sterne’s Woods where the Illinois Nature Preserves Commission and the Crystal Lake Park District highlighted the work being done to recreate the fen habitat.
15.1b Water Resource Action Plan (WRAP)
Director of Land Preservation and Natural Resources Collins reported that there had been presentations by: Gary Clark, IDNR on Water Law, Karen Katamay, IEPA on NPDES and Municipal Separate Storm Sewer Systems, and Joanna Colletti, McHenry County on the county's Stormwater Ordinance. He was surprised to learn that navigability is based on being able to be canoed at least once a year.

15.1c Chicago Wilderness
There was no report.

15.1d McHenry County Farm Bureau
Trustee Fritz reported that there was no information pertaining to the District to report.

15.1e IACFPD/JAPD/NRPA
Executive Assistant Basten reported there had been a meeting the previous week which Executive Director Kessler had attended.

15.1f McHenry County Conservation Foundation
President Scacci has assigned this group to himself. He reported that they are in the early stages of implementing their strategic plan and that they have a little over $900,000 in their treasury. Their next meeting is in October.

15.1g McHenry County Council of Governments
President Scacci reported that no one attended the golf outing. He noted that there are less presentations and more social events and that he is not comfortable sending Trustees to the social events.

15.1h Green Drinks Crystal Lake
Executive Assistant Basten reported that local farmer John Bartman had given a presentation on Regenerative Farming practices and the use of cover crops on his family's farm in Marengo. Mr. Bartman is the first farmer to receive a S.T.A.R. (Saving Tomorrow's Agriculture Resources) Program certification from the Illinois Sustainable Ag Partnership in McHenry County.

15.1i Conservation Congress 2020
Marketing and Communications Manager Kummerer reported that the Steering committee is being formed after Labor Day. Executive Assistant Basten reported that invitations to serve on the committee had been sent on behalf of President Scacci and Vice President Brandt to all Trustee Emeritus.

15.1j MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee
There was nothing to report at this time.

15.1k MAPP
Director of Operations and Public Safety Kremer reported that McDOT had placed cameras on six of our trails to register all of the users on a single
date (Saturday, July 27, 2019) and highlighted some of the numbers: the Bull Valley Road crossing on the Prairie Trail Link had 199 users; Ridgefield Trace near the college had 98 users; the crossing at Virginia and Pyott Roads had 917 users. He also reported that one person used the trail at 2:00 a.m. and one person used the trail at 3:00 a.m.; however, the balance of the use was centered between 6:00 a.m. and 9:00 p.m. with the bulk between Noon and 1:00 p.m. and 3:00 to 4:00 p.m.

15.11 Other Outreach Contacts
Director of Land Preservation and Natural Resource Collins reported that the Faith Bridge Committee had used Pleasant Valley Conservation Area for their first meeting in July of this year.

Attorney Puma shared with the Board that a judge had given the plaintiff in an ongoing litigation matter a twenty-one day extension to acquire a new attorney.

Secretary Campbell shared a revised draft Executive Director Evaluation Form and instructions for Trustees to provide feedback. President Scacci asked that the written feedback be sent to him by September 3, 2019 and was specifically interested in receiving specific goals and objectives to be included. He asked to have the final document ready to be implemented on September 19, 2019.

President Scacci asked about progress on the FY 2021 budget. Director of Administration and Finance Dylak reported that the Managers are working on the details and they are to be turned in to him by October 1st. Director of Operations and Public Safety Kremer reported that his staff has been working on the Capital Plan and Capacity report requested earlier and expected to have a presentation ready for September covering 1 year and 3 years out.

President Scacci asked that the following items be discussed under New Business at the meeting scheduled for September 24, 2019: Fox Bluff Master Plan - Nature Hospitality Experience “Glamping”, Pichen Repayment Plan, and other sources of revenue.

16.0 PUBLIC COMMENTS II
There were no public comments.

17.0 ADJOURN
A motion was made by Treasurer Henning, seconded by Trustee Cook, to adjourn the meeting. A voice vote resulted in all ayes.
Motion passed unanimously. Meeting adjourned at 6:49 p.m. August 22, 2019.

Respectfully submitted,
Carolyn Campbell, Secretary

Date

9-24-19