McHENRY COUNTY CONSERVATION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
MINUTES OF AUGUST 25, 2020

1.0 CALL TO ORDER
At 5:24 p.m. on the evening of Tuesday, August 25, 2020, President Henning began the meeting at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois and via Video Conference by ZOOM under Gubernatorial Disaster Proclamation - Executive Order 2020-10 and 2020-18 Suspending the Open Meetings Act (5 ILCS 120/2 & 120/7) which limits remote participation of the public body and requiring a quorum be physically present in a public space. The meeting was available for public access through the same logon and meeting code as the Trustees. Trustees were present at Brookdale Administrative Offices and were connected to the live ZOOM meeting through their individual devices for video and a shared conference phone for audio.

President Henning stated that he had determined that it was not practical or prudent to hold the public meeting of the Board in person with members of the public due to the current pandemic (PA 101-0640).

The Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:24 p.m. by President Henning on the evening of Tuesday, August 25, 2020 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098 and via Video Conference by ZOOM. The meeting was recorded and was posted to www.youtube.com/user/DiscoverMCCD/videos the following morning.

2.0 PLEDGE OF ALLEGIANCE

3.0 INTRODUCTORY ROLL CALL
3.1 Roll Call
Trustees Present: John Henning, President  
Dave Brandt, Vice President (Remote)  
Carolyn Campbell, Secretary  
Bill Cook, Treasurer  
Pat Fritz, Trustee  
Linda Thomas, Trustee

Trustee Absent: One Vacant Position

Counsel & Staff Present: Andrew S. Paine, Legal Counsel (Remote)  
Elizabeth S. Kessler, Executive Director  
Ed Collins, Director Land Preservation & Natural Resources (Remote)  
Andy Dylak, Director Administration & Finance (Remote)  
John Kremer, Director Operations & Public Safety (Remote)  
Wendy Kummerer, Director Marketing & Education (Remote)  
Anne Basten, Executive Assistant

Others Present: Tyler Feeney, Area Vice President, Arthur J. Gallagher Insurance (Remote)  
Other members of the staff and public logged on and off

Open Session Minutes 8.25.2020
4.0 CONSERVATION ETHIC
Trustee Thomas read the Conservation Ethic aloud. Trustee Fritz read Goal #3 aloud.

5.0 CONSERVATION STEWARDSHIP PLEDGE
Treasurer Cook read the Conservation Stewardship Pledge No. 7 aloud.

6.0 READING OF OATH
6.1 Reading of the Oath of Office - if New Trustee Appointed
No new Trustee has been appointed as of this date.

7.0 PRESENTATIONS/INTRODUCTIONS
7.1 Introduction of New Team Member - Officer Roy Drexler
Chief King introduced Officer Roy Drexler as a lateral transfer as he already has experience at Waukegan Police Department and will not need to attend the Illinois State Police Academy. She also noted that Officer Drexler has already completed Step 1 of field training. The Board of Trustees welcomed Officer Drexler to the team.

7.2 Agricultural ArcGIS/ESRI - Cindy Rendl, GIS Specialist
Director of Land Preservation and Natural Resources Collins talked about the large amount of data used to build the farm database and introduced GIS Specialist Cindy Rendl.

GIS Specialist Rendl then shared a presentation covering the evolution of the District’s Farm Management Program which is now online and includes an Agricultural Conservation Index and consolidated four large file cabinets worth of historical data. The system has been moved to ArcGIS Online and tracks information and work done to Farm Lease Parcels (FLP), Farm Fields (FF), and Farm Conservation Areas (FCA) with maps, dashboards and web applications.

GIS Specialist Rendl demonstrated the program and is hoping to train the land managers so they can answer their own questions while out in the field. The intention is to save a lot of time posting data and researching answers internally and externally while showing the benefits of Best Management Practices (BMPs) to soil health, crop productions and conservation.

8.0 TRUSTEES REPORT
Vice President Brandt volunteered to serve as the Liaison to the newly invigorated Kishwaukee River Ecosystem Partnership.

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

10.0 PRESIDENT’S REPORT
President Henning had nothing to report.

11.0 PUBLIC COMMENTS
President Henning asked members of the public in attendance if they would like to make a comment and gave them instructions to raise their hands in the ZOOM video.
communications platform and that their microphone would be unmuted. No members of the public gave an indication that they wanted to make a comment.

12.0 BOARD BUSINESS - CONSENT AGENDA

12.1 Approval of Minutes of Previous Meetings
   12.1a July 14, 2020 - Finance & Administrative Committee
   12.1b July 16, 2020 - Committee of the Whole
   12.1c July 21, 2020 - Regular Monthly
   12.1d June 18, 2020 - Executive Session

12.2 Acceptance of the Treasurer's Report
   12.2a July 31, 2020

12.3 Resolution #20-66, a Resolution accepting the FY 2021-FY 2023 Strategic Plan Tactics/Work Plan as presented.

12.4 Second Reading. Ordinance #20-990, an Ordinance amending Comprehensive Administrative Policy and Procedure Manual 2.04.06 Remote Participation, 2.04.08 Storage and Disposal of Meeting Recordings and 4.01 Records Retention-Public Access.

12.5 Resolution #20-67, a Resolution authorizing the purchase of three (3) replacement vehicles directly off of the Illinois State Bid Purchasing Contract #18-146CMS-BOSS4-P-426 for a total cost not to exceed $90,000.

12.6 Resolution #20-68, a Resolution authorizing the Executive Director to execute a contract with Petrochoice of Elgin, IL, the lowest responsible and responsive bidder, for unleaded and diesel fuels at plus $.2700 per gallon over market price the day the fuel is delivered for a period of one (1) year starting September 1, 2020 and ending August 31, 2021 (BID #0720.07.01).

12.7 Resolution #20-69, a Resolution authorizing the Executive Director to execute a contract with AmeriGas Propane GP, LLC, of Gurnee, IL, the lowest responsible and responsive bidder, for the purchase of propane fuel at a cost not to exceed $1.005 per gallon for a period of one (1) year starting September 1, 2020 and ending August 31, 2021 (BID #0720.07.02).

12.8 Authorization to prepare specifications and let bids for the purchase of native seed for standard mixes for county-wide Land Preservation and Natural Resource Division projects (BID #0820.08.01).

12.9 Authorization for staff to begin the negotiation process on the listed agricultural leases on twenty (20) parcels containing approximately 1,866.39+/- acres: Coral Woods/Croll (COW 11513 - 23.75+/- acres), Pleasant Valley/Gortva Parcel (PLV 10791 - 40.30+/- acres), Becks Woods/Haerter (BEC 8509 - 32.35+/- acres), Queen Anne/Hagenah (QAP 950 - 243.51+/- acres), Kloempken/Hennig (KLP 9273 - 52.62+/- acres), Pleasant Valley/Henrici (PLV 10878 - 127.77+/- acres), Winding Creek/Johnson (BAW 1125 - 114.92+/- acres), Pleasant Valley/Kincaid (PLV 11469-9746 - 103.56+/- acres), Brookdale/Loshaugh (BRD 1004 - 139.06+/- acres), Queen Anne/Manke (QAP 11933 - 119.61+/- acres), Kishwaukee Corridor/ Monaco (KWC 8604 - 101.89+/- acres), Kishwaukee Corridor/O'Connor (KWC 8604 - 29.24+/- acres), Brookdale/Paulsen (BRD 704 - 329.02+/- acres), Hollows/Pichen (HOL 166 - 64.54+/- acres), Brookdale/Plum Tree National (BRD 1089 - 42.74+/- acres), Brookdale/Roberts (BRD 9698 - 20.48+/- acres), Kishwaukee Corridor/Rose (KWC 2170 - 162.41+/- acres), Kishwaukee Corridor/Shultis (KWC 11526-11548 - 46.72+/- acres), Coral Woods/Williams O'Leary (COW 11786 -
11.74+/ - acres), and Queen Anne/Wolf-Slough Creek (QAP 11263 - 60.16+/ - acres).

12.10 Authorization for staff to begin the negotiation process on the Joint Grassland Venture Leases on nine (9) parcels containing approximately 245.42 +/- acres: Boone Creek (BOC1 - 54.78+/ - acres), Coral Woods - Kling Parcel (COW1 - 4.55+/ - acres), Goose Lake (GOL1 - 25.08+/ - acres), Lind Woods (LIW1 - 10.95+/ - acres), Marengo Ridge (MAR2 - 26.88+/ - acres), Pleasant Valley (PLV3 - 58.66+/ - acres), Silver Creek (SVC2 - 13.7+/ - acres), Winding Creek (BAW1 - 43.73+/ - acres), and Winding Creek/Bailey Woods (BAW2 - 7.09+/ - acres).

12.11 Resolution #20-70, a Resolution authorizing the Executive Director to execute a license agreement LL Bean for the use of The Hollows Conservation Area and Fel-Pro RRR and Prairieview Education Center for Paddle Board, Archery and Fly-Casting Classes.

12.12 Resolution #20-71, a Resolution acknowledging November 3, 2020 as a 2020 General Election Day per Public Act 101-0642 and to recognize it as a one-time paid-holiday for calendar year 2020.

12.13 Resolution #20-72, a Resolution authorizing the payment to the McHenry County Treasurer for the 2020 Second Installment Property Taxes and Fees in an amount not to exceed $87,833.

12.14 Resolution #20-73, a Resolution authorizing the Executive Director to execute an Intergovernmental Agreement Granting License for Facility Use with the Illinois Nature Preserves Commission for Office Space at Lost Valley Visitor Center.

12.15 Ordinance #20-991, an Ordinance authorizing the execution of a Land Preservation Project and Gift Agreement and Memorandum of Understanding with McHenry County Conservation Foundation, McHenry County Conservation District and James and Bonnie Leahy.

12.16 Resolution #20-74, a Resolution authorizing membership in the Northwest Health Insurance Pool Sub-Pool of the Intergovernmental Personnel Benefit Cooperative (IPBC).

12.17 Resolution #20-75, a Resolution Motion authorizing the Executive Director to execute an agreement with Sikich, LLP of Naperville, Illinois to serve as the District’s independent auditors and perform audit services for the fiscal years ending March 31, 2021 and 2022 at a cost of $21,800 and $22,250 respectively.

A motion was made by Secretary Campbell, seconded by Vice President Brandt, to approve Board Business-Consent Agenda Items 12.1 through 12.17 as presented after being read aloud. A roll call vote gave the following results: Thomas-yes, Brandt-yes, Fritz-yes, Campbell-yes, Cook-yes, Henning-yes. Motion passed unanimously.

13.0 OTHER BOARD BUSINESS

13.1 Approval of Bills Payable for the Month of July 2020

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:
I7819 Illinois Secretary of State Police $151.00; C7785 Captain Rod’s Board Lift Service $400.00; and, N8559 Northern Illinois Service Co $623.00.

13.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending July 31, 2020.
A motion was made by Trustee Fritz, seconded by Treasurer Cook, to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending July 31, 2020 as presented. A roll call vote gave the following results: Brandt-yes, Fritz-yes, Campbell-yes, Cook-yes, Thomas-yes, Henning-abstained.
Motion passed by a vote of 5 to 0 with 1 abstention by President Henning.

13.1c Consideration to approve the payment of the bills as indicated on the Submission of Bills Pending reports for the month ending July 31, 2020.
A motion was made by Treasurer Cook, seconded by Trustee Thomas, to approve the payment of bills as indicated on the Submission of Bills Pending reports for the month ending July 31, 2020. A roll call vote gave the following results: Campbell-yes, Thomas-yes, Brandt-yes, Cook-yes, Fritz-yes, Henning-yes.
Motion passed unanimously.

13.2 Consideration of a Resolution Authorizing the Execution of a Professional Services Agreement for Engineering Services for the Stream Erosion and Trail Stabilization of the Prairie Trail South
Executive Director Kessler announced that since the Committee of the Whole meeting last week where this item and process was discussed, she had become aware that pricing information from the recommended firm of choice had been received by staff in advance of the meeting. While not as expected or communicated to the Board of Trustees, the acceptance of the professional services agreement did not present any legal issues of concern. The project is budgeted at $65,000.
A motion was made by Secretary Campbell, seconded by Treasurer Cook, to adopt Resolution #20-76, a Resolution authorizing the Executive Director to execute a Professional Services Agreement with Hey and Associates of Volo, IL for a cost not to exceed $63,000 for Engineering Services for the Stream Erosion and Trail Stabilization of the Prairie Trail South. A roll call vote gave the following results: Fritz-yes, Cook-yes, Campbell-yes, Thomas-yes, Brandt-recused, Henning-yes.
Motion passed 5 to 0, with a recusal by Vice President Brandt.

13.3 Consideration of a Resolution Authorizing the Submission of a Federal Lands Access Program (FLAP) Grant Application for improvements to the Harts Road access to Glacial Park Conservation Area and associated trail and wildlife improvements
A motion was made by Secretary Campbell, seconded by Treasurer Cook, to adopt Resolution #20-77, a Resolution authorizing the submission of a Federal Lands
Access Program (FLAP) Grant Application for improvement to the Harts Road access to Glacial Park Conservation Area and associated trail and wildlife improvements. A roll call vote the following results: Brandt-yes, Cook-yes, Fritz-yes, Campbell-yes, Thomas-yes, Henning-yes. Motion passed unanimously.

14.0 EXECUTIVE DIRECTOR’S REPORT

14.1 Legislative Update - Verbal Report
Executive Director Kessler reiterated that the America’s Great Outdoors Act passed and was signed by the President which for the first time in history, fully funds and appropriates the Land and Water Conservation Fund (LWCF).

14.2 Update on COVID-19 Pandemic Preparedness and Response Plan - Continuity of Business Functions and Operations
Executive Director Kessler will continue to report on things as they come up related to COVID. The District has received a grant for reimbursement of expenses for $45,000. So far we’ve spent $35,000 and another $11,000 is expected to be expended between June and December.

Executive Director Kessler reported that the public hearing on 300 West is expected to be September 23, 2020 at 6 p.m. although the District has not yet received official notification. Special counsel will be present to represent us as previously authorized by the Board of Trustees.

The IAPD Best of the Best Gala will be October 16, 2020 at Chevy Chase Country Club in Wheeling and will be in person. The District has submitted an award application on COVID-19 Response and Vice President Brandt will be receiving a 10-Year Service Award. The Illinois Environmental Council and Openlands events will be virtual this year and information will be sent out via email.

The Fall Landscapes is out.

There was an article out this same day on our Outdoor Concert opportunity which is now a registration event with a limited number of attendees and there is a fee charged.

There was an article in the Chicago Tribune on why Chicago parks are so crowded during the pandemic which showed that the Cook County needs more green space for the population. Executive Director commented on the foresight and wisdom of McHenry County voters to protect and preserve open space in McHenry County.

Treasurer Cook asked about how the education staff is staying involved with schools using e-learning. Director of Marketing and Education Kummerer reported that our announced programs are still popular and most of our field trips are being made into virtual tours with assistance from the Communications staff. They have also added additional Conservation Kids activities in a box which contain supplies for additional projects related to the e-learning programs.

Trustee Thomas stated that she loved the Wildlife Resource Center’s baby flicker story.

15.0 COMMITTEE ASSIGNMENTS & REPORTS

15.1a Fox River Ecosystem Partnership (FREP)
Trustee Campbell reported that a ZOOM membership meeting with a program on plastics in the watershed and how they are measured was the following week. Registration was required. October will be on Hackmatack NWR.
15.1b Kishwaukee River Ecosystem Partnership (KREP)
Vice President Brandt reported that there was a meeting coming up.

15.1c WRAP
Director of Land Preservation & Natural Resources Collins they are still working on editing the language.

15.1d Chicago Wilderness
Executive Director Kessler reported that they are setting goals. There have been a number of great webinars.

15.1e McHenry County Farm Bureau
Trustee Fritz had nothing to report.

15.1f IACFPD/IAPD/NRPA
Executive Director Kessler reported that the IACFPD met on August 20, 2020 and will meet again in January at the IAPD/IPRA Conference. It is unknown if IAPD/IPRA will be doing their conference in-person or virtually. IAPD Best of Best Gala is October 16, 2020. Secretary Campbell shared that Executive Director Kessler and HR Manager Heider will presenting at the IAPD/IPRA Annual Conference in January on the Pandemic Preparedness Response and Recovery Plan. NRPA will doing their annual conference virtually from October 27-29, 2020.

15.1f McHenry County Conservation Foundation
Trustee Thomas reported that Pamela Althoff is officially on the board. The Foundation now owns a 15-acre parcel next to Coral Woods Conservation Area which will eventually be transferred to the District. She is working to set up a virtual gathering between this board and McHenry County Conservation Foundation Board of Directors. The Community Foundation of McHenry County has granted an award to the Foundation. The Foundation is looking forward to assisting with projects related to the 50th Anniversary of the District. The Foundation is considering the purchase of another parcel of land. They are also working on the details for donors to be recognized on the donor wall at Lost Valley Visitor Center.

15.1h McHenry County Council of Governments
Nothing has been scheduled through the month of October.

15.1i MCCG Shared Investment Study & Algonquin/Cary Subarea Plan Steering Committee
Executive Director Kessler reported that there was no update.

15.1j MAPP
Director of Operations & Public Safety Kremer reported there are no updates.

15.1k Other Outreach Contacts
Executive Assistant Basten reported that Director of Land Preservation and Natural Resources Collins would be speaking on the Fourth Wave of Conservation at the September 1, 2020 Green Drinks event via ZOOM.

16.0 PUBLIC COMMENTS II
President Henning asked members of the public in attendance if they would like to make a comment and gave them instructions to raise their hands in the ZOOM video communications platform and that their microphone would be unmuted. No members of the public gave an indication that they wanted to make a comment.

17.0 EXECUTIVE SESSION
There was no need to go into Executive Session this evening.
18.0 ADJOURNMENT

A motion was made by Treasurer Cook, seconded by Trustee Fritz, to adjourn the meeting. A roll call vote gave the following results: Brandt-yes, Fritz-yes, Campbell-yes, Cook-yes, Thomas-yes, Henning-yes.


Respectfully submitted,

Carolyn Campbell, Secretary

Date

9-22-2020