

**McHENRY COUNTY CONSERVATION DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF APRIL 21, 2020**

**1.0 CALL TO ORDER**

The scheduled Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:12 p.m. by President Scacci on the evening of Tuesday, April 21, 2020 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 called in from home as did the public and staff.

Executive Director Kessler shared a screen of the agenda items for those with video access.

**2.0 INTRODUCTORY ROLL CALL - all present via Video or Telephonic participation**

**3.1 Roll Call**

Trustees Present:     Vernon Scacci, President  
                              Dave Brandt, Vice President  
                              John Henning, Treasurer (audio only)  
                              Carolyn Campbell, Secretary  
                              Bill Cook, Trustee  
                              Linda Thomas, Trustee

Trustees Absent:     Patrick Fritz, Trustee

Counsel & Staff Present:   Robert "Bob" Nowak, County Board Liaison  
                                  Andrew S. Paine, Legal Counsel  
                                  Elizabeth S. 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  
                                  Shawna Flavell, Director of Development/McHenry County  
  Conservation Foundation Executive Director  
                                  Val Siler, Land Administration & Preservation Manager  
                                  Jenny Heider, Human Resources Manager  
                                  Gabe Powers, Special Projects Coordinator Natural Resources  
                                  Stephanie Michael, IT Specialist/Administrative Assistant

Others Present:       Jeff Andreasen, aQity Research & Insight  
                              Other members of the staff and public logged on and off

## 2.2 Remote Participation

*A motion was made by Treasurer Henning, seconded by Trustee Cook, to allow the Board of Trustees to attend remotely through electronic participation as per Administrative Policy #2.04.02. The basis for missing the meeting is due to personal illness and per the State of Illinois Gubernatorial Disaster Proclamation - Executive Order 2020-07 & 18 suspending requirements that members of the public body must be physically present. A roll call vote gave the following results: Cook-yes, Brandt-yes, Thomas-yes, Campbell-yes, Henning-yes, Scacci-yes.*

Motion passed unanimously.

## 3.0 **ADOPT THE AGENDA**

President Scacci thanked the medical professionals, first responders, and staff for keeping us functioning, the Wildlife Resource Center staff for coming in and taking care of the animals, the Sites and Fleet staff for keeping the sites open and usable, the Facilities Maintenance staff for keeping the gates and infrastructure functioning for the users, and the Police/First Responders for reporting to anywhere they are needed.

*A motion was made by Secretary Campbell, seconded by Trustee Cook, to adopt the agenda. A roll call vote gave the following results: Brandt-yes, Campbell-yes, Cook-yes, Henning-yes, Thomas-yes, Scacci-yes.*

Motion passed unanimously.

## 4.0 **PRESENTATIONS**

### 4.1 Results of County-Wide Resident Survey for McHenry County Conservation District - Presented by aQity Research & Insights of Evanston, IL

President Scacci introduced Jeff Andreasen of aQity Research & Insights.

Mr. Andreasen first reviewed the methodology used. He reported there was an overwhelming response to the survey with 660 respondents via online, printed survey or from speaking with interviewers. He confirmed through the demographics of respondents that the sample was representative of the County residents and that all are weighted to county census records.

There were no questions on the methodology.

Mr. Andreasen then reviewed the results. He noted that property taxes were the top concern of residents and the District received high ratings on the respondents' familiarity with the agency which held across all segments of the community. He noted that the District got an above average value rating (6.9 out of 10) with no low value ratings which was higher than Lake County Forest Preserve's rating of 6.6.

The presentation continued with ratings for distribution of use, safety, maintenance of sites, preservation of habitat, protecting of wetlands and woodlands, and financial stability. Site maintenance was the most favorable priority with cultural preservation ranked the lowest. Safety ranked the highest on satisfaction. When asked about the awareness of the bond retirement in 2025, only 12% of respondents were aware, and only 18% knew about the District not taking full levies over several years. The majority were not in support of special fees for parking, special use areas, etc. Awareness of the Foundation was also about 17%. There were several open ended questions with results included in the presentation.

4.2 Government Finance Officers Association (GFOA) - Certificate of Achievement for Excellence in Financial Reporting (CAFR) for Fiscal Year 2019 (April 1, 2018 to March 31, 2019)

President Scacci congratulated Director of Finance and Administration Dylak and the Accounting Team of Accounting Supervisor Jean Gerstbrein and Accounting Assistant Linda Bryant on their contribution to this recognition.

**5.0 TRUSTEES REPORT**

Vice President Brandt thanked all staff for going above and beyond. He noted that the GFOA award was the 10<sup>th</sup> year in a row. He also thanked Sam Montgomery for making and providing PPE face shields for the Police Department.

Secretary Campbell gave a shout out to Research Field Station Ecologist Tom Simpson and Volunteer Coordinator Jackie Bero on the creative Tom Talk presentations.

**6.0 COUNTY BOARD LIAISON REPORT**

County Board Liaison Nowak reported that the COVID-19 related Executive Orders had created shut downs at the County Board with all meetings being cancelled and that a Special Meeting was being held this evening with a resolution pending to extend the deadline for the first installment of the Property taxes to coincide with the second installment due date of September 15<sup>th</sup> for those without escrows set up to pay automatically. The hope is that it will help businesses in the county.

**7.0 PRESIDENT'S REPORT**

President Scacci reported that he had been able to attend the McHenry County Conservation Foundation meeting where the list of projects was presented. He reported that they plan to fund some of the smaller projects outright.

President Scacci advised the Trustees that the appraisal form for the Executive Director would be distributed on May 1<sup>st</sup> and would be mailed directly to the Trustees.

**8.0 PUBLIC COMMENTS**

President Scacci 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 program and that their microphone would be unmuted. No members of the public gave an indication that they wanted to make a comment.

**9.0 BOARD BUSINESS - CONSENT AGENDA**

9.1 Approval of March 24, 2020 - Regular Meeting Minutes

9.2 Acceptance of the Treasurer's Report for March 31, 2020 as presented.

9.3 Acceptance of the Investment Report for the 4<sup>th</sup> Fiscal Quarter of FY 2020 ending March 31, 2020.

9.4 Ordinance #20-978 authorizing the Transfer of Funds between Budget Line Items GL 01-05-282 to GL 01-10-201, GL 01-10-280 and GL 01-10-284 in the General Fund in the amount of \$6,959 for FY 2020.

9.5 Resolution #20-31 authorizing the Executive Director to execute agricultural lease agreements on the 187 +/- acre pasture located at PLV 5 Field 1 at a price of \$26.42 per acre and the 64.6 +/- acre pasture located at PLV 6 Field 5 at a price of \$31.58 per acre to Joseph Clark of Marengo, IL and the 89.7 +/- acre crop land located at PLV 6 Field 4 at \$283.00 per acre to Jeremy Gieseke of Marengo, IL, the highest responsive bidders for a period of one (1) year (BID #0120.08.01).

- 9.6 Ordinance #20-979 accepting the 2020 Hunting Administrative Directive for Deer, Waterfowl and Youth Spring Turkey.
- 9.7 Resolution #20-32 authorizing the execution of the Intergovernmental Agreement with McHenry County and the McHenry County Sheriff's Department from May 1, 2020 through April 30, 2024 for Police Department Dispatch for a cost of \$25,092.63 in 2020 and increasing by two and one-half percent (2.5%) per year for 2021 through 2024.
- 9.8 Resolution #20-33 authorizing the Executive Director to execute a Professional Services Agreement to develop construction plans for the Prairie Trail Improvements needed south of Barnard Mill Road in Ringwood, IL, with Baxter & Woodman Consulting Engineers of Crystal Lake, IL for a cost not to exceed \$18,250.
- 9.9 Resolution #20-34 accepting the County-Wide Resident Survey Report and Findings for the McHenry County Conservation District as prepared and presented by aQity Research & Insights, Inc. of Evanston, IL (RFQ #1019.10.01).
- 9.10 Resolution #20-35 adopting the amended Nationwide 457 deferred compensation plan temporarily through December 31, 2020 under the CARES Act provisions to allow qualified employees to withdraw from their 457 plans through Coronavirus Related Distributions (CRD) or to access loans.

Secretary Campbell asked that item 9.7 be pulled for additional discussion.

*A motion was made by Secretary Campbell, seconded by Vice President Brandt, to approve Board Business-Consent Agenda Items 9.1 through 9.6 and 9.8 through 9.10 as presented after being read aloud. A roll call vote gave the following results: Thomas-yes, Henning-yes, Brandt-yes, Campbell-yes, Cook-yes, Scacci-yes.*

Motion passed unanimously.

Item 9.7 regarding an IGA with McHenry County for dispatch services.

Secretary Campbell asked that the Intergovernmental Agreement document be changed to include the Executive Director of the District rather than the President of the Board as the contact person as there could be several Presidents during the term of the agreement.

*A motion was made by Vice President Brandt, seconded by Secretary Campbell, to Adopt Resolution #20-32 authorizing the execution of the revised Intergovernmental Agreement with McHenry County and the McHenry County Sheriff's Department from May 1, 2020 through April 30, 2024 for Police Department Dispatch services for a cost of \$25,092.63 in 2020 and increasing by two and one-half percent (2.5%) per year for 2021 through 2024. A roll call vote gave the following results: Henning-yes, Campbell-yes, Cook-yes, Thomas-yes, Brandt-yes, Scacci-yes.*

**10.0 NEW & UNFINISHED BOARD BUSINESS**

**10.1 Approval of Bills Payable for the Month of March 2020**

**10.1a 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: J7009 - Jackson Hirsch - \$302; N8863 - Northwestern Medicine - \$1085; and V6571 - Valley Aggregates - \$284.

10.1b Consideration to approve the payment to Conserve FS as indicated on the Submission of Bills Pending Report for the period ending March 31, 2020.

*A motion was made by Trustee Cook, seconded by Vice President Brandt, to approve the payment of Conserve FS as indicated on the Submission of Bills Pending Report for the period ending March 31, 2020 as presented. A roll call vote gave the following results: Campbell-yes, Thomas-yes, Henning- abstain, Cook-yes, Brandt-yes, Scacci-yes.*

Motion passes 5 to 0 with 1 abstention.

10.1c Consideration to approve the payment of the bills as indicated on the Submission of Bills Pending reports for the month ending March 31, 2020.

*A motion was made by Secretary Campbell, seconded by Vice President Brandt, to approve the payment of bills as indicated on the Submission of Bills Pending reports for the month ending March 31, 2020. A roll call vote gave the following results: Cook-yes, Brandt-yes, Thomas-yes, Henning-yes, Campbell-yes, Scacci-yes.*

Motion passed unanimously.

10.2 Ordinance #20-980 authorizing the transfer of \$225,000 from the General Fund to the Capital Improvement Plan - Capital Fund within FY 2020.

President Scacci asked that this item be moved to a Finance & Administrative Committee meeting in May. He stated the issue is revenue exceeding expenses and the need to understand how and why there were funds left over and he would like to discuss all funds at one time.

Vice President Brandt would like to see these funds moved to the Capital Improvement Plan - Capital Fund to maintain the infrastructure of the District and not be used for paying off debt.

*A motion was made by Vice President Brandt to pass Ordinance #20-980 authorizing the transfer of \$225,000 from the General Fund to the Capital Improvement Plan-Capital Fund within FY 2020.*

The motion died for lack of a second.

Director of Finance and Administration Dylak stated that the driving force for the move was to offset general fund growth and that the funds could be moved again if it is the desire of the board.

Trustee Cook stated that the County Board has already approved the FY 2021 Budget and that this board was just made aware of the unspent funds and a decision can wait 30 days.

It was noted that the funds were unanticipated revenue combined with unspent project funds.

Secretary Campbell noted that this was a very small variance of 3%.

Treasurer Henning stated that he was not concerned about the funds sitting for a short period of time as long as there is discussion before the decision is made.

*A motion was made by Treasurer Henning, seconded by Trustee Thomas, to table a decision on Ordinance #20-980 authorizing the transfer of \$224,000 from the General Fund to the May 26, 2020 meeting. A roll call vote gave the following results: Brandt-No, Campbell-yes, Cook-yes, Henning-yes, Thomas-yes, Scacci-yes.*

Motion passed by a majority of 5 to 1.

President Scacci thanked the board members for their consideration.

### 10.3 Update on COVID-19 Pandemic Preparedness and Response Plan-Continuity in Business Functions and Operations

Executive Director Kessler reported that there has been good communication within the staff and a lot of activities had been put on hold as the District continues to move forward. At this time, the team is looking at plans for what the next phases of reopening will look like when the Stay in Place is lifted and we are assuming it will be sometime after May 1<sup>st</sup>. It will probably start with smaller groups of less than ten people with continued social distancing and will most likely hold at that stage through the balance of the year. Day Camps would be a problem with those limitations and will most likely be cancelled. The group is still working on modifications for camping and shelter reservations.

Vice President Brandt and Secretary Campbell complimented staff on the good job and noted how well out in front the District was when it came time for action.

## 11.0 EXECUTIVE DIRECTOR'S REPORT

- 11.1 Legislative Update - Verbal Update
- 11.2 Project Update: ADA Improvements
- 11.3 Quarterly Dashboard - FY 2020 - QTR 4
- 11.4 Strategic Plan Update - Year 5 - QTR 4
- 11.5 In the News - FY 2020 - QTR 4
- 11.6 Project Status Report - FY 2020 - QTR 4
- 11.7 McHenry County Conservation Foundation Update FY 2020 - QTR 4

Executive Director Kessler reported that this was the last reporting on the Five Year plan that had just ended. Additional data may be needed relative to the new Three Year Strategic Plan based on the recent survey results before the plan is finalized.

President Scacci asked for a comparison between the 2012 survey and the most recent survey data as he would like to know if we are gaining or losing ground in general.

Executive Director Kessler reported that the Project Status Report for FY 2021 budget year is in the process of being created.

## 12.0 PUBLIC COMMENTS

President Scacci again asked if there were any public comments and no members of the public indicated that they wanted to make a comment.

## 13.0 EXECUTIVE SESSION

*At 6:55 p.m., a motion was made by Trustee Cook, seconded by Vice President Brandt, to go into Executive Session pursuant to exception 2C5 (Real Estate) of the Open Meetings Act. A roll call vote gave the following results: Thomas-yes, Henning-yes, Brandt-yes, Campbell-yes, Cook-yes, Scacci-yes.*

Motion passed unanimously.

#### 14.0 RECONVENE

The Regular Monthly Meeting of the Board of Trustees of the McHenry County Conservation District was reconvened to order at 7:13 p.m. by President Scacci on the evening of Tuesday, April 21, 2020, via Video Conferencing.

##### 14.1 Roll Call - all present via Video or Telephonic participation

Trustees Present: Vernon Scacci, President  
Dave Brandt, Vice President  
John Henning, Treasurer (audio only)  
Carolyn Campbell, Secretary  
Bill Cook, Trustee  
Linda Thomas, Trustee

Trustees Absent: Patrick Fritz, Trustee

Counsel & Staff Present: Andrew S. Paine, Legal Counsel  
Elizabeth S. Kessler, Executive Director  
Ed Collins, Director Land Preservation & Natural Resources  
Anne Basten, Executive Assistant  
Stephanie Michael, IT Specialist/Administrative Assistant

Others Present: A few members of the public were present online

#### 15.0 ACTION OUT OF EXECUTIVE SESSION

15.1 Consideration of Ordinance #20-981 electing not to proceed with the purchase upon the terms and conditions contained in the offer dated April 13, 2020 on the Sladkey Remainder Parcel pursuant to the Grant of Right of First Refusal and Declaration of Restrictive Covenant pertaining to the twenty acres of real estate commonly known as 7405 S. Pioneer Road, Richmond, IL

*A motion was made by Vice President Brandt, seconded by Trustee Thomas, to Pass Ordinance #20-981 electing not to proceed with the purchase upon the terms and conditions contained in the offer dated April 13, 2020 on the Sladkey Remainder Parcel pursuant to the Grant of Right of First Refusal and Declaration of Restrictive Covenant pertaining to the twenty acres of real estate commonly known as 7405 S. Pioneer Road, Richmond, IL. A roll call vote gave the following results: Brandt-yes, Henning-yes, Cook-yes, Campbell-yes, Thomas-yes, Scacci-yes.*

*Motion passed unanimously.*

**16.0 ADJOURNMENT**

President Scacci thanked IT Specialist/Administrative Assistant Michael for her help on making all the remote access work.

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

Motion passed unanimously. Meeting adjourned at 7:16 p.m. April 21, 2020.

Respectfully submitted,

*Carolyn Campbell*  
Carolyn Campbell (May 27, 2020 17:22 CDT)

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Carolyn Campbell, Secretary

May 27, 2020

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Date








# 4.21.2020 Public Meeting Minutes

Final Audit Report

2020-05-27

Created:	2020-05-27
By:	Anne Basten (abasten@mccdistrct.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWawnTiEMlxfQlVn3nrvmPxPGQ7Uw8mdZ

## "4.21.2020 Public Meeting Minutes" History

-  Document created by Anne Basten (abasten@mccdistrct.org)  
2020-05-27 - 8:46:25 PM GMT- IP address: 108.86.232.153
-  Document emailed to Carolyn Campbell (ccampbell@mccdistrct.org) for signature  
2020-05-27 - 8:47:21 PM GMT
-  Email viewed by Carolyn Campbell (ccampbell@mccdistrct.org)  
2020-05-27 - 10:19:44 PM GMT- IP address: 67.184.171.84
-  Document e-signed by Carolyn Campbell (ccampbell@mccdistrct.org)  
Signature Date: 2020-05-27 - 10:22:48 PM GMT - Time Source: server- IP address: 67.184.171.84
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