

**McHENRY COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES
MINUTES OF JANUARY 14, 2020
SPECIAL CALL MEETING
FINANCE & ADMINISTRATIVE COMMITTEE**

1.0 CALL TO ORDER

The Special Call Meeting of the Finance and Administrative committee of the Board of Trustees of the McHenry County Conservation District was called to order at 5:01 p.m. by Treasurer Henning on the evening of Tuesday January 14, 2020 at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois 60098.

2.0 ROLL CALL

2.1 Roll Call

Trustees Present: John Henning, Treasurer
 Carolyn Campbell, Secretary
 Patrick Fritz, Trustee

Additional Trustees

Present: Vern Scacci, President
 Dave Brandt, Vice President
 Bill Cook, Trustee
 Linda Thomas, Trustee

Staff Present:

Elizabeth S. Kessler, Executive Director
Anne Basten, Executive Assistant
John Kremer, Director of Operations & Public Safety
Andy Dylak, Director of Administration & Finance
Ed Collins, Director of Land Preservation & Natural Resources
Shawna Flavell, Director of Development/Executive Director
 McHenry County Conservation Foundation

Others Present: Mary McCann, County Board Member

3.0 PUBLIC COMMENTS

County Board Member McCann announced that she came to listen to the budget discussion.

4.0 NEW & UNFINISHED BUSINESS

4.1 FY 2019 Variance Reports

Director of Administration and Finance Dylak reminded the board that these reports only go through November due to the timing of the postings. There was a request that the February variance reporting include specific comments for what will and will not be expended by the end of the year or as close as possible. Secretary Campbell responded that those estimates are incorporated into previous variance reports.

4.2 Project Timeline - FY 2020 - QTR3

Executive Director Kessler reported that most are running on schedule for the first year of this report.

4.3 FY 2021 Tentative Combined Annual Budget & Appropriation Ordinance

Executive Director Kessler stated that the tentative budget information received by this board in November had not changed. She also stated that the District is planning to submit documentation seeking a GFOA Distinguished Budget Presentation Award with the FY 2021 budget document and acknowledged Director of Administration and Finance Dylak for his work to move it towards this goal.

Treasurer Henning then asked for questions and suggestions from the board members. Board members presented wording changes and punctuation changes on a page by page basis. Notable changes included: President Scacci including that the tentative budget document be provided to the County Board Chairman, the County Administrator, and the District's County Board Liaison on page 7; stating that there was a steady housing recovery in McHenry County on page 12; consistency on land owned/managed/protected terminology throughout the document; clarification related to individual homeowner impacts on page 14; and, removal of duplicative language.

Director of Administration and Finance Dylak stated that the reduction of General Fund budgeted FY 2021 operating revenues, resulting from the 2019 PTELL levy reduction, has required a shift in funding for the majority of the capital needs budgeted within the General Fund's operating budget. In the prior FY 2020, operating revenues supported \$314,500 of capital needs, whereas within the proposed FY 2021 Budget revenues support only \$93,950 of capital needs. An additional \$306,000 of capital needs are proposed to be funded from existing unrestricted reserve balances within the General Fund. These are regular and routine capital needs such as vehicles and equipment and do not include the larger, long-term capital needs of items such as roads and bridges that are accounted for within the Capital Asset Management Plan Fund.

Director of Administration and Finance Dylak reminded Trustees that the Capital Asset Management Plan (CAMP) budget had been significantly reduced from the prior; with total budgeted expenditures being reduced by 56% from the prior year, from \$1.2 million to \$556,704. Because of the significant reductions in budgeted expenditures, the budget includes the appropriation of \$100,000 for emergency and unanticipated expenditures that may arise during the year. It was noted that some of the major HVAC systems are starting to fail and the costs are increasing for these repairs and some of the units will need to be replaced soon.

President Scacci asked that the next Administrative and Finance Committee meeting take place at Prairieview Education Center to highlight the needs of that building based on the report completed in 2019. He also thanked the board for thoroughly reviewing and understanding the budget.

4.4 MCCF Project Support & Reimbursement Process

Director of Development/Executive Director of the Foundation Flavell explained how the forms she developed would be used and that she had shared the forms with the Executive Leadership Team asking for possible projects to be submitted. She noted that some people donate for specific projects and that having a variety of projects to choose from in various price categories can add to the "story" used with donors. The idea is that the projects would be reviewed annually. Specific projects could be added midyear if something comes up.

Director of Operations and Public Safety Kremer shared that one of his employees will be on extended medical leave and that the department capacity has been reduced to the point where they could not complete the projects this winter which were to use the Foundation funds.

It was the consensus that the money be returned to the Foundation.

President Scacci would like the project ideas to come to this board before going to the Foundation so that priorities of staff time can be discussed. He then assigned Trustee Thomas to work with another board member to recommend the process and Trustee Fritz offered to work with her. Treasurer Henning stated that once a project is funded by the Foundation, it would need to be prioritized by the District. Trustees Thomas and Fritz will review the procedures and make a recommendation at a future date.

It was noted that the Foundation did not have a Director until this last year and that there had not been anyone coordinating and following up on projects.

6.0 OTHER

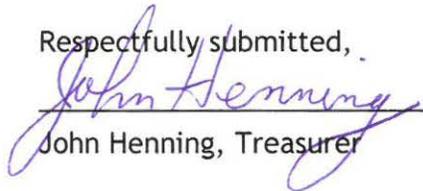
There were no other items discussed.

7.0 ADJOURN

A motion was made by Trustee Fritz, seconded by Secretary Campbell, to adjourn the meeting. A voice vote resulted in all ayes.

Motion passed unanimously. Meeting adjourned at 8:33 p.m. January 14, 2020.

Respectfully submitted,



John Henning, Treasurer

2-25-2020
Date