

**MCHENRY COUNTY CONSERVATION DISTRICT
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
MINUTES OF DECEMBER 20, 2022**

1.0 CALL TO ORDER

The scheduled meeting of the Board of Trustees of the McHenry County Conservation District was called to order at 5:00 p.m. by President Cook on the evening of Tuesday, December 20, 2022, at the Brookdale Administrative Offices and via video conference software by ZOOM.

The meeting was available for public access through the same log-on and meeting code as the Trustees. There were six Trustees present in person at the Brookdale Administrative Offices and were connected to ZOOM through individual devices for video and a shared connection via conference phone for audio. There was one Trustee absent but signed on remotely to observe the meeting.

The meeting was recorded and posted on YouTube with an accessible link at www.MCCDistrict.org.

2.0 PLEDGE OF ALLEGIANCE

3.0 INTRODUCTORY ROLL CALL

3.1 Roll Call

Trustees Present: Bill Cook, President
Chris Dahm, Vice President
Pat Fritz, Treasurer
Linda Thomas, Secretary
Shawn Zimmerman, Trustee
Llyod Everard, Trustee

Trustee Absent: Reynaldo Gaytan, Jr., Trustee (Signed on remotely to observe meeting only)

Counsel & Staff Present: Kelli Wegener, County Board Liaison
Andrew Paine, Attorney, Tressler, LLP (Remote)
Elizabeth S. Kessler, Executive Director
Andy Dylak, Director of Administration & Finance (Remote)
Ed Collins, Director of Land Preservation & Natural Resources
John Kremer, Director of Operations, Planning & Public Safety (Remote)
Wendy Kummerer, Director of Marketing & Education (Remote)
Kristi LaMontagna, Executive Administrative Assistant
Stephanie Michael, IT Systems Administrator (Remote)
Sara Denham, Wildlife Resource Center Manager (Remote)
Jenny Heider, Human Resources Manager (Remote)
Jean Gerstbrein, Accounting Manager (Remote)
Becky Lambert, Education Services Manager (Remote)
Gabe Powers, Natural Resources Special Projects Manager (Remote)
Val Siler, Land Administration & Preservation Manager

Public Present: Jim Anderson

4.0 CONSERVATION ETHIC

President Cook read aloud Conservation Ethic Goal #6.

5.0 CONSERVATION STEWARDSHIP PLEDGE

President Cook asked Vice President Dahm to read aloud Conservation Stewardship Pledge #7.

6.0 ADOPT THE AGENDA

A motion was made by Treasurer Fritz, seconded by Vice President Dahm, to adopt the agenda as presented. A roll call vote gave the following results: Thomas-yes, Zimmerman-yes, Dahm-yes, Everard-yes, Fritz-yes, and Cook-yes.

Motion passed unanimously.

7.0 SPECIAL RECOGNITION PRESENTATIONS

7.1 Recognition of Employee Service Anniversaries

7.1a 10 Years: Cindi Jablonski, Adam Rex

7.1b 15 Years: Val Siler, Steve Stabenow, Ben Wolfe

7.1c 25 Years: Sara Denham, Amy Peters

Executive Director Kessler briefed the Board on service anniversaries and gave recognition to those with ten (10), fifteen (15) and twenty-five (25) years of service to the District. The Board of Trustees acknowledged staff celebrating service anniversaries with a round of applause and thanked everyone for their public service.

7.2 Recognition of Kristi LaMontagna, MBA, CMC, Executive Administrative Assistant - Certified Municipal Clerk

Executive Director Kessler gave recognition to Executive Administrative Assistant Kristi LaMontagna for receiving Certified Municipal Clerk Designation through the International Institute of Municipal Clerks, which is a minimum of a four-year process to become certified. The Board of Trustees acknowledged Executive Administrative Assistant LaMontagna for this accomplishment.

7.3 Recognition of Illinois Park and Recreation Association Professional Development School Graduates

7.3a Josh Crittenden, Park Ranger

7.3b Caitlynn Martinez-McWhorter, CPRP, Marketing Manager

7.3c Ben O'Dea, Parks & Fleet Supervisor

7.3d John Peters, Restoration Ecologist

Executive Director Kessler gave recognition to those that became graduates of the Illinois Park and Recreation Association Professional Development School. The Board of Trustees acknowledged staff with a round of applause for graduating from the program.

8.0 TRUSTEES REPORT

There were no specific Trustees reports.

9.0 COUNTY BOARD LIAISON REPORT

County Board Liaison Wegener mentioned that December 5th was the first meeting with the new County Board having ten (10) newly elected members and eight (8) incumbent

members, all were sworn in. The Board now holds eighteen (18) members rather than twenty-four (24).

County Board Liaison Wegener stated that the County Board met on December 7th with their Committee on Committees, where the senior person from each District sits on the Committee, then deciding who will be the Chair, Vice-Chair and who will be on each Committee, this will be voted on at tonight's County Board meeting.

County Board Liaison Wegener let the Board know that the new Vice-Chair of the County Board is Joseph Gottemoller.

10.0 PRESIDENT'S REPORT

President Cook stated that he did not have anything specific to report.

11.0 PUBLIC COMMENTS I

No public questions or comments.

12.0 BOARD BUSINESS - CONSENT AGENDA

12.1 Approval of Minutes of Previous Meetings

12.1a October 20, 2022 - Committee of the Whole - Executive Session

12.1b November 14, 2022 - Special Call Meeting

12.1c November 17, 2022 - Committee of the Whole

12.1d November 22, 2022 - Regular Meeting

12.2 Acceptance of the Treasurer's Report

12.2a Acceptance of the Treasurer's Report for November 30, 2022, as presented.

12.3 Resolution #22-101, a Resolution authorizing payment in the amount of \$11,412,875 due on February 1, 2023 to The Bank of New York Mellon (BNY Mellon), Dallas, TX for the General Obligation Refunding Bond, Series 2014.

12.4 Resolution #22-102, a Resolution to authorize the execution of the attached Watermain Easement Agreement with the City of Crystal Lake and thereby transferring the easement according to the terms and conditions established therein.

12.5 Resolution #22-103, a resolution accepting the wording change to the District's MBI governing the School Springs Wetland and Stream Mitigation Bank as approved by the US Army Corps of Engineers Interagency Review Team and incorporate the new wording into the existing document.

12.6 Resolution #22-104, a Resolution accepting the proposal from Living Waters Consultants, Inc. for engineering design and construction plan services for hydrologic restoration of fen wetlands and spring runs at the Boger Bog Conservation Area for a total cost not to exceed \$11,400 (RFP #0422.08.01).

A motion was made by Secretary Thomas, seconded by Trustee Zimmerman, to approve Board Business-Consent Agenda Items 12.1 through 12.6 as presented after being read aloud by Secretary Thomas. A roll call vote gave the following results: Everard-yes, Dahm-yes, Fritz-yes, Thomas-yes, Zimmerman-yes and Cook-yes.

Motion passed unanimously.

13.0 OTHER BOARD BUSINESS

13.1 Approval of Bills Payable for the Month of November 2022

13.1a Treasurer's Internal Audit

13.1b Consideration to approve the payment of bills as indicated on the Submission of Bills Pending Report for the month ending November 30, 2022.

A motion was made by Treasurer Fritz, seconded by Trustee Zimmerman, to approve the payment of the balance of bills as indicated on the Submission of Bills Pending Report for the month ending November 30, 2022. A roll call vote gave the following results: Dahm-yes, Everard-yes, Thomas-yes, Zimmerman-yes, Fritz-yes and Cook-yes.

Motion passed unanimously.

13.2 Selection of Independent Auditors (RFP #0822.04.02)

Resolution #22-105, a Resolution authorizing the Executive Director to execute an agreement with Sikich of Naperville, IL to serve as the District's independent auditors and perform audit services for FY 2023 for a fee of \$23,580 and FY 2024 for a fee of \$24,600 (RFP #0822.04.02).

A motion was made by Trustee Zimmerman, seconded by Treasurer Fritz, to adopt Resolution #22-105, authorizing the Executive Director to execute an agreement with Sikich of Naperville, IL to serve as the District's independent auditors and perform audit services for FY 2023 for a fee of \$23,580 and FY 2024 for a fee of \$24,600 (RFP #0822.04.02). A roll call vote gave the following results: Thomas-yes, Zimmerman-yes, Dahm-yes, Everard-yes, Fritz-yes and Cook-yes.

Motion passed unanimously.

13.3 First Reading - Amendments to Personnel Policy & Procedural Manual

Executive Director Kessler provided background on the District's Personnel Policy & Procedural Manual, letting the Board know that this annual review is a part of Human Resources Manager Jenny Heider's responsibilities. Each year, the policy manual is reviewed and updated due to Federal and State changes in legislation.

Executive Director Kessler reminded the Board that the amendments to policy documents requires a two (2) part reading process and that tonight the Board is being presented with the first reading.

Executive Director Kessler briefed the Board on the updated amendments to the Personnel Policy & Procedural Manual, such as work space, telecommuting, Transgender Policy title change to Gender Inclusive Policy, update on District recognized holidays, suggesting to add Martin Luther King, Jr., Juneteenth, and Columbus/Indigenous People Day to the list of observed holidays for the District. She noted that with the proposed three (3) additional holidays the District will be on par with McHenry County employees.

Human Resources Manager Heider provided some additional information stated that Executive Director Kessler basically captured everything.

President Cook asked if a consensus was needed for at least the Martin Luther King, Jr. Holiday, since it is next month before the next Board meeting.

Executive Director Kessler mentioned that if there was a consensus and the Board wanted to advance the Martin Luther King, Jr. Holiday approval ahead of the next meeting, that consensus could be given during this meeting based on the first reading being on the agenda.

President Cook asked if any of the Board members needed more time to think about that and if not was there a general consensus to allow for the Martin Luther

King, Jr. Holiday to be added to the District's recognized and observed Holiday schedule prior to the next Board meeting.

All present Board members gave a general consensus to support adding the three (3) additional holidays and to allow for the Martin Luther King, Jr. Holiday to be added to the District's recognized and observed Holiday schedule prior to the next Board meeting. Executive Director Kessler thanked the Board of Trustees on behalf of the staff for adding this paid-time off benefit.

13.4 Amendment to Pricing Schedule on the Stream and Wetland Credits for School Springs Wetland and Stream Mitigation Bank.

Resolution #22-106, a Resolution amending the pricing schedule for stream and wetland credits for the School Spring Stream and Wetland Mitigation Bank at a rate of \$124,800 per acre for wetland credits and \$780 per linear foot for stream effective January 1, 2023 and to authorize the Executive Director to adjust the pricing schedule in all bank sales documents.

A motion was made by Secretary Thomas, seconded by President Cook, to adopt Resolution #22-106, amending the pricing schedule for stream and wetland credits for the School Spring Stream and Wetland Mitigation Bank at a rate of \$124,800 per acre for wetland credits and \$780 per linear foot for stream effective January 1, 2023 and to authorize the Executive Director to adjust the pricing schedule in all bank sales documents. A roll call vote gave the following results: Everard-yes, Dahm-yes, Zimmerman-yes, Fritz-yes, Thomas-yes and Cook-yes.

Motion passed unanimously.

14.0 EXECUTIVE DIRECTOR'S REPORT

Executive Director Kessler thanked everyone who attended Natural Resources Manager Brad Woodson's retirement event last Friday and mentioned that there will be a Resolution to adopt at the January Committee of the Whole Meeting to recognize his 31 years of dedicated public service. She also noted that Brad Woodson will be in attendance to accept the Retirement Resolution.

Executive Director Kessler mentioned that Education Program Coordinator I Amber Ross has decided to leave the District to pursue other career opportunities with the Kane County Forest Preserve District as a Naturalist.

Executive Director Kessler also shared that the Park District Risk Management Agency (PDRMA) had issued a \$1,500.00 cash incentive to the District.

Executive Director Kessler announced that the new District Landscapes magazine is out for the winter season with a lot of great programs and activities to get outdoors.

Executive Director Kessler wished everyone the happiest of holidays.

15.0 COMMITTEE ASSIGNMENTS & REPORTS

15.1 Trustee Reports on Conferences & Meetings Attended

Treasurer Fritz briefed the Board on the Farm Bureau Annual Meeting he attended, letting them know that Executive Director Dan Volkens submitted the bioreactor as a local affairs project and was recognized with an award.

16.0 PUBLIC COMMENTS II

No public questions or comments.

17.0 EXECUTIVE SESSION

Consideration of a motion to go into Executive Session pursuant 2C1 (Personnel), 2C2 (Collective Bargaining) and 2C21 (Review of Closed Session Minutes) of the Open Meetings Act (5 ILCS 120/1 et. seq.).

A motion was made by Secretary Thomas, seconded by Vice President Dahm, to go into Executive Session pursuant 2C1 (Personnel), 2C2 (Collective Bargaining) and 2C21 (Review of Closed Session Minutes) of the Open Meetings Act (5 ILCS 120/1 et. seq.) at approximately 5:51 p.m. A roll call vote gave the following results: Everard-yes, Dahm-yes, Zimmerman-yes, Fritz-yes, Thomas-yes and Cook-yes.

Motion passed unanimously.

18.0 RECONVENE - IMMEDIATELY FOLLOWING EXECUTIVE SESSION

The meeting was reconvened to order at 6:55 p.m. by President Cook on the evening of Tuesday, December 20, 2022, and via ZOOM video communications platform.

18.1 Roll Call

Trustees Present: Bill Cook, President
Christopher Dahm, Vice President
Pat Fritz, Treasurer
Linda Thomas, Secretary
Shawn Zimmerman, Trustee
Llyod Everard, Trustee

Trustee Absent: Reynaldo Gaytan, Trustee

Staff & Others Present: Andrew Paine, Attorney, Tressler, LLP
Elizabeth S. Kessler, Executive Director
Kristi LaMontagna, Executive Administrative Assistant

19.0 ACTION ON ITEMS OUT OF EXECUTIVE SESSION

19.1 Consideration of motion adopting Resolution #22-107, a Resolution authorizing the execution of a Collective Bargaining Agreement between the International Union of Operating Engineers, Local 150, Public Employees Division and the McHenry County Conservation District from April 1, 2022 through March 31, 2025.

A motion was made by Vice President Dahm, seconded by Secretary Thomas, to adopt Resolution #22-107, authorizing the execution of a Collective Bargaining Agreement between the International Union of Operating Engineers, Local 150, Public Employees Division and the McHenry County Conservation District from April 1, 2022 through March 31, 2025. A roll call vote gave the following results: Fritz-yes, Everard-yes, Dahm-yes, Thomas-yes, Zimmerman-yes and Cook-yes.

Motion passed unanimously.

20.0 ADJOURNMENT

A motion was made by Trustee Zimmerman, seconded by Vice President Dahm, to adjourn the meeting. A roll call vote gave the following results: Zimmerman-yes, Thomas-yes, Everard-yes, Dahm-yes, Fritz-yes, and Cook-yes.

Motion passed unanimously. Meeting adjourned at 6:56 p.m. on Tuesday, December 20, 2022.

Respectfully submitted,

Linda Thomas
Linda Thomas, Secretary

1-17-2023
Date