

**Lake County Forest Preserves  
Finance Committee Minutes – June 7, 2018**

The Lake County Forest Preserve District Finance Committee met on Thursday, June 7, 2018. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

- 1.0 Call to order** - With a quorum present, Vice Chair Linda Pedersen called the meeting to order at 8:30 a.m.

**Committee Members Present:**

Linda Pedersen, *Vice Chair*  
Steve Carlson  
Mary Ross Cunningham  
Bill Durkin  
Sandy Hart  
Aaron Lawlor (via phone)

**Absent:**

Mike Rummel

**Also Present:**

Ann Maine, *President*  
Alex Ty Kovach  
Mike Tully  
Steve Neaman  
Mary Kann  
John Nelson  
Randy Seebach  
Nan Buckardt

Katherine Hamilton-Smith  
Jim Anderson  
Rebekah Snyder  
Dan Stearns  
Debbie Boness  
Julie Gragnani  
Sandy Meyers  
Matt Norton, Corporate Counsel

- 2.0 Pledge of Allegiance** – Member Cunningham led the Pledge of Allegiance.

Vice Chair Pedersen stated that she received a notice from member Aaron Lawlor in accordance with the District's policy on electronic meeting attendance, requesting to attend the meeting electronically because of County business. Hearing no motion to determine that his notice did not comply with the District's policy, Vice Chair Pedersen declared Aaron Lawlor present via telephone.

- 3.0 Public Comment** – None

**4.0 Addenda to the Agenda** – Executive Director Kovach noted two scrivener's errors on the agenda. The agenda listed executive session minutes for approval from April 5; the committee did not go into executive session at that meeting so there are no closed session minutes. Also, the dollar amount listed on Item 11.2 should read \$90,726.00 instead of \$89,726.00. The supporting documents all contain the correct dollar amount. There were no questions or objections from the committee.

**5.0 Executive Director Comments** – Executive Director Kovach distributed his report and reviewed the following:

- \$20,000 grant received from REI, a new corporate donor;
- Illinois Clean Energy Community Foundation grant received for up to \$25,000;
- The Preservation Foundation has only \$2,100 to go to reach its annual fund goal of \$100,000;
- In 2015 and 2016, PDRMA lowered its members' total contributions by nearly \$4.8 million through use of the rate stabilization fund;
- Over 2,500 people participated in the maple syrup programs;
- Distributed a report from CMAP, who will make a presentation at the June Board meeting;
- Annual native plant sale was a big success and set records for number of customers and total sales;
- Civil War School Days was attended by more than 700 students;
- 88 Blandings Turtle hatchlings were released on May 23, World Turtle Day; and was covered by several media outlets;
- 2,885 acres burned in the 2018 spring burn season; cumulative total for the year was 4,448 acres;
- President Maine approved a picnic shelter fee waiver in consideration of a Green Gift bench donation at Heron Creek Forest Preserve.

**6.0 Approval of Minutes** – Motion by member Cunningham, second by member Hart to approve the minutes of April 5 and April 30, 2018. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

**7.0 Correspondence** – None

**8.0 Finance**

**8.1 Payment Approvals** – Motion by member Carlson, second by member Durkin to approve the legal bill for March, 2018. Voice vote being had, the motion passed unanimously and the bill was circulated for signatures.

**8.2 Monthly Financial Report** – Finance Director Steve Neaman summarized the financial report for month ending April 30, 2018. Capital spending is down and Contractuals are up from last year, both primarily related to the museum project. He noted that dog permit revenues are still down but improving. He responded to questions.

**8.3 Recommend adoption of an Ordinance Ascertaining the 2018/2019 Illinois Prevailing Wage Rates for Lake County** – Director Neaman summarized the recommendation, noting that this is an annual requirement. Motion by member Hart, second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

**9.0 Administration**

**9.1 Approve a change to a position title** – Director Mary Kann summarized a request to change the position title of Senior Civil Engineer to Senior Engineer. As the job description was further developed it was determined that a licensed civil engineer would not be required for this position. Motion by member Carlson, second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

**9.2 Recommend approval of Ordinance Approving a Restated 457 Deferred Compensation Plan** – Director Kann summarized the recommendation, noting that the current Plan and administration agreement are over 12 years old and it is best practice to review them on a regular basis. The changes being made to the agreement relate to the addition of the normal retirement age of a Ranger Police Officer and permitting an employee to waive a fund distribution waiting period upon severance from employment. Motion by member Cunningham, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

**10.0 Development**

**10.1 Recommend approval of Resolution Awarding Contract for Development of a Comprehensive Constituent Engagement Plan to Membership Consultants, Inc., St. Louis, Missouri in the Contract Price of \$27,000.00** – Mr. Kovach noted that this initiative was approved in the current budget and noted that this new program will be created to attract new donors. Motion by member Hart, second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

**11.0 Operations Committee**

**11.1 Recommend approval of a Resolution awarding a Three-Year Contract for Website Hosting and Support Services to Svanaco, Inc. dba American Eagle.com, Des Plaines, Illinois in the Contract Price of \$210,600.00** – Mr. Kovach summarized the recommendation and pointed out that the budgeted amount shown is an 18-month budget, and the total contract amount is for a three-year period. Motion by member

Durkin, second by member Carlson to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.2 Recommend approval of Resolution Awarding Contract to Purchase a 2018 Caterpillar Compact Track Loader to Patten Industries, Inc., Elmhurst, Illinois, in the Contract Price of \$89,726.00 - Mr. Kovach noted that the budgeted amount is short by \$2,726 and the additional funding will come from the Equipment Replacement Fund. Motion by member Carlson, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.3 Recommend approval of Resolution awarding Contract for Occupancy Survey of Semi-Aquatic Mammals to Southern Illinois University Cooperative Wildlife Research Laboratory, Carbondale, Illinois, in the Contract Price of \$52,286.00 - Mr. Kovach noted that this survey is part of the Southern Des Plaines Restoration Project; and Director Jim Anderson responded to questions. Motion by member Hart, second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

12.0 **Old Business** - None

13.0 **New Business** - None

14.0 **Executive Session** - None

15.0 **Next meeting:** June 28, 2018

16.0 **Adjourn** - Motion by member Cunningham, second by member Hart to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 8:52 a.m.

**APPROVED:**

Yea Nay

Yea Nay

  
S. Michael Rummel, Chair

☒ ☐

  
Bill Durkin

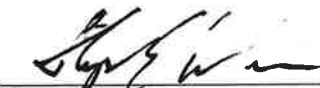
☒ ☐

  
Linda Pedersen, Vice Chair

☒ ☐

  
Sandy Hart

☒ ☐

  
Steve Carlson

☒ ☐

Aaron Lawlor

☐ ☐

Mary Ross Cunningham

☐ ☐