

**Lake County Forest Preserves
Finance Committee Minutes – December 9, 2021**

On Thursday, December 9, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the November 12, 2021 Gubernatorial Disaster Proclamation, and the Written Determination of the District President attached to the Agenda, the Finance Committee met via Audio and Video conference and at the Lake County Forest Preserve District’s General Offices, 1899 West Winchester Road, Libertyville, Illinois.

1.0 Call to Order – Vice Chair Paul Frank called the meeting to order at 1:00 p.m.

2.0 Roll Call - Committee Secretary Gragnani called the roll and seven committee members responded: Paul Frank, Vice Chair; Carissa Casbon, Michael Danforth, Sandy Hart, Kevin Hunter, Ann Maine, and John Wasik. Chair Julie Simpson joined the meeting at 1:05 p.m.; member Paras Parekh was absent.

Also Present:

Angelo Kyle, President	Jim Anderson	Matt Norton, Corporate Counsel
Alex Ty Kovach	Nan Buckardt	Laurel Diver
Mike Tully	John Nelson	Debbie Boness
Mary Kann	Rebekah Snyder	Julie Gragnani
Steve Neaman	John Tannahill	Shawn White

3.0 Pledge of Allegiance – President Kyle led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Wasik, second by member Casbon to approve the minutes from November 4, 2021. Roll Call vote being had, the motion passed by a vote of: AYES: 7; NAYS: 0.

6.0 Public Comment – There was no public comment for non-agenda matters.

Vice Chair Frank passed the meeting to Chair Julie Simpson at 1:05 p.m.

7.0 Executive Director Report – Executive Director Kovach reported on:

- Ryerson Education Center update – bidding will occur in January and February 2022;
- Chicago Regional Tree Initiative awarded the District its Public Natural Areas Award for Middlefork Buckthorn Eradication Initiative;
- National Fish and Wildlife Foundation approved \$135,000 for the Barrington Greenway Initiative Pollinator Enhancement Program project;
- Ansel Adams: Early Works exhibition at Dunn Museum has been featured in SW Lake Lifestyle magazine;
- Preservation Foundation fall direct mail campaign began in November;
- Preservation Foundation voting members appointed Chuck Bartels and Chris Heier to the Board;

8.0 Correspondence – None

9.0 Unfinished Business – In response to a request from the Committee at the previous meeting, Administration Director Mary Kann presented visual slides to detail the position changes the committee approved. Moving forward, this type of visual aid will be presented with recommendations to add, change, or delete positions. Director Kann to email the slides presented to the committee members.

10.0 New Business

10.1 Monthly Financial Report – Finance Director Neaman summarized the financial report for month ending October 31, 2021 and responded to questions.

10.2 Invoices and Requisitions – Motion by member Hart, second by member Casbon to approve the legal bill from October 2021. Member Maine requested to see a running total for each project, not just the current year's total. Director Neaman noted that he would add a column for that. The motion to approve passed by a roll call vote of: AYES: 8, NAY: 0.

10.3 Approve Title Addition and Deletion - Motion by Vice Chair Frank, second by member Casbon to approve the recommendation. Executive Director Kovach summarized the title changes and Director Kann showed organizational charts to depict the changes, and responded to questions. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0.

10.4 Approve Revisions to Procedures section of Personnel Policy 4.2 Vacation Leave – Motion by member Maine, second by member Casbon to approve the recommendation. Executive Director Kovach explained the revisions and responded to questions. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0.

10.5 Recommend approval of Ordinance amending Personnel Policy 4.10 – COVID-19 Benefits, revising the expiration date from December 31, 2021, to May 31, 2022 and resetting the available Emergency Paid Sick Leave entitlement – Motion by member Casbon, second by member Hart to approve the recommendation. Executive Director Kovach summarized the recommended amendments, noting the rise in Covid cases and quarantined school children. A general discussion ensued and Vice Chair Frank was supportive but requested a bigger discussion in the spring before any further extension. Following discussion, the motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0; and the resolution was forwarded to the full Board for approval.

10.6 Recommend approval of Resolution approving Change Order No. 2 to Contract with Perspectives, LTD – Motion by member Maine, second by member Hart to approve the recommendation. Executive Director Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0; and the resolution was forwarded to the full Board for approval.

10.7 Recommend approval of Ordinance approving an Amended Fundraising Authorization Policy - Motion by member Wasik, second by member Casbon to approve the recommendation. Mr. Kovach summarized the recommendation and Director Rebekah Snyder responded to questions. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0; and the resolution was forwarded to the full Board for approval.

10.8 Approve a 3.1% increase for residential license fees and authorize execution of Residential License Agreements for District housing units - Motion by member Casbon, second by member Frank to approve the recommendation. Mr. Kovach summarized the annual request and the motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0.

Vice Chair Frank left the meeting at 2:00 p.m.

10.9 Approve Change Order No. 1 to Contract with Waste Management of Illinois, Inc. for Refuse and Recycling Services in an amount not-to-exceed \$70,729.20 - Motion by member Hart, second by member Casbon to approve the recommendation. Mr. Kovach introduced the recommendation and Director John Nelson explained the bidding process, noting that the project was originally bid in June 2021. One bid was non-responsive and both bids received were over budget. The project was re-bid in August 2021 and again

both bids were over budget and Waste Management's bid was non-responsive. In consultation with legal Counsel, it was determined that a change order to the current contract could be negotiated to extend services for one year. During discussion member Hunter noted that the dollar amount on the agenda and stated in the motion had two transposed numbers and the correct amount is \$70,279.20. Motion by member Hunter, second by member Hart to amend the motion to reflect the correct dollar amount. Roll call vote being had, the motion to amend passed by a vote of: AYES: 7, NAYS: 0. The motion to approve (as amended) passed by a roll call vote of: AYES: 5, NAYS: 1 (Maine).

10.10 Recommend approval of Resolution awarding Contract to purchase a Caterpillar Compact Track Loader to Altorfer Industries, Inc. in the net amount of \$37,302.76, and authorizing the Disposal of Surplus Equipment as a Trade-In - Motion by member Casbon, second by member Hart to approve the recommendation. Mr. Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0; and the resolution was forwarded to the full Board for approval.

10.11 Policy direction regarding membership and participation in Lake County Special Investigations Group (SIG) – Executive Director Kovach noted that the time has come for the District to remove itself from this task force. It has become onerous; the Sheriff's office recently requested a greater District staffing commitment to the SIG and the Public Safety Department does not have the resources available to commit an officer to the SIG full-time. Also, both staff and PDRMA have concerns that if the District were to sign the Memorandum of Understanding and continue participating in this unit, it would take on wider operational and legal risk, with no additional insurance coverages, indemnifications or other sources of protection from the Sheriff's Office or other sources.

Public comment was made: Shawn White spoke in favor of continuing participation in the SIG.

Directors Mike Tully and John Tannahill responded to questions and a general discussion ensued. Following discussion and comments, the committee gave direction to not participate in the Lake County Special Investigations Group.

10.12 Recommend approval of Resolution approving (i) Project Implementation Agreement with City Forest Credits for verification and administration of Carbon Credits from the District's Reforestation Program and (ii) Purchase Agreement with Regen Network for Regen's purchase of verified carbon credits from the District's reforestation planting efforts - Motion by member Wasik, second by member Hart to approve the recommendation. Natural Resource Director Jim Anderson summarized the recommendation and explained the process for generating verified that can then be offered for sale. The initial Purchase Agreement is for 10% of the credits at \$34 per credit, generating over \$17,000. Three years of tree planting could produce \$170,000 in credits when they are sold. The District's responsibility is to make sure the planted trees remain and continue to grow. REGEN is the clearing house for the sale of credits. Mr. Anderson responded to questions and a discussion ensued. Following discussion the motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0; and the resolution was forwarded to the full Board for approval.

10.13 Recommend approval of a Resolution awarding a Contract for Hydrologic Restoration Design Services at Edward L. Ryerson Conservation Area to Christopher B. Burke Engineering LTD in the Contract Price of \$88,852.00 - Motion by member Maine, second by member Casbon to approve the recommendation. Mr. Kovach presented the recommendation and the motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0. The resolution was forwarded to the full Board for approval.

10.14 Recommend approval of Resolution approving Project Partnership Agreement with U.S. Army Corps of Engineers for Restoration of Dutch Gap Forest Preserve - Motion by member Maine, second by member Hart to approve the recommendation. Mr. Kovach summarized the recommendation and

responded to questions. The District’s local share is estimated at \$5 million, and LEERD credits for the value of the District’s property will result in \$1.2 million remaining, which will be funded from the habitat restoration fund in the Capital Improvement budget. Following discussion, with a roll call vote being had, the motion to approve passed by a vote of: AYES: 7, NAYS: 0. The recommendation was forwarded to the full Board for approval.

11.0 Miscellaneous Business – None

12.0 Closed Session – Motion by member Casbon, second by member Hunter to go into closed session for the purpose of discussing collective bargaining matters. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The committee went into closed session at 3:02 p.m. and returned to open session at 3:06 p.m.

13.0 Potential Action Following Closed Session – None

14.0 Adjournment - With no further business, Chair Simpson noted that the next meeting is January 6, 2022 and declared the meeting adjourned at 3:06 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie Simpson, Chair			J. Kevin Hunter		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Paul Frank, Vice Chair			Ann B. Maine		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Carissa Casbon			Paras Parekh		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Danforth			John Wasik		
_____	<input type="checkbox"/>	<input type="checkbox"/>			
Sandy Hart					

Secretary’s Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the December 10, 2021 Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Operations Committee met via audio and video conference on Thursday, January 6, 2022. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 6 (Casbon, Danforth, Frank, Hunter, Simpson, Wasik)
 NAYS: 0
 ABSENT: 3 (Hart, Maine & Parekh arrived after vote)

Maureen E. Shelton
 Committee Secretary