

**Lake County Forest Preserves
Finance Committee Minutes – February 4, 2021**

On Thursday, February 4, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the January 8, 2021 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2021-1, and the Written Determination of the Lake County Forest Preserve 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.

1.0 Call to Order - Chair Julie Simpson called the meeting to order at 1:00 p.m.

2.0 Roll Call - Committee Secretary Gragnani call the roll and eight committee members responded: Michael Danforth, Paul Frank, Vice Chair; Sandy Hart, Ann Maine Judy Martini, Paras Parekh, Julie Simpson, Chair; and John Wasik. Commissioner Carissa Casbon joined the meeting following the roll call.

Also Present:

Angelo Kyle, President	Jim Anderson	Laurel Diver
Mary Ross Cunningham	Nan Buckardt	Debbie Boness
Marah Altenberg	Katherine Hamilton-Smith	Michael Haug
Alex Ty Kovach	John Nelson	Kim Mikus Croke
Mike Tully	Randy Seebach	Julie Gragnani
Steve Neaman	Rebekah Snyder	Matt Norton, Corporate Counsel
Mary Kann	Dan Stearns	Rachel Bossard, Corporate Counsel

3.0 Pledge of Allegiance – Member Parekh led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Maine, second by member Frank to approve the minutes of January 7, 2021. Roll Call vote being had, the motion passed by a vote of: AYES: 9; NAYS: 0.

6.0 Public Comment – None

7.0 Executive Director Comments – Executive Director Kovach reported on:

- Preservation Foundation’s recent Development, Executive and Finance Committee meetings and engaged a direct mail firm in late 2020 to help secure new donors;
- 2021 Profiles in Excellence on February 6; to be presented in a virtual format;
- Winter issue of Horizons is now available;
- Request by Abbvie to set up the Greenbelt Cultural Center as a Covid-19 vaccination location for local teachers and other eligible people in the area;
- Preserve visitors, Instagram and Facebook use have all increased;
- Various projects in progress;
- North Mill Creek Restoration project received an award from the American Council of Engineering Companies.

8.0 Correspondence – None

9.0 Unfinished Business – None

10.0 New Business

10.1 Monthly Financial Report – Finance Director Steve Neaman advised the Committee that the IRS is conducting an audit of the District’s 2018 payroll and benefit reporting, and will keep the committee updated. He then summarized the preliminary year-end financial report ending December 31, 2020. He noted that operating expenses are favorable due to holding vacant positions to stay in budget. Revenues are higher than budget due to transfer of excess debt service. Tax collections are anticipated in late February or early March. He responded to questions from the Committee. Member Casbon requested that the committee be updated on the tax collections at the next meeting. A refinancing of the 2010 bonds will be presented to the committee next month with an estimated \$8 million direct benefit to the taxpayers. He added that 2013 and 2015 bond issues will be available for refinancing if the law allows. Vice Chair Frank asked if Commissioners could see any available IRS audit documents; Director Neaman replied yes.

10.2 Review of Purchasing Card and Fuel Card Procedures – Director Neaman gave an overview of the new P-card program, noting that combining with the County provides a small discount. He then explained that the District’s underground fuel tanks at Lakewood needed to be replaced and the switch was made to the new Wexcard system to get fuel at gas stations instead of repairing the District’s tanks. Director Neaman responded to questions and Executive Director Kovach commented. Director Neaman noted that P-card transactions and reports are available to any Commissioner who wishes to see them.

10.3 Policy direction regarding starting recruitment process for .19 FTE Food and Beverage Attendant positions at Independence Grove – Director Kovach explained that the plan for a beer garden at Independence Grove will need a budget amendment in March, however, staff needs to start the recruitment process now for the seasonal positions that will be needed, in order to meet the timeline for opening. The consensus of the committee was to proceed.

10.4 Recommend approval of an Ordinance approving an interim License Agreement with Possibility Place Nursery to provide plants and services for online annual Native Plant Sale – Motion by member Casbon, second by member Maine to approve. Director Kovach noted that due to the pandemic, the annual native plant sale will be conducted online again this year; therefore, the same agreement will be used as was in place for last year. Mr. Kovach and Education Director Nan Buckardt responded to comments and questions. After discussion, the motion to approve passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.5 Recommend approval of a Resolution awarding Contracts for District-Wide Invasive Plant Management for (a) East Invasive Plant Management Project to Liberty Prairie Restorations in the Contract Price of \$91,560.00 and (b) Sun Lake Teasel Management Project and West Invasive Plant Management Project to Red Buffalo Nursery in the Contract Price of \$106,875.00 - Motion by member Martini, second by member Casbon to approve. Director Kovach made remarks and Natural Resource Director Jim Anderson explained the project in detail. Mr. Anderson responded to questions and there was discussion regarding new invasive species, the District’s work with Morton Arboretum, and reinstating the Illinois Invasive Species Council. Vice Chair Frank suggested prioritizing the Council’s work as a topic for the Legislative Committee to work on. Following discussion, the motion to approve passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.6 Recommend approval of a Resolution awarding a Contract for the Purchase of seven 2021 Ford Vehicles to Currie Motors Commercial Center in the Contract Price of \$203,823.00 through the Suburban Purchasing Cooperative joint purchasing program - Motion by member Casbon, second by member Martini to approve. Director Kovach summarized the recommendation and Director John Nelson gave a detailed description of the vehicles to be purchased and what vehicles they will replace. Mr. Nelson responded to questions and a general discussion ensued regarding the District’s Green Fleet Policy and use of all-electric vehicles; and lease vs. purchase. Mr. Nelson gave a brief explanation of the joint purchasing program.

During discussion member Martini requested a list of District vehicles with their scheduled replacement year. Following discussion, the motion to approve passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.7 Recommend approval of a Resolution Approving a Property Access Agreement with North Shore Water Reclamation District (NSWRD) allowing access to its property for Ecological Management of the Waukegan Dunes Area, Illinois Natural Area Inventory Site, as part of the Chiwaukee Prairie Illinois Beach Lake Plain restoration project, and rescinding a prior resolution - Motion by member Frank, second by member Casbon to approve. Director Kovach showed the project site on a map and explained that NSWRD has new insurance requirements regarding indemnification that came to light since the prior resolution was approved by the Board. Director Jim Anderson then explained the restoration project and noted that the agreement has been revised from a one-year to a five-year agreement. Attorney Matt Norton summarized the liability issue. The District's indemnification obligation under this property access agreement requires that if an injury claim arises out of joint negligence by the District and NSWRD, the District must indemnify and defend NSWRD against that claim, because this is not their project. This is not negotiable. He added that PDRMA covers the District for negligence but will not cover NSWRD for their negligence. Any claim would have to be paid from the District's Insurance Fund. Based on the type of work being done it is unlikely that joint negligence would occur. Staff brought this requirement to the attention of the committee since this is not something the District would ordinarily agree to. Mr. Anderson added that the agreement also requires a walk-through of the property before doing the work. Following a general discussion, the motion to approve passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.8 Recommend approval of a Resolution Approving a Property Access and Cost Sharing Agreement with the Chicago Bears Football Club for Buckthorn Removal - Motion by member Frank, second by member Maine to approve. Director Kovach showed the project site on a map and summarized the recommendation. Director Kovach and Director Anderson responded to questions and a general discussion ensued. Attorney Norton explained a separate indemnification provision of the agreement specific to COVID. Following discussion, the motion to approve passed by a roll call vote of: AYES: 9, NAYS: 0. The recommendation was forwarded to the full Board for approval.

10.9 For Information Only - Review and comment on Oriole Grove preliminary Master Plan - Planning Director Randy Seebach explained that per the process, the review of the master plan is being presented to each standing committee. He gave an overview explaining the master plan and estimated project costs. The Plan will be implemented as funding becomes available. Comments followed from Commissioners; the master plan will be reviewed by the Operations Committee on March 1, then to the full Board for approval on March 9.

11.0 Miscellaneous Business - None

16.0 Closed Session - Motion by member Hart, second by member Casbon to go into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Roll call vote being had, the motion passed by a vote of: AYES: 9, NAYS: 0. The committee went into closed session at 3:16 p.m. and returned to open session at 4:07 p.m.

17.0 Potential Action Following Closed Session - None

18.0 Adjournment - With no further business, Chair Simpson declared the meeting adjourned at 4:07 p.m.

FINANCE COMMITTEE MINUTES – FEBRUARY 4, 2021

APPROVED:

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

Finance Committee Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the February 5, 2021, Gubernatorial Disaster Proclamation, the Governor's Executive Orders No. 2021-4 and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Thursday, March 4, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 9 (Casbon, Danforth, Frank, Hart, Maine, Martini, Parekh, Simpson, Wasik)
 NAYS: 0
 ABSENT: 0

Julie Bragnani
 Committee Secretary