



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FINANCE AND ADMINISTRATION COMMITTEE MINUTES

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#### I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, June 26, 2018 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chairman Mark Davoust at 2:00 PM.

##### Members Present:

Chairman Mark Davoust	Present
Commissioner Theresa Barreiro	Late
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Late
Commissioner Don Ishmael	Absent
President Michael Kenyon	Present
Commissioner Bill Lenert	Present
Secretary Philip Lewis	Late
Commissioner John Martin	Present
Commissioner Penny Wegman	Present

##### Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Police Chief, Caitlin Rodeghero, Administrative Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from May 22, 2018

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rebecca Gillam, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Mark Davoust, Rebecca Gillam, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
<b>ABSENT:</b>	Theresa Barreiro, John Hoscheit, Don Ishmael, Philip Lewis

#### III. Public Comment (Each speaker is limited to three minutes) *None.*

#### IV. New or Unfinished Business

##### A. Presentation and Approval of Commissioners' Expenses Attending the 2018 IAPD Annual Legislative Conference in Springfield

The Local Government Travel Expense Control Act, Public Act 99-0604, requires all non-home rule public agencies, including forest preserve districts, to regulate the reimbursement of all travel, meals, and lodging expenses of their commissioners,

employees, and representatives effective January 1, 2017. The District approved, by resolution on December 13, 2016, a policy for the regulation of said expenses, which requires all travel expenses for commissioners be approved through a public meeting of the Commission.

Commissioners and staff attended the IAPD Annual Legislative Conference held in Springfield, April 24-25, 2018. The following were the commissioners in attendance and their expenses including items such as conference registration, hotel, mileage, and meals during this two-day conference:

Theresa Barreiro: \$408.64  
Mark Davoust: \$583.62  
Becky Gillam: \$543.70

Recreation, Park and conservation professionals and commissioners attend this multi-day conference, which highlights legislation, advocacy and grant specific educational sessions and Parks Day in the Capitol rotunda. Additionally, included in the conference is the annual Legislative Reception for networking with other agencies and our state legislators.

**DISCUSSION:** None.

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 7/6/2018 8:30 AM</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	John Martin, Commissioner
<b>AYES:</b>	Mark Davoust, Theresa Barreiro, Rebecca Gillam, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	John Hoscheit, Don Ishmael

#### **B. Presentation and Approval of a Bid for Five Replacement Vehicles for the Operations Department**

The Commission approved funding in the 2018/2019 fiscal year budget for the purchase of five replacement vehicles for the Operations Department: two ½ ton 4x4 crew cab pickup trucks, assigned to the Operations Supervisors. One for North Operations, and one for South Operations. Two ½ ton regular cab 2-wheel drive pickup trucks for South Operations, and one mid-sized 4x4 pickup truck for Operations Administration. Tom Peck Ford, Huntley, IL was the lowest qualified bid for the four heavy duty trucks for a total of \$122,265 and the pickup will be purchased through the National Auto Fleet Group located in Watsonville, CA with a total cost of \$34,000.

**DISCUSSION:** Commissioner Lewis stated that it was important that the trucks get washed down immediately after use so they keep the body in good shape and the engine will last longer. Director Goreth echoed that and added that the aluminum body holds up better and that each maintenance facility is equipped with a pressure washer which enables staff to rinse after each use. Executive Director Meyers added that we have reviewed the vehicle replacement schedule as well as taken

recommendations from our ASE Certified mechanic on staff. She also stated that the mowers are also pressure washed after each use.

**RESULT:** MOVED FORWARD BY VOICE VOTE [UNANIMOUS]  
**TO:** FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 7/6/2018 8:30 AM  
**MOVER:** Rebecca Gillam, Commissioner  
**SECONDER:** Bill Lenert, Commissioner  
**AYES:** Mark Davoust, Theresa Barreiro, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman  
**ABSENT:** Don Ishmael

**C. Presentation and Approval of a Proposal from Weaver Consultants for the IEPA Landfill Permit Modification for the Settler's Hill Golf Course Renovation Project**

The District contracted with Weaver Consultants Group in June 2015 at a cost of \$12,000 to review the impacts on the landfill for the proposed Settler's Hill Golf Course plans for the driving range, practice area and golf holes #13 through #17 on/along the Midway landfill footprint, and prepare/submit a Supplemental Permit Modification Application as required by the IEPA. Comments/questions were received back from the IEPA. Questions were answered and any recommended changes were provided to the golf course architect to complete this phase. The District received the permit from the IEPA in July 2016.

The District continued to finalize the plans with Greg Martin and entered into a phase 2 contract with Weaver Consultants Group in April 2017 in the amount of \$11,500 to review the impacts on the landfill for the driving range modifications and south sedimentation basin design, and prepare/submit a Significant Permit Modification Application as required by the IEPA. Comments/questions were received back from the IEPA. Questions were answered and any recommended changes were provided to the golf course architect to complete this phase. The District received the permit from the IEPA in May 2018.

The third and final phase of the IEPA permitting process is to review the impacts on the landfill for the remainder of the course (excluding areas previously approved in Phases 1 and 2) and prepare/submit a Supplemental Permit Modification Application as required by the IEPA. This is the final IEPA permit required. The Phase 3 proposal from Weaver Consultants Group totals \$15,500, bringing the total amount of their contract to \$39,000.

**DISCUSSION:** None.

**RESULT:** MOVED FORWARD BY VOICE VOTE [UNANIMOUS]  
**TO:** FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 7/6/2018 8:30 AM  
**MOVER:** John Martin, Commissioner  
**SECONDER:** Philip Lewis, Secretary  
**AYES:** Mark Davoust, Theresa Barreiro, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman  
**ABSENT:** Don Ishmael

**V. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel** *None.*

**VI. Communications**

Community Affairs Director Metanchuk reported that the Monarchs & Milkweeds program hosted at the Creekbend Nature Center was a great success, with over 700 in attendance. President Kenyon expressed that the butterfly nets that were being handed out was a great idea.

Commissioner Martin mentioned that the dedication program held at the Fabyan Forest Preserve, hosted by the Friends of Fabyan was very well done and the volunteer group there is very passionate and have done a great job. Commissioner Gillam added that they are stellar facilities.

**VII. Chairman's Comments**

Chairman Davoust reminded everyone of the upcoming employee outing to be held on July 11 at the Hughes Creek Golf Course in Elburn with lunch following at the Elburn Forest Preserve.

**VIII. Adjournment**

<b>RESULT:</b>	<b>ADJOURNED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Penny Wegman, Commissioner
<b>SECONDER:</b>	John Hoscheit, Commissioner
<b>AYES:</b>	Mark Davoust, Theresa Barreiro, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman
<b>ABSENT:</b>	Don Ishmael

Mark Davoust, Chairman  
Forest Preserve District Finance and Administration Committee  
Forest Preserve District of Kane County

**Adjournment until: Tuesday, July 24, 2018 at 2:00 pm**  
**Forest Preserve District Administration Offices**  
**1996 S. Kirk Road, Suite 320 Geneva, Illinois**

Respectfully Submitted,

*Ellen J. Maglio*

Ellen J. Maglio  
Recording Secretary