



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, January 23, 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:

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

Others Present:

Executive Director Meyers, Ken J. Stanish, Director of Finance, Jerry Culp, Director of Planning and Development, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffe, Director of Public Safety, Patrick Chess, Restoration Ecologist, Administrative Assistant, Caitlin Rodeghero, Buyer, Anna Marano, Community Affairs Specialist, Brittany Kovach, Planner, Michele Springer, Attorney Gerald Hodge, and Recording Secretary, Ellen J. Maglio

II. Approval of Minutes from October 31, 2017

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

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

IV. New or Unfinished Business

A. Presentation and Approval of Closed Session Minutes

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

B. Presentation and Approval of a Memorandum of Understanding with the Northern Illinois Native Seed Exchange

Restoration Ecologist, Patrick Chess, has served as our representative to this group during the formative process of the last two years. While the overall amount of plant material that comes back to the District from this partnership is minimal, the benefits of increasing the genetic diversity of these remnant species are invaluable. Last year we received the first plugs that were grown from seed we delivered to the NLI as part of this partnership.

DISCUSSION: *Chairman Davoust stated that the cooperation between agencies is important.*

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

C. Presentation and Approval of an Intergovernmental Agreement with the IDNR for the River Obstruction Removal Project at Fabyan Forest Preserve Causeway and Carpentersville Dam

The proposed agreement carries over the terms of the previous agreement while documenting the progress to date. The major components of the agreement are as follows:

- Three-year term is through December 1, 2020. The District may request another extension in writing to the IDNR at that time.
- Total funding award from the IDNR is \$3.5 M for both projects. The IDNR has provided \$500,000 for the Fabyan Causeway Removal. Engineering costs were \$52,000 leaving \$448,000. Once the project is bid, the IDNR will provide the funding difference for the construction. The IDNR will upfront an additional \$500,000 for the engineering of the Carpentersville Dam Removal Project. Upon expending 50% (\$250,000) of each project funding, the District may ask for the fund(s) to be replenished up to \$500,000 for each project.
- The IDNR will be provided contract and bid documents to review/approve prior to awarding any contract or bidding.

- Each phase (engineering and construction) shall be approved by the IDNR before implementing.

To date, \$74,982 has been expensed for engineering and permits, leaving \$1,625,018 for the construction portion of the Fabyan Causeway project. The IDNR provided \$500,000 in advance of the project start and will provide the District additional funds following the bidding of the project. The District will request the initial \$500,000 to start the Carpentersville Dam project with the signing of this agreement.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM
MOVER:	Rebecca Gillam, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Brian Dahl, Don Ishmael, Philip Lewis

D. Presentation and Approval of an Intergovernmental Agreement with KDOT for the Sublicensing Use of the Cartegraph Software Programs for a Three Year Period

Staff has been working with the Kane County Division of Transportation on the use of a software that will help the District manage and maintain District assets. The software has several components that will allow the District to not only track assets, but maintain the asset and do it in an organized and efficient way.

KDOT will be the hosting agency for the software and will pay for all implementation fees and first year subscription fees up front, at a cost of \$108,891.80. The District's share of the implementation costs and first year subscription are \$46,750, which the District will pay back over a period of three years at a cost per year of \$15,583.33.

Each year after the first subscription year, the District will be responsible for subscription costs of \$18,000, which includes all software maintenance, updates and technical support. With the approval of this agreement, staff will include the funds for the implementation and subscription fees in the next fiscal year budget.

DISCUSSION: *Commissioner Gillam stated that the Village of West Dundee has this software and it is very useful. She did ask how the District may use it in the Natural Asset Management. Director Culp explained that the area such as an area designated for weed control identified and the task completed and recorded in real time by Director. Commissioner Hoscheit suggested that this software be introduced to the County for a possible partnership as well. Commissioner Lenert stated that he thought it is a good efficient program. Chairman Davoust said it seemed that it would have a large return on the investment. Director Goreth reported that while the District Operations currently utilizes a program designed and maintained by the County's IT department, however, the current program does not do everything we need and this program would allow for direct access to support by*

Cartegraph, and this would be very helpful. The software would also be very useful and helpful during the PDRMA inspections. Executive Director Meyers explained that the key would be in the set-up of the system, and that a committee representing each user department would work to implement the program. Cartegraph would supply the training and support going forward.

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM**
MOVER: John Hoscheit, Commissioner
SECONDER: Bill Lenert, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Brian Dahl, Don Ishmael, Philip Lewis

E. Presentation and Approval of Revisions to the District's Use Ordinance

The District's Use Ordinance was adopted September, 1995. Over the years, there have been periodic additions and revisions, however, at the direction of the Executive Director, a committee was formed in 2017 to conduct a comprehensive review, and submit recommendations for revision. Executive Director Meyers explained that the modifications made to the document are mainly clarifications and language updates. A redlined version of the document was available for review in the agenda packet.

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM**
MOVER: Penny Wegman, Commissioner
SECONDER: John Hoscheit, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Brian Dahl, Don Ishmael, Philip Lewis

F. Presentation and Approval of a Naming Rights, Signage, and Promotion Agreement for the Settler's Hill Cross Country Events Center with Northwestern Memorial Health Care and the Chicago Area Track and Field Organizing Committee

*Name on the agenda was noted as incorrect. Correction made: **Presentation and Approval of a Naming Rights, Signage, and Promotion Agreement for the Settler's Hill Cross Country Events Center with Northwestern Memorial HealthCare and Chicago Area Track and Field Organizing Committee***

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE EXECUTIVE COMMITTEE 2/2/2018 8:30 AM**
MOVER: John Martin, Commissioner
SECONDER: Bill Lenert, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Brian Dahl, Don Ishmael, Philip Lewis

V. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel

Entered into Closed Session to discuss contracts. 2:35 pm. Exited Closed Session at 2:55 pm.

RESULT: ENTER INTO CLOSED SESSION TO DISCUSS CONTRACTS BY ROLL CALL VOTE
[UNANIMOUS]
MOVER: John Martin, Commissioner
SECONDER: Theresa Barreiro, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon,
Bill Lenert, John Martin, Penny Wegman
ABSENT: Brian Dahl, Don Ishmael, Philip Lewis

RESULT: EXIT CLOSED SESSION: APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER: Bill Lenert, Commissioner
SECONDER: John Martin, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Rebecca Gillam, John Hoscheit, Michael Kenyon,
Bill Lenert, John Martin, Penny Wegman
ABSENT: Brian Dahl, Don Ishmael, Philip Lewis

VI. Communications

The Conservation Foundation Winter Membership and Awards Luncheon will be held on Thursday, February 15th, 2018 from 11:30 am-2:00 pm at the The Abbington in Glen Ellyn. The District will be hosting a table. If you would like to attend, please RSVP to maglioellen@kaneforest.com

VII. Chairman's Comments *None.*

VIII. Adjournment

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

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

Adjournment until: Tuesday, February 20, 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