



## FOREST PRESERVE DISTRICT OF KANE COUNTY

### FINANCE AND ADMINISTRATION COMMITTEE MINUTES

---

#### I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, February 26, 2019 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:

President Michael Kenyon	Present
Chairman Mark Davoust	Present
Commissioner Theresa Barreiro	Present
Commissioner Matt Hanson	Late
Commissioner John Hoscheit	Late
Commissioner Bill Lenert	Present
Commissioner Anita Lewis	Absent
Commissioner John Martin	Absent
Commissioner Penny Wegman	Present

##### Others Present:

Commissioners Kious, Koppie, Sanchez. Tom Sawyer, Managing Partner of Sawyer Falduto. Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, Ben Haberthur, Director of Natural Resources Management, John Goreth, Director of Operations, Caitlin Rodeghero, Administrative Specialist, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

#### II. Approval of Minutes from January 22, 2019

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Penny Wegman, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Matt Hanson, John Hoscheit, Anita Lewis, John Martin

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

#### IV. Presentations

##### A. Presentation by Sawyer Falduto of 2018 Financial Report

Tom Sawyer, Managing Partner from Sawyer Falduto gave a brief report of the District's 2018 investment financials.

**DISCUSSION:** *President Kenyon asked if other agencies using these types of financial plans and if the District was included in a group plan. Mr. Sawyer answered that the District's program is solely owned and that Sawyer Falduto assists with over 20 agencies which each having their own programs.*

**B. Presentation of the Quarterly Golf Courses Financial Report**

CFO Stanish reviewed the quarterly golf course report. Both management groups are fully paid and current. The 2017 vs 2018 comparison showed a decrease year over year. This decrease was attributed to bad weather on the weekends and holidays.

**DISCUSSION:** *Commissioner Hanson asked when the contracts are expiring and if they would be re-bid together or separately and if the food and beverage portion is a separate management or same. Executive Director Meyers stated that an RFP would be sent out and it would be done together - all courses and that the food and beverage would be included. Chairman Davoust stated that the difference between Hughes Creek and Settler's revenues may be attributed to the food and beverage and that with the improvements at Settler's Hill, that it will change the scope of that site. He also added that moving forward it seems the best option would be to keep them together.*

**V. Bids and Proposals**

**A. Presentation and Approval of Accepting the 3rd Year Option with Lauterbach & Amen LLP**

In Fiscal year 2014, the District conducted a request for proposal (RFP) for auditing services. Many firms were evaluated and the recommendation that was approved by the Commission was to award Lauterbach & Amen, LLP with a three-year contract for fiscal years 2014 through 2016. The District also included the option within the RFP to extend the contract for up to an additional 3 years if it so chooses and has exercised the first two option years for fiscal years' 2017 & 18. For fiscal year 2019, Lauterbach & Amen would increase the pricing from \$25,000 to \$25,600 for the standard audit and from \$3,300 to \$3,400 for a single audit (if required). Staff has been very satisfied with the professionalism and punctuality in dealing with L&A. The District has been able to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past five years and expects to receive it for fiscal year 2018 that was submitted in the fourth quarter of 2018.

**DISCUSSION:** *Chairman Davoust suggested that if within requirements that the District get a longer contract as a cost savings. Commissioner Lenert asked what the cost increase has been. Attorney Hodge stated that it would be allowed to have a longer contract for cost savings, but historically the shorter contracts were also conigzant of the future board's direction. CFO Stanish responded that the increase has been about the same each year since 2014. He added that the "Best Practices" recommendation from the GFOA is that the audit firm is reviewed about every five years.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 3/8/2019 8:30 AM</b>
<b>MOVER:</b>	John Hoscheit, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

**B. Presentation and Approval of a Professional Services Contract with V3 Companies, Inc. for the Muirhead Springs Wetland Mitigation Project**

District Staff has continued to proceed through the United States Army Corps of Engineers (USACOE) process to create a wetland mitigation bank at the Muirhead Springs Forest Preserve. The next step is to select a consultant to provide professional services for the creation of a Mitigation Banking Instrument (MBI) in accordance with the Final Rule for Compensatory Mitigation for Losses of Aquatic Resources and the Interagency Coordination Agreement (ICA) on Mitigation Banking. The MBI document will contain the required twelve essential elements as set forth in the associated regulations. There are two significant components to this project, one is the typical wetland mitigation banking portion and the other is stream restoration project for stream restoration mitigation credits.

District Staff used a Qualification Based Selection (QBS) process similar to the Kane County Division of Transportation to select a consultant. The RFP was advertised and provided to twenty-one (21) consulting firms of which four (4) responded. Staff evaluated the proposals submitted and concurred that V3 Companies, Inc. was the most qualified firm to complete the project at a cost totaling \$99,810.

The approval by the US Army Corps of Engineers of the MBI and the ICA will conclude this preliminary engineering phase with V3. The District will then be authorized to sell credits up to 30% of the approved wetland area. The District will then move into the final design phase when adequate revenues have been generated through the bank. The US Army Corps of Engineers will then approve the final design and the

District will have the authority to initiate the construction phase of the bank when adequate revenues have been generated through the bank. Following completion of the construction, the project will move into the maintenance phase, continuing to utilize generated revenues from the bank as needed.

**DISCUSSION:** *Chairman Davoust added that this opportunity would be a tremendous return on our investment. Commissioner Koppie asked what the value of the credits are currently. Chief of Planning Anderson answered that currently about 100 acres would earn about \$10M.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 3/8/2019 8:30 AM</b>
<b>MOVER:</b>	Bill Lenert, Commissioner
<b>SECONDER:</b>	Matt Hanson, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

**VI. New or Unfinished Business**

**A. Presentation and Approval of the 2019 Surplus Vehicle and Equipment List**

In 2013, the District began using an on-line auction house to dispose its surplus vehicles and equipment with good results. Attached is a current listing of vehicles and equipment that staff is requesting the Committee to declare as surplus and approve disposing of them

through an on-line auction service. Staff views this process instrumental in obtaining the best results with numerous bids submitted.

All proceeds from the auction go into the General Fund under 01-00-00-3070 Sale of Material. In calendar year 2018, the District received \$38,775.69 from the on-line sale of vehicles & equipment.

**DISCUSSION:** *Commissioner Hoscheit stated that historically, the auction was done in-house, but this process gives greater access to buyers and more revenue from sales. CFO Stanish explained that this process is managed by the auction house and their fees have not been raised since we started using their services in 2013.*

<b>RESULT:</b>	<b>MOVED FORWARD BY VOICE VOTE [UNANIMOUS]</b>
<b>TO:</b>	<b>FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 3/8/2019 8:30 AM</b>
<b>MOVER:</b>	Theresa Barreiro, Commissioner
<b>SECONDER:</b>	Matt Hanson, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

**B. Presentation and Approval of Closed Session Minutes from April 2016 through December 2018**

The Finance and Administration Committee of the Forest Preserve District of Kane County, Kane County, Illinois has reviewed the minutes of the Closed Sessions pursuant to Illinois Compiled Statute 5ILCS 120/2.03 and has made a determination as to whether the need for confidentiality still exists as to all or part of those minutes which have not been made fully public. The Committee has determined that the need for confidentiality still exists as to the Closed Session minutes of 10/2/18, 11/19/18, 12/18/18. The Committee has determined that there is no longer a need for confidentiality as to the Closed Session minutes of: 4/26/16 and 10/31/17. The release of Closed Session minutes and destruction of audio recordings of same which are older than 18 months and completely released.

**DISCUSSION:** *None.*

<b>RESULT:</b>	<b>APPROVED BY VOICE VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Theresa Barreiro, Commissioner
<b>SECONDER:</b>	Bill Lenert, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

---

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

2:35 PM Entered. Exit 3:05 PM

<b>RESULT:</b>	<b>ROLL CALL VOTE [UNANIMOUS]</b>
<b>MOVER:</b>	Penny Wegman, Commissioner
<b>SECONDER:</b>	Theresa Barreiro, Commissioner
<b>AYES:</b>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin,

**VIII. Communications**

**Maple Sugaring-**

March 2 & March 3 from 12-3 pm at the Creek Bend Nature Center

**IX. Chairman's Comments**

Chairman Davoust reminded all, that the Forest Preserve Foundation is still searching for Board members if anyone knows anyone interested to let him know.

**X. Adjournment**

**3:10 PM**

<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>	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, Penny Wegman
<b>ABSENT:</b>	Anita Lewis, John Martin

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

**Adjournment until: Tuesday, March 26, 2019 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