I. Call to Order

Finance Committee Chair Cullick called the meeting to order at 6:42 pm in the Kendall County Board Room.

II. Pledge of Allegiance

III. Roll Call

Commissioners Davidson, Wehrli, Gryder, and Cullick all were present.

IV. Approval of Agenda

Commissioner Gryder made a motion to approve the agenda as presented. Seconded by Commissioner Wehrli. Aye, all. Opposed, none.

Commissioner Koukol entered the meeting at 6:43 pm.

V. Citizens to be Heard

No public comments offered.

VI. Approval of a Motion to Forward Claims for Approval in an Amount Not-to-Exceed $18,098.36.

Commissioner Davidson made a motion to forward claims in the amount of $18,098.36 for Commission approval. Seconded by Commissioner Wehrli.

The Finance Committee discussed the AT&T bills for the District presented as claim #228. Director Guritz reported that all AT&T bills are now paid collectively on his procurement card, with the exception of the bill paid for Ellis House. Director Guritz stated that staff were working to transition internet service from AT&T to Verizon using JetPacks which provide faster service at a lower monthly cost.

Commissioner Koukol inquired into claim #253 for John Deere Financial for an alternator purchase for a District’s mower. The claim’s costs were reviewed by the committee.

Commission Gryder inquired into claim #254 for Newark Sanitary District. Director Guritz stated that this cost covers water quality testing for sanitary sewage treatment ponds. This cost could be reduced or eliminated if the District purchases the equipment needed to complete testing in house.
Commissioner Gryder inquired into claim #252 for the IEPA permit. Director Guritz stated this was for our NPDES (Non-Point Discharge Elimination System) annual permit through IEPA for the Hoover sanitary treatment ponds.

Commissioner Davidson inquired into whether the $1,700 cost for fuel is for one or two months. Review of the claim showed that the bill represented one month’s supply of gasoline (486 gallons) and diesel (180 gallons).

Commissioner Cullick called the question. All, aye. Opposed, none. Motion passed unanimously.

VII. Park District Risk Management Association – Overview Presentation

Director Guritz introduced Dane Mull to the Finance Committee to present an overview of the Park District Risk Management Agency (PDRMA). Mr. Mull presented an overview of PDRMA member agencies, which includes the majority of forest preserve districts in Illinois.

PDRMA formed in the 1980’s as an intergovernmental cooperative agency and insurance pool. Funds and insurance claims are both managed within a single pool. While PDRMA does carry insurance, it is better classified as a risk management agency.

PDRMA does not dictate what a member agency can or cannot do, but does help to guide best practices around risk management for programs and activities.

Members approve the coverage that is extended under the insurance coverage pool, and generally provides lower cost premiums for the coverage extended.

PDRMA employs its own claims management and legal counsel. These services are provided at no additional charges to members, and support HR management assistance.

PDRMA also provides extensive risk management training to staff, online training services, and regional training opportunities. Other online resources include model policies and templates for a variety of program and risk management purposes.

PDRMA field consultants guide member agencies through a loss control review. This includes a comprehensive review and inventory of property and structures.

Commissioner Davidson inquired into what happens when a member agency files a large claim. Mr. Mull stated that PDRMA carries additional coverage with high deductibles to insulate member agencies. A credit-debit formula is applied to agencies experiencing a high loss. For example an agency experiencing a $5 million loss would be required to pay $25,000 according to the formula.
PDRMA carries first dollar coverage in all coverage areas, and actively manages all litigation issues either using in-house or contracted attorneys. Because all PDRMA members may be adversely impacted by case law outcomes, the agency works to protect all member interests in approaching and managing litigation issues. There are no separate defense costs, and member agencies actively participate in supporting the litigation process and decisions.

PDRMA membership requires a three-year commitment, with proper notification required for those agencies leaving the membership.

Director Guritz stated that PDRMA is a stable and strong agency, with few instances of members leaving the agency.

PDRMA requires that at least one full-time administrative staff member be employed with the agency.

Director Guritz stated that the District’s membership to PDRMA will require a strong effort and commitment to bring the District’s risk management program up to PDRMA standards.

Mr. Mull stated that currently, the District’s premium-loss ratio precludes the District from joining at this time. Membership could be considered in early 2017 with improvements to this ratio. The District’s premium-loss ration exceeds PDRMA standards in three of four areas; property loss, workers’ compensation, and general liability.

Application for membership will include a loss review and risk management program audit and assessment. This audit and accreditation process is repeated every four years.

Evaluation of commitment to work to meet best practices is part of the assessment.

The District would be eligible to participate in the health insurance pool, and the Finance Committee instructed Director Guritz to explore this opportunity.

VIII. Approval of a Motion to Forward a Tree Removal Proposal from Busted Knuckles, Inc. in the Amount of $500.00 for Commission Approval

Commissioner Gryder made a motion to forward the tree removal proposal from Busted Knuckles, Inc. in the amount of $500.00 for Commission approval. Seconded by Commissioner Wehrli.
Director Guritz reported that an ash tree at Hoover Forest Preserve along the Poplar Drive property lines needs to be addressed. The tree is located entirely on District property, and is leaning towards and will likely impact a neighboring home if left unaddressed.

Aye, all. Opposed, none.

IX. Henneberry Forest Preserve Updated Site Plan and Cost Estimates

Director Guritz presented the updated site plan and site improvement cost assessment for Henneberry Forest Preserve improvements.

Total cost for the proposed improvements, including construction of the north-south trail and wetland boardwalk, and restoration of approximately 48 acres of short grass prairie, is $497,427, which includes $40,000 for architecture and engineering fees.

Laura Stuart will be contacted to determine if the District would be able to offset total costs with a state or federal trail construction grant.

The Finance Committee provided direction to request trail construction access from the Whitetail Ridge Homeowner’s Association prior to presenting the revised master plan for Commission approval.

X. Lyon Forest Preserve Groundwater Well Removal and Sealing Costs Update

Director Guritz reported that staff has been directed to move forward with removal of a groundwater hand pump and sealing of the well at Lyon Forest Preserve. The hand pump has been locked down from public use for the past few years after testing results indicated presence of *E. coli* contamination was present. Repeated efforts to treat and disinfect the well have proven unsuccessful. Staff reports the depth of the well is shallow, and source contamination may be the adjacent pet boarding facility.

K&K Well Drilling, Inc. provided a quote for $750 to cap the well in coordination with the KC Health Department. Should costs exceed $1,000, and updated proposal will be brought back to the Finance Committee for consideration prior to moving forward.

XI. Stephanie’s Garden Landscaping Design Proposal

Director Guritz presented a proposal requested from Upland Design, Inc. to facilitate development of a phased design and plan for an outdoor nature play area including cost estimates for enhancement of Hoover Forest Preserve. Goals for the project include leading a group of stakeholders through a design process, which includes development of low-
maintenance nature play elements for the area, and phased cost estimates for completion of plan with outside funding support. If approved, the initial proposal will be funded from the District’s capital fund, with future development costs secured from outside donations and contributions. Total cost for the development of the site plan is $7,250, plus an additional $320 for reimbursable project expenses.

Director Guritz stated that the garden committee has secured over $7,000 for next phase improvements, with the Forest Foundation acting as the project’s fiscal agent for funds raised by the committee.

The Finance Committee discussed the proposal, suggesting that the committee should be approached to discuss the project. The Finance Committee also discussed development of a policy for considering future community-based project interests that would require consent and approval from the Board of Commissioners.

The Finance Committee instructed Director Guritz to discuss the project with representatives from the garden committee, Forest Foundation, and Commission to discuss the project including supporting roles and responsibilities.

XII. **Neshnabe’k Restoration Project – Flex Bark Purchase Discussion**

Director Guritz presented costs for purchase of flex bark for covering of primitive structures at the Neshnabe’k village site. Flex Bark is a durable fabricated material that replicates bark from local trees used for outdoor exhibits. Currently, $3,000 is budgeted in the capital project fund to support the purchase, which would allow for partial covering one of the four structures in need of improvement at a cost of $13-14.50 per square foot covered.

The Finance Committee discussed the project, and instructed Director Guritz to look into alternate materials for the project.

Director Guritz stated that there alternate products on the market including reed mats and rawhide/buckskin that could be purchased at a lower cost. Estimates will be brought back to the Finance Committee for discussion.

XIII. **Finance Committee Meeting Date and Time Changes**

The Finance Committee discussed rescheduling the first Finance Committee meeting date for each month. The Committee reached consensus to reschedule the first Finance Committee meeting for each month to 4:00 pm Wednesday prior to the District’s Committee of the Whole meetings.
XIV. Executive Session

None.

XV. Other Items of Business

Commissioner Davidson inquired into the status of discussions regarding the Stevenson Property adjacent to Maramech Forest Preserve. President Wehrli and Director Guritz participated in a site tour at the request of The Conservation Foundation. While the property may be considered for purchase in the future, the District lacks the capital funding available to secure the property.

Commission discussed the provisions for trading property within the Downstate Forest Preserve District Act. Director Guritz stated he would request a legal opinion from the State’s Attorney’s Office, and relay this information to the Board for consideration.

XVI. Citizens to be Heard

None.

XVII. Adjournment

Commissioner Davidson made a motion to adjourn. Seconded by Commissioner Koukol. All, aye. Meeting adjourned at 8:14 pm.

Respectfully submitted,

David Guritz
Director, Kendall County Forest Preserve District