

**Vermilion County Conservation District
Headquarters: Kennekuk County Park
Danville, IL**

**RECORD OF PROCEEDINGS
REGULAR MONTHLY MEETING OF THE
BOARD OF TRUSTEES**

**Wednesday, March 21, 2018
4:30 p.m.
Gannett Outdoor Education Center
Forest Glen Preserve
Westville, IL**

President Myers called the March Regular Meeting of the Vermilion County Conservation District Board of Trustees to order and opened the meeting with the Pledge of Allegiance to the American Flag.

Roll call showed the following to be present.

Trustees Present: Robert W. Arnhold
Perry A. Jaynes
Shelley McLain
Jonathan A. Myers

Trustee(s) Absent: Charles B. Schroeder

In attendance were Associate Director Pasquale, and Amy Steeples, Recording Secretary.

Staff members present included: Susan Biggs Warner, Cole Craft, Kim Fox, Nick Jeurissen, Mike Kotcher, Jeff Lete, and Charlie Rhoden.

President Myers welcomed new Trustee Shelley McLain. Trustee McLain was appointed to fill the remaining term of Alan Cooke.

First order of business, agenda item number four, was the Adoption of, or Amendments to the Agenda.

President Myers asked for amendments to the agenda.

With no amendments, *Trustee Jaynes moved to approve the agenda as presented. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried.*

Agenda item number five was the Approval of the Minutes from the February 28, 2018, Regular Meeting.

With no corrections, Trustee Jaynes moved to approve the February 28, 2018, Regular Meeting Minutes as presented. This was followed by a second from Trustee Arnhold. All in favor by acclamation, motion carried.

Item number six a. Audience Comments. There was a media representative; and four public citizens present. President Myers stated that anyone wishing to comment need only raise their hand, wait to be recognized by the chairman, and state their name. Each person has a maximum of five minutes, total maximum of 30 minutes for audience comments.

Todd Smith, Laborers Local #703 was recognized. He asked if there was any movement on the Education Center construction project.

President Myers responded, "No, there is nothing on the agenda."

Hearing no more, public comments were closed.

Agenda item number seven, the Treasurer's Report. President Myers asked if there were any questions on items seven a through d.

Associate Director Pasquale commented that the landline telephone at Atwood Home had been disconnected; savings will be realized of \$144.99/mo. from AT & T. This may be charged for one more month.

With no other questions or comments, Trustee Jaynes moved to approve the Current List of Bills from February 2018 in the amount of \$8,262.90, which included check #'s 38279 - 38293; the Manual Checks for February 2018 in the amount of \$299,249.46 which included check #'s 38140 – 38147, 38166 – 38178, and 38214 – 38232; the General Journal Entries for February 31, 2018; and the February 2018 Budget Report. This was followed by a second from Trustee McLain.

President Myers requested a roll call vote. The results as follows:

| | | |
|-----------------|---|-----|
| Trustee Jaynes | - | yes |
| Trustee McLain | - | yes |
| Trustee Arnhold | - | yes |
| President Myers | - | yes |

The vote was 4 – 0 in favor, motion carried.

Agenda item number seven e. Associate Director Pasquale reported that the NOW checking account balance is \$321,845.00; includes Wagner Estate Funds from the Catlin Bank CD. Illinois Funds Investment Pool totaled \$93,500.00; the Illinois Funds Money Market balance is \$5,100.00. First Farmers Bank balance is \$199,800.00; and Central Illinois Bank has a balance of \$199,900.00. These are bond funds. The HRA has not changed from \$3,500.00. First Savings Bank account balance remains at \$199,300.00.

Associate Director Pasquale noted that our bond fund balance is \$194,096.85.

The grand total of cash and investments less bond funds is \$828,848.15. This compares to \$667,075.00 in March of 2017.

President Myers asked what time the Wagner Estate funds came to the District.

Associate Director Pasquale responded it was in 2014.

President Myers asked if there were any other questions from the Trustees regarding any of the accounts or investments. There were none.

Agenda item number eight, Specific Items of Business to be Transacted.

Item eight a. Accept resignation of former VCCD Executive Director Ken Konsis. President Myers read Executive Konsis' letter, dated March 14, 2018, aloud. Executive Director Konsis served the District for 46 years.

Trustee Jaynes moved to accept former Executive Director Ken Konsis' letter of resignation and retirement as of March 14, 2018; 5:01 p.m. This was followed by a second from Trustee Arnholt.

President Myers added that the Board accepts this letter with regrets.

All in favor by acclamation, motion carried.

Item eight b. Appoint interim VCCD Executive Director. President Myers asked the Board to appoint Associate Director Jamie Pasquale, as he has assumed the duties performed by Executive Director Konsis in his absence.

With no discussion, Trustee Jaynes moved to appoint Associate Director Jamie Pasquale as Interim Executive Director. This was followed by a second from Trustee Arnholt. All in favor by acclamation, motion carried.

Item eight c. Farm Lease. Interim Executive Director Pasquale gave a brief background regarding the VCCD farm acreage of 184.25, which is divided into five tracts. The Lessee has become delinquent on payments stated in original cash rent lease agreement. The signed Late Rent Payment Agreement states that the Lessee was to make payments on November 1, 2016 and March 1, 2017, in a total amount of \$55,275.00. The VCCD agreed to grant the Lessee an extension to make payments along with the Lessee's next rent payment on the due date of on or before November 1, 2017, resulting in a total payment of \$82,912.50. This agreement was signed by the VCCD and the Lessee. The Lessee has now missed a March 1, 2018, payment for a total due of approximately \$110,000.

To date, the VCCD has not received any portion of this payment. The Lessee has declared bankruptcy and the VCCD may now place a lien on this amount due. The Lessee has been notified.

Trustee Arnholt recommended that we consult with the District Attorney so we have every opportunity of receiving payment. Also, it may be too late to put out bids for cash rent for this year; he suggests checking into the legality for putting out the word for a one-year lease with the District for this farm acreage.

Discussion ensued.

With no further discussion or comments, *Trustee Jaynes moved to terminate the current farm cash rent lease and file paperwork necessary to place a lien against the current Lessee; conduct a search to procure a new lessee. This was followed by a second from Trustee Arnholdt.*

President Myers requested a roll call vote. The results as follows:

| | | |
|------------------|---|-----|
| Trustee Jaynes | - | yes |
| Trustee Arnholdt | - | yes |
| Trustee McLain | - | yes |
| President Myers | - | yes |

The vote was 4 – 0 in favor, motion carried.

Item eight d. Update/Revise VCCD Employee Policies and Procedures Handbook. President Myers stated that the handbook had not been updated in several years, and was overdue. Interim Executive Director Pasquale will discuss the handbook with the District Attorney for his recommendations on inconsistencies, if any.

With no comments, *Trustee Jaynes moved to approve the engagement of the District Attorney to review the current VCCD Employee Policies and Procedures Handbook. This was followed by a second from Trustee McLain.*

Trustee Arnholdt commented that perhaps nothing final should be approved pending the hiring of a new Executive Director so that input could be made on their behalf.

President Myers agreed, stating that the process could be fluid, this would only be step one.

All in favor by acclamation, motion carried.

Agenda item nine a: IACD Report. Interim Executive Director Pasquale reported that Lara Darling is attending a follow-up meeting regarding the Illinois Association of Conservation Districts Conference held in February.

This concluded the IACD Report.

Agenda item nine b; VCC Foundation Report. Chairman Thoennes reported that several Foundation Directors manned the Nature Center during the Maple Syrup Open House and had a great time selling syrup and visiting with the public. Nick Jeurissen was present in the Nature Center also to interpret the displays there. The Foundation is preparing for the Cheeseburgers & Fun event on August 11, 2018.

Agenda item nine c: IAPD Report. Interim Executive Director Pasquale had no report on Illinois Association of Park Districts.

Agenda item nine d: VCCD Revenue Producing/Expense Reduction Committee Report. President Myers had nothing new to report.

Agenda item nine e: VCCD Education. The report was given to the Trustees at the meeting. Amy Steeples added that staff was on maple syrup duty with production and day visits to Forest Glen.

President Myers asked the number of students that came for maple syrup visits.

Susan Biggs Warner responded that six schools and one homeschool group came, one group numbered 85, however was not all students. The exact numbers were listed on the education staff report. Groups were from all over the county.

There were no other questions or comments.

Agenda item nine f: VCCD Maintenance and Land Management. The Forest Glen report was given to the Trustees at the meeting. Amy Steeples noted that two prescribed burns were accomplished successfully; one at Kennekuk and one at Forest Glen. There were no questions.

Agenda item nine g: Internet Access Committee. Trustee Arnholt was not present, there was no report.

This concluded Representative Reports.

Agenda item ten: Executive Session. *Trustee McLain moved to retire to Executive Session pursuant to Illinois Open Meeting act 5 ILCS 120/2(C)(1) at 4:57 p.m. This was followed by a second from Trustee Jaynes.*

President Myers requested a roll call vote. The results as follows:

| | | |
|-----------------|---|-----|
| Trustee McLain | - | yes |
| Trustee Jaynes | - | yes |
| Trustee Arnholt | - | yes |
| President Myers | - | yes |

The vote was 4 – 0 in favor, motion carried.

The Board returned to open session at 5:20 p.m. There was no action taken.

Agenda item eleven: Report from the Interim Executive Director. Interim Executive Director Pasquale reported he had met with most of the staff, in small groups and one-on-one to discuss financials and projects previously discussed with Executive Director Konsis to make sure everyone is on the same page. The tentative budget was approved at the February Board Meeting and will be passed in May. He will be working with staff to make any adjustments for the final budget presentation.

The Forest Glen Preserve Willow Creek Dam Spillway Project washout that occurred after the heavy rain has been repaired and project work will continue. That has been hindered by his recent additional duties as Interim Director, but plans are to start as soon as possible.

He wants the Board to be aware that Larry Gilliland's position has not been filled; the District was once at fourteen full time employees and is now down to twelve. We are doing

the best we can and staff has been great to assume the additional tasks they have been assigned along the way. He asks for their patience.

The Maple Syrup Open House went great and had near record attendance this year. Previous record in 2017 was set at 930 meals served, this year we served 919. The long line formed early this year and gallons of syrup were sold out in less than two hours. Each Trustee was given a pint to enjoy.

The request from Serenity Base Fest for an event at Kennekuk in September is still developing. A contract from them was received on Monday afternoon, not in time for review and presentation to the Board for action at this meeting. The contract was taken to our attorney yesterday, and Trustees have a copy for review. It is very short and does not address several important points. Blake Smolensky has requested the Board to call a special meeting to discuss this event, so they may proceed with plans. There is six months until the event date of September 13-16, 2018.

Interim Executive Director Pasquale gave a brief synopsis of the event presentation given at the February Board of Trustees meeting.

Discussion ensued.

President Myers asked that the trustees send their comments and concerns to him; he will compile them for review with staff and the District Attorney in regard to the contract language.

Interim Executive Director Pasquale and Gordon Thoennes, Dimond Brothers Insurance Representative for the District, responded to insurance liability questions. It is fairly basic, but must be addressed.

President Myers stated that information will continue to be procured from staff will be given to the trustees and a decision will be made whether to meet before the next regularly scheduled meeting.

The next V.C.C.D. Board Meeting will be Wednesday, April 18, 2018; 4:30 p.m., Environmental Education Center, Kennekuk County Park.

There were no other questions or comments.

This concluded the Report of the Interim Executive Director.

Agenda item twelve: President's and Trustee's Comments.

President Myers would like to thank the staff for sticking together and putting in the necessary extra work. The VCCD Board will do everything they can to make sure staff is properly supported during this transitional process. Your hard work and dedication is noticed and appreciated.

Trustee McLain had no comment

Trustee Jaynes had no comment.

Trustee Arnholt had no comment.

With no further discussion and all business transacted, *Trustee McLain moved to adjourn the meeting at 5:31 p.m. This was followed by a second from Trustee Jaynes. All in favor by acclamation.*

Robert W. Arnholt
Secretary
V.C.C.D. Board of Trustees