

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

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

**Wednesday, December 5, 2018
4:30 p.m.
Environmental Education Center
Kennekuk County Park
Danville, IL**

President Myers called the December 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: Jonathan A. Myers
Randy A. Johnson
Shelley K. McLain
Charles B. Schroeder
Doug R. Staske

Trustee(s) Absent: None

In attendance was Executive Director Pasquale, Associate Director of Administration and Personnel Fox, and Amy Steeples, Recording Secretary.

Staff members present included: Susan Biggs Warner, Cole Craft, Lara Darling, Mike Kotcher, Jeff Lete, Charlie Rhoden, and Gary Tyrl.

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.

Trustee Johnson 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. Approval of the Minutes from the November 14, 2018, Regular Meeting. With no corrections, *Trustee Johnson moved to approve the November 14, 2018, Regular Meeting Minutes as presented. This was followed by a second from Trustee McLain. All in favor by acclamation, motion carried.*

Item number six. Audience Comments. President Myers stated each person has a maximum of three minutes, total maximum of 30 minutes for audience comments. There were none.

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

With no other questions or comments, Trustee McLain moved to approve the Current List of Bills from November 2018 in the amount of \$11,307.40, which included check #'s 39313 - 39334; the Manual Checks for November 2018 in the amount of \$32,225.84 which included check #'s 39195, 39217 – 39225, 39267 – 39281, and 39300 - 39305; the General Journal Entries for November 30, 2018; and the November 2018 Budget Report. This was followed by a second from Trustee Staske.

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

Trustee McLain	-	yes
Trustee Staske	-	yes
Trustee Johnson	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Agenda item number seven e. Associate Director of Administration and Personnel Fox reported that the NOW checking account balance is \$156,500; Illinois Funds Investment Pool totaled \$190,200, the Illinois Funds Money Market balance remains at \$5,200. The money market passbook account at First Farmers Bank balance is \$249,000; and Central Illinois Bank has a balance of \$148,600. The HRA has a balance of \$6,400. First Savings Bank NOW account balance is at \$148,100. The 6 mo. CD at Iroquois Federal at 2.05% interest remains at \$250,000. The 12 mo. CD at Central Illinois Bank at 2.25% interest remains at \$100,000. The 6 mo. and 3 mo. CD remain at \$100,000 each at First Financial Bank at 2.20% and 2.00- respectively.

The grand total of cash and investments less bond funds is \$1,364,486.42. This compares to \$1,165,542. in December of 2018.

President Myers asked if there were any 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. Discussion/Approval of employee medical insurance dependent coverage cost. Associate Director of Administration and Personnel Fox ran numbers for different scenarios and these had been sent to the trustees in their packets. President Myers concluded that there was to be no big move regarding dependent coverage in one year; instead a gradual change toward employee taking more responsibility toward dependents will be decided upon. Currently, employees pay 10% of their dependent coverage.

President Myers asked the trustees for input regarding a percentage for employees to pay dependent coverage, suggesting anywhere from 20% to 30%. The trustees reviewed the percentage scenario handouts given to them. He also wanted them to consider salary increases to become effective in April 2019.

Discussion ensued regarding dependent coverage percentage, now and future, as well as salary flat rate increases.

Trustee Staske stated that raises to salaries will result in bumping up against the tax levy with little leeway regarding a significant tax increase soon.

President Myers discussed salary averages over the past 13 years. With a 3% raise at the current salary amount, and the property equalized assessed valuation remains the same at 1% increases the District may need to find new revenue sources and consider cuts. The District also has plans to hire a thirteenth full-time employee. The bond payments are also a main consideration. All things considered with no major expenses, the District should remain in good financial position without levying beyond tax levy limits.

Trustee Staske asked about the bond payoff factors. It is a 10-year bond and one payment has been made to date. Terms regarding an early payoff option were unclear at this time, and needs to be reviewed.

President Myers asked Trustee McLain for her recommendation. Trustee McLain stated the current 10% paid by the employee for dependent coverage raise by 20% to 30% with a \$1,500 across the board raise to each full-time employee. Discussion ensued.

The Health Reimbursement Account was reiterated. Previously, the account paid toward the deductible: the first \$1,000 and remaining \$500 for the employee is paid by the employee; the first \$2,000 and remaining \$1,000 for family is paid by the employee/family. At the November meeting it was decided that the remaining end balance for each will now be paid by the employer.

With no other comments or questions, *Trustee McLain moved to approve the increase of the spouse and dependent percentage covered by the employee from 10% to 30% of the premium, effective December 1, 2018 to coincide with the plan year. This was followed by a second from Trustee Johnson.*

With no further discussion, President Myers requested a roll call vote. The results as follows:

Trustee McLain	-	yes
Trustee Johnson	-	yes
Trustee Staske	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Item eight b. Discussion/Approval full time employee's salaries. President Myers reiterated that with the insurance dependent coverage, it was proposed that a \$1,500 across the board raise also be awarded to all full-time employees at this time, helping to minimize the new expense of the dependent coverage. This would take the place of the annual raise usually awarded at the beginning of the new fiscal year, April 1, 2019.

With all questions and discussion transpired, Trustee McLain moved to give all full time employees a \$1,500 raise, effective on the December 10, 2018 payroll. This was followed by a second from Trustee Johnson.

With no further discussion, President Myers requested a roll call vote. The results as follows:

Trustee McLain - yes
Trustee Johnson - yes
Trustee Staske - yes
Trustee Schroeder - yes
President Myers - yes

The vote was 5 – 0 in favor, motion carried.

Item eight c. Discuss/approve Ordinance No. 150 annual tax levy for 2018 taxes payable in 2019. Executive Director Pasquale reported that \$1,150,000.00 was levied for 2017; he had worked out several scenarios.

Discussion ensued regarding the corporate and insurance fund expenses. It was decided to levy the Corporate Fund in the amount of \$826,300; Insurance Fund in the amount of \$235,000.

With no further questions and comments, *Trustee Staske moved to approve Ordinance No. 150, Annual Tax Levy for 2018 Taxes Payable in 2019 as presented for a total aggregate sum of \$1,158,500. This was followed by a second from Trustee Johnson.*

With no further discussion, President Myers requested a roll call vote. The results as follows:

Trustee Staske - yes
Trustee Johnson - yes
Trustee McLain - yes
Trustee Schroeder - yes
President Myers - yes

The vote was 5 – 0 in favor, motion carried.

Item eight d. Discussion/approve Ordinance #148, VCCD sexual harassment policy. This document was included in the trustee’s mailing. President Myers stated that Attorney Beardsley recommended using standard language the only area that was revised since the last draft was the executive director clause for protection of employees. President Myers explained this in detail.

With no comments or questions, *Trustee McLain moved to approve Ordinance #148, adopting a policy prohibiting sexual harassment as presented. This was followed by a second from Trustee Johnson. All in favor, motion carried.*

Item eight e. Approve VCCD Personnel Policy. The policy was provided in advance to the trustees for their review. Executive Director Pasquale explained that this policy has undergone many revisions,. The last was a clarification of exempt and non-exempt employees and compensation time for time worked over scheduled hours. It was decided to go with the Federal Standards on this, which means that Executive Director Pasquale is the only exempt employee of the VCCD.

President Myers recommends approving this policy, and if necessary amending any areas of concern.

President Myers referred to page 23 of the policy addressing employee residency. Currently the policy requires all employees to live in Vermilion County. Two employees (currently not holding these positions) have received exemptions regarding residency. He

recommends that residency requirements apply to only the executive director, associate directors and park superintendent positions.

Trustee Staske moved to amend the current residency requirement in the VCCD Personnel Policies and Procedures, section 3.21 Residency Requirement to state that full time employees of the District with positions of executive director, associate director, and park superintendent shall maintain residency within Vermilion County. Other employees are exempt from this requirement.

Trustee McLain stated that she respectfully disagreed.

Trustee Johnson works with this issue in his occupation and agrees with Trustee McLain. He feels employees wishing to be exempt from residency requirements come to the Board.

Trustee Schroeder agreed with Trustees McLain and Johnson.

There was no second to Trustee Staske's motion to amend the residency policy due to lack of a second. VCCD Personnel Policy Section 3.21 stands as written.

President Myers addressed VCCD Personnel Policies and Procedures, section 3.20 Employee Benefits, number 5. District Vehicles. He asked for a motion to retire to executive session.

Trustee McLain moved to retire to executive session pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (C)(1) as stated. This was followed by a second from Trustee Johnson.

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

Trustee McLain	-	yes
Trustee Johnson	-	yes
Trustee Staske	-	yes
Trustee Schroeder	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, retired to executive session at 4:53 p.m.

The Board returned from executive session at 6:02 p.m. No action was taken in executive session.

Trustee Johnson moved to amend VCCD Personnel Policies and Procedures, section 3.20, District Vehicles to three positions will retain take home vehicles and those shall be the executive director, associate directors, the park superintendent of Forest Glen, and the park superintendent of Kennekuk. Further vehicle usage will be monitored and abuse will be subject to disciplinary action as included in the policy. This was followed by a second from Trustee Staske. All in favor by acclamation, motion carried.

Item eight f. Discuss/approve farm lease contract extension. President Myers requested an addition to the lease regarding measureable ground quality.

Executive Director stated that yield reports and soil sampling language was added to protect the District on page three. This is based on agreeable acres.

With no further comments or discussion, Trustee Schroeder moved to approve a cash rent lease extension between the VCCD and Andrew Blackford for a term of January 1, 2019 to December 31, 2021 as presented. This was followed by a second from Trustee Johnson.

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

Trustee Schroeder	-	yes
Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Johnson	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, motion carried.

Item eight g. Discussion/approve 2019 user fee schedule. The trustees were provided with 2018 and any proposed 2019 changes. Specific increases were to Forest Glen Group Campground fees; Lake boat license yearly and daily passes; new canoe/kayak yearly boat pass; specialty hunt spring turkey season, resident & non-resident; building & shelter fees. There was also a new fee for presentations by VCCD staff: in county \$25; out of county \$50.

With no questions or comments, Trustee Johnson moved to approve all the proposed VCCD 2019 fees as presented. This was followed by a second from Trustee Staske. All in favor by acclamation, motion carried.

Item eight h. Discussion/approve 2019 Board of Trustee’s Meeting Schedule. The 2019 VCCD Regular Meeting dates schedule was mailed to the trustees in their packets for review.

With no questions or comments, Trustee Johnson moved to approve the 2019 VCCD Board of Trustee’s Regular Meeting Schedule as presented. This was followed by a second from Trustee Schroeder. All in favor by acclamation, motion carried.

President Myers asked for a motion to retire to executive session citing litigation.

Trustee Johnson moved to retire to executive session pursuant to Illinois Open Meeting Act 5 ILCS 120/(C)(11) as stated. This was followed by a second from Trustee Schroeder.

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

Trustee Johnson	-	yes
Trustee Schroeder	-	yes
Trustee McLain	-	yes
Trustee Staske	-	yes
President Myers	-	yes

The vote was 5 – 0 in favor, retired to executive session at 6:14 p.m.

The Board returned from executive session at 6:18 p.m. No action was taken in executive session.

Agenda item nine a. VCCF Report Amy Steeples, VCCF Recording Secretary reported that the next meeting is Friday, December 7, 2018, 9 a.m. Chairman Thoennes will report to the Foundation Board Directors that the VCCD Board also committed to work on the

Gannett Center Classroom Update Project. Nick Jeurissen plans to attend the Foundation meeting to report.

President Myers asked that the VCCD be updated.

This concluded the VCCF Report.

Agenda item nine b. VCCD Education, Maintenance and Land Management Report. There were no reports due to the shortened time period between VCCD meeting dates.

Agenda item nine c. Kennekuk Environmental Education Center Phase II and III Feasibility Study Committee. Trustee Staske had nothing new to report.

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported that new FS fuel tanks have been set at Kennekuk and Forest Glen. They need to be wired and then FS will return to program the monitors. The total cost to the District will be an estimated \$4,000 for a system that normally costs \$20,000 to \$25,000.

Boat race plans for July 19-21, 2019, are still continuing. Everything would be based from the Gao Grotto and on the south side of Lake Vermilion using the Grotto's boat ramp. This event is pending District and Aqua Illinois approval. Executive Director Pasquale asked for any concerns the trustees might have.

At this point, adjacent landowner notification and insurance were the only concerns expressed.

Executive Director Pasquale reported that Gordon Thoennes, District Insurance agent is also involved with this as a Gao Grotto officer.

There is not much to report regarding the Kickapoo Rail Trail. Farnsworth has found several items that were missed or changed since the original engineering plan. It has been 5 – 7 years since this was done. Items include top soil, additional tree removal, and detectable warnings at intersections, potentially adding up to \$50,000 to \$75,000. The District has been given permission from IDNR to work with Fehr Graham to proceed with their section.

There were no comments or questions.

This concluded the Report of the Executive Director.

Agenda item ten a. Report from the Director of Administration. Associate Director of Administration and Personnel Fox reported that she spoke with CallOne regarding the high phone bill and what it would cost to end the contract with them. When the December bill arrived, it had gone from \$2,800 in November to \$600 in December. She called to inquire about the significant decrease, and is still waiting on an answer.

She is comparing credit card machine costs to see about decreasing interest rates and fees. A new improved VCCD website has been running separately from the original. It should be in place before the end of December. She plans to work on CSX leases and

agreements along the Kickapoo Rail Trail which have not been addressed since the deal closed.

There were no comments or questions.

This concluded the Report of the Associate Director of Administration.

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

President Myers had no comment.

Trustee McLain had no comment.

Trustee Schroeder had no comment.

Trustee Staske had no comment.

Trustee Johnson wished everyone a Merry Christmas and a safe and healthy New Year.

With no further discussion and all business transacted, *Trustee Staske moved to adjourn the meeting at 6:30 p.m. This was followed by a second from Trustee Johnson. All in favor by acclamation.*

Shelley McLain
Secretary
VCCD Board of Trustees