

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

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

**Wednesday, March 18, 2020  
4:30 p.m.  
Gannett Outdoor Education Center  
Forest Glen Preserve  
Westville, IL**

President Schroeder 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.

Agenda item number three, Roll Call showed the following to be present.

Trustees Present: Michael P. Arbuckle  
Randy A. Johnson  
Shelley K. McLain  
Charles B. Schroeder

Trustee(s) Absent: Doug R. Staske

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

There were no staff members present.

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

President Schroeder asked for amendments to the agenda.

Executive Director Pasquale wished to add agenda item eight b. under Specific Items of Business, Discuss shelter and building rental refund policies due to COVID-19. *Note: COVID-19 is the coronavirus which seems to becoming a pandemic.*

*Trustee Johnson moved to approve the agenda as amended. This was followed by a second from Trustee Arbuckle. All in favor by acclamation, motion carried.*

Trustee Arbuckle noted that a new American Flag should be purchased for inside the Gannett Center.

Trustee McLain arrived at 4:37 p.m.

Agenda item number five. Approval of the Minutes from the February 19, 2020, Regular Meeting.

*With no corrections, Trustee Arbuckle moved to approve the February 19, 2020, Regular Meeting Minutes as presented. This was followed by a second from Trustee Johnson. All in favor by acclamation, motion carried.*

Item number six. Audience Comments. President Schroeder stated each person has a maximum of three minutes, total maximum of 30 minutes for all audience comments. No audience present.

Agenda item number seven, the Treasurer's Report. President Schroeder asked if there were any questions on items seven a through d. This included the bills, checks and journal entries for February 2020.

Trustee Arbuckle questioned page four of the Profit & Loss Budget Performance report, under account#8810-10 Genl-Equipment – Other, amount of \$10,252 in the April '19 – February 20 column.

Executive Director Pasquale responded the amount was the Argo six-wheel utility vehicle. This was purchased new in June or July of 2019.

With no other questions or discussion, *Trustee Johnson moved to approve the Current List of Bills from February 2020 in the amount of \$9,110.17, which included check #'s 40765 – 40772; the Manual Checks for February 2020 in the amount of \$180,140.21 which included check #'s 40679 - 40690, and 40711 – 40733; and the General Journal Entries for February 29, 2020. This was followed by a second from Trustee McLain.*

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

Trustee Johnson	-	yes
Trustee McLain	-	yes
Trustee Arbuckle	-	yes
President Schroeder	-	yes

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

Agenda item number seven e. Report on Cash and Investments. Associate Director of Administration and Personnel Fox reported that as of March 18, 2020, the NOW checking account balance is \$130,570; Illinois Funds Investment Pool balance is \$193,835, the Illinois Funds Money Market Fund totaled \$5,380. First Farmers Bank Money Market Passbook account balance is \$248,630; Central Illinois Bank Money Market passbook account balance is \$145,030. The Health Reimbursement Account (HRA) balance is \$3,700. First Saving Bank NOW account balance is \$148,585; the NOW account at Catlin Bank balance is \$50,045. The 7 mo. CD at Central Illinois Bank at 1.95% interest balance remains at \$102,740; 3 mo. CD [Whittaker Funds] at Iroquois Federal at .70% interest balance remains at \$103,280; the 3 mo. CD [Wagner Funds] at Iroquois Federal at .70% interest balance remains at \$100,000. The 3 mo. CD at Catlin Bank at .65%; insurance check for hail damage to the roofs remains at \$117,665.

The grand total of cash and investments for March 18, 2020: \$1,349,460. This compares to \$1,008,110. in March of 2019.

President Schroeder asked if there were any questions regarding the Budget Reports for February 2020.

Trustee Johnson questioned if the CD which was set up with the insurance money would mature about the time the roof projects were completed.

Associate Director of Administration and Personnel Fox detailed that some materials had already been purchased, showing up as a negative balance on the Balance Sheet by Class report. When the CD matures, it will offset this balance. In addition, two roof projects have been completed and paid.

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

Item eight a. Approve Fiscal Year 2020-2021 Tentative Budget. Executive Director Pasquale explained the budget process. He then highlighted several accounts.

Page eight. Executive Director Pasquale stated that there may be up to \$170,000 available for capital improvement projects this fiscal year. Some projects will need to be done, while others will wait for the dollars to come in later in the year.

Page nine, Insurance and Compensation. Executive Director Pasquale explained that property tax increased last year; overall property tax went down and we decreased the Insurance Fund.

Page eight shows total estimated expenditures of over \$2M. There is \$1M dedicated funding in revenue assigned for \$1.2M expenditures; another \$200,000 in long-time held dedicated funds such as the Wagner and Whittaker donations.

Trustee Arbuckle asked about the fuel expense for the new burner for the evaporator used in making maple syrup.

Executive Director Pasquale did not have a cost for that yet. He expects it to be a little higher than it should have been due to fine tuning the process in the beginning. He estimates 900 – 1200 gallons of fuel oil were used in maple syrup processing through March 2020.

Page nine, Insurance and Compensation Fund. There is a high cash balance here and work continues in trying to draw it down a bit. The Health Reimbursement account is difficult to predict.

Page eleven, Audit Fund. The audit fee began as a negative balance. The tax levy was slightly increased and \$5,000 of the CPPRT was moved to this fund. Now it appears that we may have overcorrected.

Trustee McLain commented that with the Kickapoo Rail Trail monies, there may be a need for a “single audit” which is an additional cost item.

Associate Director of Administration and Personnel Fox agreed, stating that amount may need adjusted.

Page thirteen, Debt Service Fund. Executive Director Pasquale explained that this is the bond payment statement. This fiscal year’s principle is \$90,000 and interest of \$33,075 for a total payment of \$123,075.

When approved, this tentative budget will be available for public review for thirty-five days, through April 22, 2020.

Executive Director Pasquale remarked that the true cash balances of each fund will be known and updated, and any other adjustments found to be necessary. The final budget will be presented for approval at a public hearing at the May 20, 2020, Board of Trustees Meeting.

With no further questions or discussion, *Trustee Johnson moved to approve Ordinance No. 154, Budget and Appropriations Ordinance for 2020-2021 Fiscal Year. This was followed by a second from Trustee Arbuckle.*

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

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
Trustee McLain	-	yes
President Schroeder	-	yes

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

Item eight b. Discuss shelter and building rental refund policy due to COVID-19. Executive Director Pasquale reported that IL Governor Pritzker along with the CDC is recommending that no groups of larger than 50 people be allowed to gather due to COVID-19 concerns. Associate Director of Administration and Personnel Fox prepared a list of buildings and shelters rented through Memorial Day Weekend at all parks. The VCCD Building and Shelter Rental Policy currently states that there are NO cash refunds.

Under the current circumstances [COVID-19 Virus Pandemic], Executive Director Pasquale wants to give renters the option of a refund or credit to reschedule. To date, all buildings and shelters that have not been paid have been cancelled through May 11<sup>th</sup>, and the District is not taking any new reservations.

As of March 16, the VCCD closed all VCCD buildings to the public including outhouses. Executive Director Pasquale would like the parks to remain open as long as no major issues occur.

Trustee McLain agreed with closing the rental buildings, stating in the best interest of public health and in accordance with CDC and government recommendations the buildings will remain closed until further notice.

Trustee Johnson concurred, declaring that there is no choice in the matter.

Associate Director Fox asked the Board for direction for a date that paid reservations should be canceled at this point. Illinois' recommendation is for 50 people max. for the next eight weeks. CDC recommendation is 50 people max. for a 15 day period.

Discussion ensued.

It was the consensus of the Board to recommend cancellation of all reservations through May 11, offering options of rescheduling with a credit or to give a refund.

Executive Director Pasquale stated that Forest Glen is also closed to campers until further notice.

There was nothing for Executive Session.

Agenda item nine a. VCCF Report. Amy Steeples reported that, the Sportsman's Banquet went on as planned. Associate Director of Administration and Personnel Fox served on the Foundation Committee and worked the registration/ticket table during the banquet. Trustee Johnson was in attendance. There were just under 250 people at the event.

Trustee Johnson added that he was really impressed. There were a lot of people there, and many auction and raffle items.

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported that some roofing materials had been purchased. At Forest Glen, the water treatment and shower house roofs are done so far. Roofing materials have been less expensive than expected, purchased from a Terre Haute company with a recommendation from Mooreman & Sons.

The Gannett Outdoor Education Center Upgrade and Classroom project has begun with installation of new flooring and lighting in the conference room. Remodeling on the back classroom may begin earlier than expected due to possible school closings from the COVID-19 virus recommendations.

The District hired a new educator on March 9, Jennifer Krainock, from Danville.

The spring turkey hunt draws were held on Saturday, March 14, with thirty people in attendance for forty spots.

The Maple Syrup Open House was canceled due to COVID-19 concerns, but maple syrup was still sold on March 15. There were 154  $\frac{3}{4}$  gallons produced this year; the previous record was 114 gallons. Superintendent Mike Kotcher has all the detailed statistics for this year. The open house may be rescheduled.

Trustee Johnson reported that there was beaver damage to trees in the campgrounds.

Executive Director Pasquale stated that we have people that can be called for nuisance control.

The next VCCD Board of Trustees Meeting will be Wednesday, April 15, 4:30 p.m.; Kennekuk County Park.

Agenda item ten a. Report from the Associate Director of Administration and Personnel. Associate Director of Administration and Personnel Fox reported that she has been working on the budget, turkey draw, Sportsman's Banquet and keeping up with the latest on COVID-19.

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

President Schroeder certainly missed the pancake and sausage lunch.

Trustee Johnson wanted to thank the staff for all they do. He really enjoyed himself on Saturday (at the Sportsman's Banquet).

Trustee Arbuckle had no comment.

Trustee McLain had no comment.

With no further discussion and all business transacted, *Trustee Johnson moved to adjourn the meeting at 5:22 p.m. This was followed by a second from Trustee Arbuckle. All in favor by acclamation.*

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Shelley McLain  
Secretary  
VCCD Board of Trustees