



REND LAKE CONSERVANCY DISTRICT

P.O. BOX 807 ■ 11231 MARCUM BRANCH ROAD ■ BENTON, ILLINOIS 62812
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MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE REND LAKE CONSERVANCY DISTRICT HELD March 27, 2017

The Board of Trustees of the Rend Lake Conservancy District held a regular meeting on Monday, March 27, 2017, at the Rend Lake Conservancy District Administration Office, 11231 Marcum Branch Road, Benton, Illinois. President Todd Thomas called the meeting to order at 8:30 a.m. The following attended:

Board of Trustees: In physical attendance: Ernest Collins, Nicholas LeMay, Todd Thomas, Robert Walton, and Keith Ward; By telephone: Don Lucas; and Kisha Jackson

Staff: Keith Thomason, General Manager; Larry Sanders, Legal Counsel; Michael Johnston, Comptroller; Leonard Killman, Water Plant Superintendent; Jim Ashby, Golf Superintendent; and Robert Clodi, Executive Assistant.

Visitors: None

Pledge of Allegiance

Minutes

Mr. Collins noted an error in the time the meeting adjourned.

Upon motion by Keith Ward and second by Nicholas LeMay to approve the minutes of February 27, 2017 as amended, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Lucas, Thomas, Walton, Ward

Nays: None

The President declared the motion carried.

Acceptance of Check Register

Upon motion by Keith Ward and second by Robert Walton to accept the Check Register as presented, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Lucas, Thomas, Walton, Ward

Nays: None

The President declared the motion carried.

General Manager's Report:

Mr. Thomason presented the General Manager's report covering the following items:

- IEPA water requirements continue to be met
- Daily average and maximum flows of drinking water
- Easement clearing
- Residential transmitter replacement
- A scheduled meeting with Carterville regarding a water main that has had multiple failures
- IDNR Grant Application
- A summary of the TMDL report results
- Golf revenues
- Central Leasing revenues covering Golf's expenses
- Lodge revenues

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- Condo electrical upgrade
- Dead tree removal
- Tree replacement/conservation effort
- Safety – no accidents this month

Financial Report

Mr. Johnston presented the financial report. In his report, he noted that the Prison owed the District \$481,432.66 and the state, in total, owed the District \$518,945.21.

Don Lucas left the meeting at 9:05 a.m.

Mr. Thomason provided an overview of the Recreation Department's finances and noted that the department has about two months of cash flow for unexpected expenses. He stated that he prefers to have three month's cash reserves and mentioned that we never want to go below one month's cash reserves.

Mr. Ward praised management for keeping the District's finances in the positive as he recalled a time in the District's history before the current management arrived when the finances were unstable and a line of credit was necessary to ensure the District could make payroll.

Engineering Projects

Mr. Thomason provided an update on the following engineering projects:

Du Quoin Swamp Bypass

Mr. Thomason reported that the weather continues to delay the project.

Johnston City Pump Station Upgrade

Mr. Thomason reported the contractual work for the Johnston City Pump Station Upgrade Project is complete. He added additional work is ongoing by internal staff.

Second 36" Water Treatment Plant Transmission Pipe

Mr. Thomason reported the engineering design is in progress. He explained that he wanted the project to be ready in case a federal stimulus program is announced. He added that he plans to prepare the design of a couple parallel pipe projects as well.

Clearwell Sediment Removal

Mr. Thomason reported that the sediment removal will begin this week.

Lease Inspection

Mr. Sanders presented the lease inspection report.

- Restaurant is now open for the season
- Shooting Complex – the windows are being installed, trees have been removed, and the sporting clays course is now open.
- Farms – bids are in and will be presented later in the meeting

Mr. Thomason noted that all shooting complex revenues that have been received are being put back into the facility.

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Bids and Purchases

Worker's Compensation Insurance

Mr. Sanders reported that BITCO has raised our premium 30% (from \$140,000 to \$180,000). He reported that the District received two identical bids for Worker's Compensation Insurance. One from Dimond Brothers Insurance and the other from SCD Rea and Son Insurance. Both bids are an Illinois Risk Pool Fund Program for \$127,287. Mr. Sanders recommended awarding the bid to Dimond Brothers Insurance noting that the firm currently has the Worker's Compensation Insurance and the District has its property and casualty insurance with SCD Rea and Son Insurance.

Upon motion by Nicholas LeMay and second by Keith Ward to award the Worker's Compensation Insurance bid to Dimond Brothers Insurance for an Illinois Risk Pool Fund, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Water Plant Interior Room Construction

Mr. Thomason reported that two bids were received for the construction of interior walls in the water plant heavy vehicle storage building. The low bid was from Weller Construction for \$14,786.

Upon motion by Robert Walton and second by Nicholas LeMay approving the bid from Weller Construction for the interior construction project at the water plant for \$14,786, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Worker's Compensation Insurance

Mr. Sanders presented the Illinois Risk Pool Insurance Bylaws for Board approval.

Upon motion by Keith Ward and second by Nicholas LeMay to adopt the bylaws of the Illinois Risk Pool Fund, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Mr. Ward praised management for bringing down the cost of Worker's Compensation insurance from \$500,000 when the managers arrived.

Golf Course Chemicals

Mr. Thomason presented the bids for the golf course chemicals. He recommended awarding the bids for each chemical to the lowest bidder. He noted that it has been past practice when there was a tie the award would go to the bidder with the closest warehouse.

Upon motion by Robert Walton and second by Keith Ward to award the bid for golf course chemicals to the lowest bidder for each chemical and award the bid when there is a tie to the bidder with the closest warehouse, the Board voted as follows:

Ayes: Jackson, LeMay, Walton, Ward

Nays: Collins

Abstain: Thomas

Absent: Lucas

The President declared the motion carried.

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Audit Services

Mr. Thomason presented the bids for auditing services. He noted that the low bid is the current auditing firm. He explained that it has been the Board's practice to switch to a new auditing firm every three years to assure the District would get an objective and impartial audit. Mr. Thomason recommended approving the second lowest bidder, Fick, Eggemeyer & Williamson. Mr. Collins asked if it was legal for the Board to approve the second low bid. Mr. Sanders explained that it was legal for the Board to award professional services to the second lowest bidder. He added that the District does not have to bid professional services.

Upon motion by Keith Ward and second by Robert Walton approving the bid from Fick, Eggemeyer & Williamson for auditing services, the Board voted as follows:

Ayes: Jackson, LeMay, Thomas, Walton, Ward

Nays: Collins

Absent: Lucas

The President declared the motion carried.

Membrane Feed Pump VFD

Mr. Thomason reported that a VFD for the membrane feed pump has failed. He presented the following actions to resolve the problem: repair the VFD for \$3,360 or purchase a new one for \$6,308. Mr. Walton suggested that the District should have a backup on the shelf in case there was a critical failure.

Upon motion by Ernest Collins and second by Nicholas LeMay to buy a new VFD and repair the old one as a backup, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Farm Lease

Mr. Sanders reported that eight fields were up for bid. He explained that the term for the farm ground lease will be for 3 years. He recommended approving the highest bidders, Matt & Kira Kash Farms lease agreement – for \$13,178.02, Miller Farms lease agreement – \$610, and Charles Knox Hirons Productions LLC lease agreement – for \$4,720.

Upon motion by Keith Ward and second by Nicholas LeMay awarding the farm ground leases to highest bidders, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Jefferson County Chamber of Commerce

A discussion ensued regarding the type of membership the District should register for. No further action was taken.

5-Year Capital Plan

Mr. Thomason presented the 5-Year Capital Plan to the Board for review. A discussion ensued regarding capital projects and funding schedule.

Mr. Thomason stated we have lost many trees over the years from disease, extreme weather, and easement clearing. He recommended as a function of a conservancy district we should consider appropriating \$10,000 to planting new trees. Mr. Ward agreed and stated that there is a noticeable loss of trees on the golf course and surrounding area. The general consensus of the Board was to add a line

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item to the capital plan for planting new trees on District property and to replace trees on property we cleared to maintain our easements. Some general questions were asked regarding the expense schedule of projects over the plan's 5-year span.

Mr. Ward stated that he thought the Board authorized all parking lot repairs to be paid by the General Fund. Mr. Ward explained that his position is that all parking lots are an asset of the District's governmental function and should be maintained with General Funds. Mr. Thomason stated that he did not believe that the Board has passed a motion of that nature but noted that he would review the minutes to verify. Additionally, he stated that he would prepare a summary of each parking lot's disrepair for the next Board meeting. Mr. Ward asked which fund paid for the repairs for the Gun Creek parking lot. Mr. Thomason replied that General Fund paid for the repairs.

Mr. Walton asked for clarity on the water plant elevator line item. Mr. Collins asked for clarity on the vehicle replacement line item and schedule. Mr. Thomas asked for clarity about the golf maintenance equipment replacement schedule. Mr. Thomason explained his intended plan for each item and noted he would give those items further consideration.

Draft of Budget May 1, 2017 – April 30, 2018

Mr. Thomason presented the draft Budget for Board discussion and approval for public review. Mr. Ward asked for an increase in the parking lot maintenance budget line item.

Upon motion by Robert Walton and second by Keith Ward approving the Budget for public review, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Schedule Budget Hearing – April 25, 2017 at 8:25 a.m.

Upon motion by Ernest Collins and second by Keith Ward approving the public hearing for April 24, 2017 at 8:25 a.m., the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Safety Deposit Box

Mr. Thomason requested Board action to add Jen Zinzilieta, Larry Sanders, and Keith Thomason as authorized personnel to access the District's safety deposit box at Regions Bank and removing Robert Clodi.

Upon motion by Todd Thomas and second by Keith Ward approving the addition of Jen Zinzilieta, Larry Sanders, and Keith Thomason as authorized personnel to access the Regions safety deposit box and removing Robert Clodi, the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

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Closed Session

Upon motion by Ernest Collins and second by Nicholas LeMay to go into Closed Session at 10:28 a.m. to consider: (1) Personnel (For the Discussion of the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal); (2) Collective Negotiations (For the Discussion of Collective Negotiating Matters); (6) Sale, Purchase or Lease of Property (For the Setting of a Price for Sale, Purchase or Lease of Property); (8) Security (For discussion of security procedures); (11) Litigation (For the Discussion of Pending, Probable or Imminent); and (21) Closed Session Minutes (For the Discussion of Closed Session Minutes); the Board voted as follows:

Ayes: Collins, Jackson, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Lucas

The President declared the motion carried.

Ms. Jackson left the meeting.

Upon motion by Keith Ward and second by Robert Walton to come out of Closed Session at 10:58 a.m., the Board voted as follows:

Ayes: Collins, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Jackson, Lucas

The President declared the motion carried.

Closed Session Minutes

Upon motion by Keith Ward and second by Robert Walton to approve the Closed Session Minutes of February 27, 2017, the Board voted as follows:

Ayes: Collins, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Jackson, Lucas

The President declared the motion carried.

IDNR Grant

Mr. Thomason presented a certification statement for adoption. He explained that this statement certifies that the Board would fund the required match to expand the Rend Lake Bike Trail if the grant was awarded. He noted, if the District chose not to fund the project the penalty would be a 2-year ban from future grants from the IDNR. Mr. Thomason reported that the District would have to contribute in-kind work and no more than \$5,000 in cash.

Upon motion by Ernest Collins and second by Keith Ward to adopt the IDNR Statement of Certification and authorize the matching local funds to extend the Rend Lake Trails, the Board voted as follows:

Ayes: LeMay, Thomas, Walton, Ward

Nays: Collins

Absent: Jackson, Lucas

The President declared the motion carried.


Adjournment

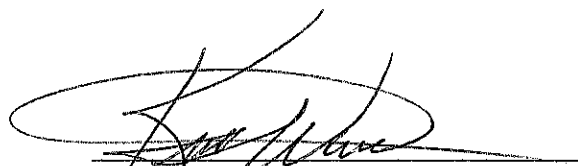
Upon motion by Nicholas LeMay and second by Ernest Collins to adjourn the meeting at 11:05 a.m., the Board voted as follows:

Ayes: Collins, LeMay, Thomas, Walton, Ward

Nays: None

Absent: Jackson, Lucas


Todd Thomas, President


Keith Ward, Secretary