



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, June 28, 2022 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chair Dale Berman at 2:00 PM. Remote=*

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
President Chris Kious	Present*
Chair Dale Berman	Present
Commissioner Ron Ford	Present
Commissioner Mo Iqbal	Present
Commissioner Cherryl Strathmann	Present*
Commissioner Vern Tepe	Present*
Commissioner Mark Davoust	Absent
Commissioner Drew Frasz	Absent
Commissioner Bill Lenert	Absent

Others Present:

Also Present: Exec. Dir. Meyers; CFO Stanish & staff Petschke, Marano*; NRM Dir. Haberthur; Chief of Planning Rooks-Lopez & staff Tegge, Rodeghero; Chief of Police Burger; HR Dir. Sarro, Yee; Marketing Coord. Kovach, Intern Andrew Barna; Attorney Hodge and Exec. Assist. Figliozzi.

II. Approval of Minutes from May 24, 2022

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Mo Iqbal, Commissioner
SECONDER:	Ron Ford, Commissioner
AYES:	Dale Berman, Ron Ford, Mo Iqbal, Cherryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust, Drew Frasz, Bill Lenert

III. Public Comment (Each speaker is limited to three minutes)

None.

IV. Presentation and Reports

A. Presentation of Rookies Outdoor Patio and Signage

Exec. Dir. Meyers presented proposed improvement plans for the Rookies Restaurant at the Fox Valley Ice Arena. Referencing the plans included in the agenda packet, Meyers indicated the upgrades included an improved sign and patio space. Meyers explained this item was brought forth for consensus approval only, recommending to move forward with the sign option of one red block.

DISCUSSION: *Questions were answered from the Committee. Commissioner Ford stated that the improvements were a great addition to the Arena. Commissioner Strathmann agreed with the comments.*

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Ron Ford, Commissioner
SECONDER:	Mo Iqbal, Commissioner
AYES:	Dale Berman, Ron Ford, Mo Iqbal, Cheryl Strathmann, Vern Tepe
ABSENT:	Mark Davoust, Drew Frasz, Bill Lenert

V. Bids and Proposals

A. Presentation and Approval of a Bid for Pre-seeding and Construction for the Wetland Mitigation Project at Muirhead Springs Forest Preserve

NRM Dir. Haberthur presented the Wetland Mitigation project. He provided background information of the creation of the wetland mitigation bank. Base bid and alternate costs were sought from vendors. The base bid includes extensive earthwork soil stabilization to create wetland basins and their associated berms, drain tile destruction and water-control structure installation, two years of pre-seeding vegetation management, and some native plant installation (seeding and plug-planting on berms). The "alternate" bid is one additional year of vegetation management to be purchased only in the event that we do not adequately meet the hydrology standard (as detailed in the MBI) after the two initial years of management. The bid was publicly advertised and provided to 68 vendors, of which two responded. The qualified, lowest bid was received from V3 Construction Group, LTD of Woodridge, Illinois, in the amount of \$1,590,527 (base), \$156,300 for the alternate (possible additional vegetation management), and 10% contingency of \$174,683, for a project total of \$1,921,510. Bids for subsequent years will be prepared for the next steps of this construction project. The next step (growing season 2023) is contingent upon the issuance of an IDNR-OWR (Office of Water Resources) floodway construction permit, and will primarily be focused on the earthwork and stabilization of the eastern berm. The third and final construction Bid for this project will focus on the eastern portion of the constructed wetland and stream restoration (growing season 2024). A separate Bid for entire site seeding/planting will be needed once site construction is complete and the hydrology standard has been met (date to be determined).

Funds totaling \$1,645,226 were budgeted in the 2022/23 fiscal year for Phase 1 construction, monitoring and reporting of the Muirhead Springs Wetland Mitigation Bank. Currently, insufficient funds are available in the Mitigation Account for the total multi-year project expenditures totaling \$1,921,510 (base bid, alternate, and 10% contingency). However, upon District request, a Schedule of Values was provided by the qualified, lowest bidder, V3 Companies. Based on that schedule, sufficient funds totaling \$1,645,226 are available for fiscal year 2022/23 expenditures totaling \$1,480,982.

Fiscal year 2022/23 expenditures consist of \$1,346,347 of the base bid. Additionally, staff recommend adding a 10% contingency (\$134,635) that may arise during construction. Total estimated contract cost for FY23 is \$1,480,982. Total multi-year contract cost is \$1,921,510. The total project cost for both this Pre-seeding & Construction contract and the Monitoring & Reporting contract for these respective total multi-year projects is \$2,033,070. The District will be bound to budget an additional \$388,000 for fiscal year 2023/24, to cover the remainder of expenses for both contracts.

DISCUSSION: *Tom Slowinski of V3 Engineering Design team was present and available to answer design questions. Commissioner Iqbal asked several questions regarding the obligations the District has committed to and the probability of the projected cash return. NRM Dir. Haberthur responded that the District has committed to the whole project, however the budgeted amount was for the first phase. Credits are sold, monies are collected and used towards the mitigation project within phases. Commissioner Iqbal asked about the cost benefit ratio. Dir. Haberthur further explained that it is an open market and the sales are dependent on wetland demand, prices could increase or decrease,*

however, the credits are released incrementally. Commissioner Iqbal asked about additional grant opportunities, Haberthur responded that the project is a federal program, no additional funding is allowed, it would be seen as selling/or purchasing the wetland twice.

RESULT:	MOVED FORWARD BY ROLLCALL VOTE [UNANIMOUS]	Next: 7/7/2022 8:30 AM
TO:	Forest Preserve District Executive Committee	
MOVER:	Ron Ford, Commissioner	
SECONDER:	Mo Iqbal, Commissioner	
AYES:	Dale Berman, Ron Ford, Mo Iqbal, Cheryl Strathmann, Vern Tepe	
ABSENT:	Mark Davoust, Drew Frasz, Bill Lenert	

B. Presentation and Approval of a Bid for Monitoring and Reporting for the Wetland Mitigation Project at Muirhead Springs Forest Preserve

NRM Dir. Haberthur presented the monitoring and reporting portion of the wetland mitigation project. He noted that bidding this part of the project independently encourages accountability and allows for a separate project manager. The reporting provided by the contractor will be sent to the USACOE, to satisfy terms of the Mitigation Banking Instrument (MBI). The bid was publicly advertised and provided to 68 vendors, of which five responded. The qualified, lowest bid was received from Davey Resource Group of Elmhurst, Illinois, in the amount of \$111,560. Funds totaling \$1,645,226 were budgeted in the 2022/23 fiscal year for Phase 1 construction, monitoring and reporting of the Muirhead Springs Wetland Mitigation Bank. Sufficient funds totaling \$164,244 are available in the Mitigation Account for this multi-year expenditure of \$111,560, beginning in Fiscal Year 2022/23. The vendor estimates that actual expenses for FY22/23 will be approximately \$18,720. The total project cost for both this Monitoring & Reporting contract and the Pre-seeding & Construction contract for the respective projects' durations is \$2,033,070. The District will be bound to budget an additional \$388,000 for fiscal year 2023/2024, to cover the remainder of expenses for both contracts.

DISCUSSION: None.

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C. Presentation and Approval of a Change Order for Settler's Hill Club House Start-Up Project

Landscape Architect Tegge presented the change order for the paving renovations at the Settler's Hill Gold Course. He presented a map and exhibits included in the agenda packet. Evans & Son Blacktop Inc. (West Chicago) was selected as the qualified contractor to perform paving renovations and temporary cart path & parking construction for the Settler's Hill Golf Course. During the pre-construction meeting held on May 19th, 2022, a discussion was held regarding the sediment build up at the foot of the bridge that connects to the west side of the clubhouse. This sediment covered up and clogged a drain tile which has caused water to collect and has degraded the asphalt. To correct this drainage issue, Evans & Son worked with staff to evaluate the needed correction and has prepared Change Order #1, to remove the failing drain tile and install a 24" catch basin with cast iron frame to collect water and have it dissipate into the natural area immediately to the east of the pavement area. The water will then be collected in the existing natural area and percolate into the ground or be picked up in the existing storm drain as originally designed. The original contract with Evans & Son Blacktop Inc. was \$297,366.36. Sufficient funds totaling \$99,419 are available in the Construction & Development Fund to cover the cost of Change Order 1 from Evans & Son totaling \$2,700.00, for a new contract amount \$300,066.36.

DISCUSSION: Commissioner Iqbal asked who had designed the tile system the age of the system. Exec. Dir. Meyers stated it was most likely designed/installed as part of the original construction in the early 1990's.

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SECONDER: Ron Ford, Commissioner
AYES: Dale Berman, Ron Ford, Mo Iqbal, Cheryl Strathmann, Vern Tepe
ABSENT: Mark Davoust, Drew Frasz, Bill Lenert

VI. New or Unfinished Business

A. Presentation and Approval of a Request to Change the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the District

HR Dir. Yee presented the IMRF appointment of the authorized agent to as this is her last day, Yee qualified for the early retirement incentive (ERI) recently passed and will be retiring from the Forest Preserve District. Beginning Monday, June 13, Amy Sarro became the District's new Director of Human Resources. One of the Director of Human Resources' responsibilities is to serve as the Forest Preserve District's authorized agent for IMRF. In accordance with IMRF procedure, it is necessary to formalize this appointment through Commission resolution.

DISCUSSION: None.

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AYES: Dale Berman, Ron Ford, Mo Iqbal, Cheryl Strathmann, Vern Tepe
ABSENT: Mark Davoust, Drew Frasz, Bill Lenert

VII. Closed Session to Discuss Land Acquisition, License Agreements, Potential Litigation, or Personnel

None.

VIII. Communications

Exec. Dir. Meyers introduced Amy Sarro, the new Human Resources Director and thanked Katy Yee for her time and dedication to the District. She noted the various improvements brought forward. A reception after today's meeting will be held in the board room to celebrate Katy's retirement.

IX. Chairman's Comments

None.

X. Adjournment

The meeting adjourned at 2:36 PM.

RESULT: ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER: Ron Ford, Commissioner
SECONDER: Mo Iqbal, Commissioner
AYES: Dale Berman, Ron Ford, Mo Iqbal, Cheryl Strathmann, Vern Tepe
ABSENT: Mark Davoust, Drew Frasz, Bill Lenert

Dale Berman, Chairman
Forest Preserve District Finance and Administration Committee
Forest Preserve District of Kane County

Respectfully Submitted,

Gabriella Figliozi

Gabriella Figliozi Recording Secretary