

Boone County Conservation District
Minutes of the Meeting of March 20, 2018

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Boone County Conservation District Meeting

March 20, 2018

Meeting Minutes

I. Roll Call and Call to Order

The regular meeting of the Boone County Conservation District Board of Trustees was called to order by Board President Mike Petersen at 4:00 p.m. on Tuesday, February 20, 2018 at the Dawson River Road Schoolhouse on the grounds of the Gustafson Nature Center, 603 N. Appleton Rd., Belvidere, IL.

Roll call was taken, and the following board members were present: Sean Beckmann, Katie Rudy, Matt Bullard, Mike Petersen and George Thomas. Also present were Dan Kane, Mick Johnston, Attorney Loos, Cathie Johnson, Nick Sheppard, and Josh Sage.

Sean Beckmann motioned, and Matt Bullard seconded that the agenda be amended to add the indemnification agreement between BCCD and the City of Belvidere to District Affairs.

Poll votes were:	George Thomas - aye	Katie Rudy – aye
	Matt Bullard – aye	Sean Beckmann - aye
	Mike Petersen - aye	

Motion approved.

II. Minutes

February 20, 2018 Meeting

Matt Bullard motioned, and Sean Beckmann seconded that the minutes of the February 20, 2018 meeting be approved as presented.

Poll votes were: George Thomas - aye Katie Rudy – aye
 Matt Bullard – aye Sean Beckmann - aye
 Mike Petersen - aye

Motion approved.

III. Financial reports

Financial reports for February 2018 were filed subject to audit.

IV. Public Input

No public was present.

V. Staff Reports

Employees had nothing to add to their reports.

It was the consensus of the board to move the Long Prairie Trail Rehab to the front of the District Affairs.

VI. District Affairs

Indemnification Agreement between BCCD and City of Belvidere for Signage on Newburg Road

Sean Beckmann motioned, and Matt Bullard seconded that the indemnification agreement between the District and the City of Belvidere for the placement of a sign along Newburg Road at the Newburg Village Conservation Area be approved and signed.

Poll votes were: George Thomas - aye Katie Rudy – aye
 Matt Bullard – aye Sean Beckmann - aye
 Mike Petersen - aye

Motion approved.

Groundwater Protection Initiative

Director Kane passed out information on the initiative. Discussion ensued, and Director Kane answered the boards questions.

There was no need for any board action on this matter.

Budget Ordinance No. 132

Katie Rudy motioned, and Matt Bullard seconded, that Budget Ordinance No. 132 be adopted and signed.

Poll votes were: George Thomas - aye Katie Rudy – aye
 Matt Bullard – aye Sean Beckmann - aye
 Mike Petersen - aye

Motion approved.

Sale of Surplus Equipment

Maintenance Supervisor Nick Sheppard requested permission from the board to sell some equipment and items that the District no longer has a need for.

George Thomas motioned, and Sean Beckmann seconded, that the District has permission to sell and or auction any equipment and or items that are no longer needed or used.

Poll votes were: George Thomas - aye Katie Rudy – aye
 Matt Bullard – aye Sean Beckmann - aye
 Mike Petersen - aye

Motion approved.

VII. Accounts Payable

George Thomas motioned, and Katie Rudy seconded that the District pay the payables due through March 20, 2018.

Poll votes were: George Thomas - aye Katie Rudy – aye
 Matt Bullard – aye Sean Beckmann - aye
 Mike Petersen - aye

Motion approved.

VIII. Board Comments

There were no comments from the board.

IX. Adjournment

Matt Bullard motioned, and Sean Beckmann seconded that at the hour 5:00 p.m. the meeting be adjourned.

Poll votes were:	George Thomas - aye	Katie Rudy – aye
	Matt Bullard - aye	Sean Beckmann - aye
	Mike Petersen - aye	

Motion approved.

President

Secretary

BOONE COUNTY CONSERVATION DISTRICT
SUMMARY REPORT for the Board of Trustees
MONTH ENDING FEBRUARY 28, 2018

	Checking	Payroll	Alpine Invest Fund
Beginning Balance	7,017.07	53,227.46	1,804,382.67
Revenues	3,320.81		2,683.59
Expenditures	32,833.48	43,489.15	2,455.16
Transfer In	72,000.00	41,772.54	
Transfer Out	41,772.54		75,000.00
Ending Balance	7,731.86	51,510.85	1,729,611.10

Boone County Conservation District
Income Statement
For the Eleven Months Ending February 28, 2018

	Current Month Actual	Year to Date Actual	Year to Date Budget	Difference
Revenues				
PROPERTY TAXES	0.00	1,082,736.41	1,076,481.00	(6,255.41)
REPLACEMENT TAXES	0.00	57,581.68	82,500.00	24,918.32
INTEREST INCOME	2,628.24	17,775.60	11,500.00	(6,275.60)
Dog Tag Sales	887.05	5,002.82	5,000.00	(2.82)
RENT/LEASE	0.00	5,395.42	0.00	(5,395.42)
HUNTING PROGRAM	0.00	3,000.00	2,450.00	(550.00)
FIREARM HUNT	0.00	1,432.00	1,550.00	118.00
ANNUAL BCCD DINNER/BANQUET	0.00	0.00	8,000.00	8,000.00
ETHNIC GARDENS	0.00	0.00	2,000.00	2,000.00
NATURE'S WINDOW	1,088.61	7,304.85	7,500.00	195.15
OTHER REVENUES	0.00	11,155.95	3,500.00	(7,655.95)
SUMMER CAMP PROGRAMS	0.00	13,900.59	16,000.00	2,099.41
SCHOOL EDUCATION PROGRAMS	1,303.00	4,910.00	6,000.00	1,090.00
PUBLIC EDUCATION PROGRAMS	42.15	607.51	1,000.00	392.49
AUTUMN PIONEER FESTIVAL	0.00	9,492.81	12,500.00	3,007.19
FINES AND TICKET PAYMENTS	0.00	70.00	500.00	430.00
Brown Park & Cons. Area	0.00	5,664.50	6,000.00	335.50
BC Community Foundation	0.00	8,609.16	8,500.00	(109.16)
REVENUE TOTAL	\$ 5,949.05	\$ 1,234,639.30	\$ 1,250,981.00	16,341.70

As of: February 28, 2018

GI Account Summary Report
Boone County Conservation District

<u>Account Number</u>	<u>Account Description</u>	<u>Current Period</u>	<u>Year to Date</u>	<u>Appropriation</u>	<u>Remaining</u>	<u>% used</u>
LAW ENFORCEMENT						
4000	CONTRACT (salaries, benefits)	\$ 0.00	\$ 5,000.00	\$ 5,000.00	0.00	100.00
4005	Contract with Boone County	0.00	5,000.00	5,000.00	0.00	100.00
4020	COURT COSTS	0.00	0.00	600.00	600.00	0.00
	Totals	0.00	10,000.00	10,600.00	600.00	94.34
PROFESSIONAL SERVICES						
4500	PROFESSIONAL FEES AND SE	1,083.46	43,119.14	48,200.00	5,080.86	89.46
	Total	1,083.46	43,119.14	48,200.00	5,080.86	89.46
ADMINISTRATIVE EXPENSES						
5010	ADM. WAGES & SALARIES	19,005.52	239,953.11	247,205.00	7,251.89	97.07
5050	PAYROLL TAXES	1,581.96	20,012.34	18,911.18	(1,101.16)	105.82
5055	IMRF EXPENSE	2,375.25	27,930.91	28,517.34	586.43	97.94
5056	HEALTH INSURANCE	2,121.83	25,539.46	24,296.00	(1,243.46)	105.12
5057	Health Ins. Reim. Fund	0.00	766.08	20,000.00	19,233.92	3.83
5060	PROPERTY TAXES	0.00	8,529.60	12,000.00	3,470.40	71.08
5061	Property Mortgage	0.00	5,000.00	5,000.00	0.00	100.00
5080	TELEPHONE AND UTILITIES	2,310.79	19,558.30	24,000.00	4,441.70	81.49
5100	OFFICE EXPENSES AND SUPP	282.52	4,755.03	6,000.00	1,244.97	79.25
5110	INSURANCE	1,279.00	62,899.85	77,000.00	14,100.15	81.69
5120	UNIFORMS	0.00	138.75	1,200.00	1,061.25	11.56
5135	CONF./TRAINING	50.60	7,320.88	8,275.00	954.12	88.47
5140	DUES	0.00	3,422.27	6,095.00	2,672.73	56.15
5145	GENERAL COPY EXPENSES	230.43	230.43	0.00	(230.43)	0.00
5146	COPY MACHINE LEASE & PRI	721.18	8,655.98	8,500.00	(155.98)	101.84
5155	EQUIP. PURCHASE	234.69	1,220.06	7,000.00	5,779.94	17.43
5156	EQUIPMENT REPAIR	0.00	0.00	1,000.00	1,000.00	0.00
5160	MISCELLANEOUS	645.00	4,904.35	12,700.00	7,795.65	38.62
5162	MEMORIALS	0.00	192.50	400.00	207.50	48.13
5163	Public Relations & Information	673.20	9,093.59	22,400.00	13,306.41	40.60
5164	Cultural Heritage Garden Progr	1,106.83	1,593.48	3,550.00	1,956.52	44.89
5165	Volunteer Resources	0.00	1,073.45	4,800.00	3,726.55	22.36
5166	Public Outreach & Programming	0.00	1,308.98	1,700.00	391.02	77.00
5167	Riffes & Eddies	225.00	1,454.92	7,000.00	5,545.08	20.78
5168	Nature's Window	395.50	5,492.13	11,600.00	6,107.87	47.35
5180	Autumn Pioneer Festival	0.00	14,559.83	16,500.00	1,940.17	88.24
	Totals	33,239.30	475,606.28	575,649.52	100,043.24	82.62
LAND MAINTENANCE						
6305	WAGES - MAINTENANCE	7,356.00	96,816.31	132,790.00	35,973.69	72.91
6310	PAYROLL TAXES - MAINT.	601.72	8,977.82	10,158.44	1,180.62	88.38
6311	HEALTH INSURANCE	1,684.91	14,324.66	18,796.00	4,471.34	76.21
6312	IMRF EXPENSE	718.15	5,620.69	9,694.77	4,074.08	57.98
6325	BLDG., LANDSCAPE MAINT.	793.67	40,095.18	47,800.00	7,704.82	83.88
6330	UTILITIES	1,062.71	6,549.12	9,700.00	3,150.88	67.52
6340	FUEL	1,564.82	12,026.16	16,000.00	3,973.84	75.16
6350	LPT MAINTENANCE	0.00	831.71	25,000.00	24,168.29	3.33
6370	EQUIPMENT PURCHASE	0.00	0.00	2,200.00	2,200.00	0.00
6383	EQUIPMENT REPAIR	5,293.48	13,114.32	25,750.00	12,635.68	50.93
6384	EQUIPMENT RENTAL	160.50	1,442.15	2,000.00	557.85	72.11
6385	SMALL TOOLS AND SUPPLIES	655.10	6,858.97	16,950.00	10,091.03	40.47
6386	UNIFORMS	1,348.76	1,680.76	2,550.00	869.24	65.91
6395	OTHER	13.21	905.71	2,500.00	1,594.29	36.23
	Totals	21,253.03	209,243.56	321,889.21	112,645.65	65.00
EDUCATION DEPARTMENT EXPENSES						
7605	SALARIES/WAGES - EDUCATI	5,069.14	74,127.39	82,765.00	8,637.61	89.56

As of: February 28, 2018

GI Account Summary Report
Boone County Conservation District

<u>Account Number</u>	<u>Account Description</u>	<u>Current Period</u>	<u>Year to Date</u>	<u>Appropriation</u>	<u>Remaining</u>	<u>% used</u>
7610	PAYROLL TAXES	414.65	6,624.21	6,331.52	(292.69)	104.62
7611	HEALTH INSURANCE	842.45	5,913.82	9,398.00	3,484.18	62.93
7612	IMRF EXPENSE	489.73	5,861.91	6,049.34	187.43	96.90
7615	CAMP PROGRAMS	110.00	8,656.25	12,000.00	3,343.75	72.14
7620	SCHOOL EDUCATION PROGR	560.14	2,025.94	4,000.00	1,974.06	50.65
7625	PUBLIC EDUCATION PROGRA	0.00	611.83	1,500.00	888.17	40.79
7630	UNIFORMS	72.15	248.10	250.00	1.90	99.24
7635	EQUIPMENT	0.00	0.00	650.00	650.00	0.00
7640	DISPLAYS	63.74	2,131.34	3,000.00	868.66	71.04
7645	OTHER EXPENSES	0.00	89.28	500.00	410.72	17.86
	Totals	7,622.00	106,290.07	126,443.86	20,153.79	84.06
TOTAL CAPITAL IMPROVEMENTS						
	Totals	0.00	0.00	0.00	0.00	0.00
NATURAL RESOURCE MANAGEMENT						
9504	SALARIES	8,508.33	109,234.05	128,880.00	19,645.95	84.76
9511	PAYROLL TAX	692.42	9,326.39	9,859.32	532.93	94.59
9514	UNIFORMS	295.64	1,727.98	2,000.00	272.02	86.40
9515	HEALTH INSURANCE	1,684.90	20,193.90	18,796.00	(1,397.90)	107.44
9520	IMRF EXPENSE	906.74	10,348.60	10,900.80	552.20	94.93
9524	ECOLOGICAL RESTORATION	666.00	5,226.66	18,000.00	12,773.34	29.04
9530	EQUIPMENT/SUPPLIES	511.40	3,004.00	13,450.00	10,446.00	22.33
	Totals	13,265.43	159,061.58	201,886.12	42,824.54	78.79
	Totals	\$ 76,463.22	\$ 1,003,320.63	\$ 1,284,668.71	281,348.08	78.10

Boone County Conservation District
General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1160. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jral	Trans Description	Debit Amt	Credit Amt	Balance
1160	2/1/18			Beginning Balance			1,804,382.67
ALPINE INVEST. ACCT	2/1/18		GENJ	Transfer from Investme		75,000.00	
	2/1/18		GENJ	Dividends	58.59		
	2/1/18		GENJ	Fees		449.89	
	2/1/18		GENJ	Chg in accrued income		1,034.77	
	2/1/18		GENJ	Chg in unrealized gains/		732.77	
	2/1/18		GENJ	Other asset activity		237.73	
	2/1/18		GENJ	Interest	2,625.00		
				Current Period Change	2,683.59	77,455.16	-74,771.57
	2/28/18			Ending Balance			1,729,611.10

Boone County Conservation District
General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1160-9. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID	Date	Reference	Jral	Trans Description	Debit Amt	Credit Amt	Balance
1160-9	2/1/18			Beginning Balance			450,912.34
CASH IN BANK-CROW'S	2/1/18		GENJ	Fees		112.51	
	2/1/18		GENJ	Chg in accrued income	362.49		
	2/1/18		GENJ	Chg in unrealized gains/		251.80	
	2/1/18		GENJ	Dividends	54.79		
	2/28/18			Current Period Change	417.28	364.31	52.97
				Ending Balance			450,965.31

Boone County Conservation District
General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1165-9. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jral	Trans Description	Debit Amt	Credit Amt	Balance
1165-9	2/1/18			Beginning Balance			3,603.18
ENGELSEN MEMORIAL	2/1/18		GENJ	interest	0.28		
	2/28/18			Current Period Change	0.28		0.28
				Ending Balance			3,603.46

Boone County Conservation District
General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1080. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jral	Trans Description	Debit Amt	Credit Amt	Balance
1080	2/1/18			Beginning Balance			14,841.82
RESERVATION ACCOU	2/1/18	PNCSC0218	CDJ	PNC		13.23	
	2/28/18			Current Period Change		13.23	-13.23
				Ending Balance			14,828.59

Boone County Conservation District
General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1100-8. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jral	Trans Description	Debit Amt	Credit Amt	Balance
1100-8	2/1/18			Beginning Balance			648,505.17
CHECKING-RESTRICTE	2/1/18		GENJ	Memorial Deposit	100.00		
	2/1/18	1333	CDJ	Cardmember Service		722.50	
				Current Period Change	100.00	722.50	-622.50
	2/28/18			Ending Balance			647,882.67

**Boone County Conservation District
General Ledger**

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria Includes: 1) IDs: 1060. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jml	Trans Description	Debit Amt	Credit Amt	Balance
1060	2/1/18			Beginning Balance			30,068.89
Operational Fund	2/1/18		GEN	interest	3.24		
	2/1/18		GEN	transfer to checkin		72,000.00	
	2/1/18		GEN	Transfer from Inves	75,000.00		
				Current Period Cha	75,003.24	72,000.00	3,003.24
	2/28/18			Ending Balance			33,072.13

Boone County Conservation District
 General Ledger

For the Period From Feb 1, 2018 to Feb 28, 2018

Filter Criteria includes: 1) ID: 1200-9. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
1200-9	2/1/18			Beginning Balance			216,772.83
Wetland Mitigation	2/1/18		GENJ	Interest	8.31		
				Current Period Change	8.31		8.31
	2/28/18			Ending Balance			216,781.14

Monthly Report

February 2018

Dan Kane, Executive Director

Previous Issues & Activities:

Grant Updates:

- **Illinois Clean Energy Community Foundation – Land Acquisition Grant**

The application was prepared and submitted.

Easement/License Agreement Request(s): There is no new information to report.

Proposed Land Donations: There are no new items to report under this topic.

Parks & Conservation Foundation:

The foundation continues to implement the six grant awards from the Illinois Clean Energy Community Foundation. Attached with this report is a media release that describes the final two, upcoming Parks & Conservation Foundation public events, that are part of the six grants. Please consider joining or even assisting with these events as part of your involvement as a BCCD Trustee. I will extend appreciation to both Katie Rudy and George Thomas, who have both attended several of these events – Thanks!!

Farm City Elevator – Request: No Change - the status of this request remains on hold.

Groundwater Protection Initiative: A short PowerPoint presentation on the status of this effort will be given at the board meeting. The purpose of providing this presentation is to inform the board about the importance of this issue and initiate some discussion about contributing some funds to demonstrate local financial support for the proposed geologic studies recommended by the Illinois State Geological Survey and the United States Geological Survey and the Prairie Research Institute affiliated with the University of Illinois at Champaign. *(This issue will be on the board meeting agenda for discussion and/or action.)*

LPT Rehabilitation Project: The application to the IDNR's Recreational Trails Program Grant was completed and submitted by the deadline of March 1st. However, the application did not include several required elements and was not accepted by the IDNR. The grant process recently implemented online registration components that were not detailed in the IDNR Recreational Trails Program grant manual and were missed by Director Kane in the process of preparing the grant application.

A meeting was also held with Mr. Paul Fischer, Executive Director, with the Boone County Community Foundation to review the financial proposal that involves utilization of the annual allocation from the Banks' bequest as the funding source to repay an alternative revenue bond that will likely fund this project. Mr. Fischer is going to analyze the earnings history of this fund and provide some recommendations regarding the best approach with this. This topic can be included in the discussion of the budget ordinance.

Kishwaukee River – Managing Public Access: Sheriff Dave Ernest has indicated his interest in having a meeting to review this issue. We will need to include Belvidere Police Chief Shane Woody in this process as well.

TerraNavigator Solar Project Proposal – Spencer Landfill: There has been no change in the status of this proposal.

Boone County Request for BCCD Technical Support with Solar Energy Facilities Ordinance: The County has apparently decided not to include the BCCD as a technical resource partner in the proposed text amendment create a Solar Energy Development Ordinance.

2018 – 2019 Budget – Ordinance #132: The proposed budget ordinance has been prepared following the input received from the board of trustees at the February 20th board meeting. The budget ordinance includes the renewal for health insurance, which reflects a 23.3% reduction in premiums from the current health insurance plan. The budget ordinance also demonstrates the change associated with the failure to successfully obtain IDNR RTP grant funds for the LPT rehabilitation Project. All other items reflect what was presented and discussed at the February 20th board meeting. *(This issue will be on the board meeting agenda for discussion and/or action.)*

New Issues & Activities:

Chrysler – Environmental Projects: BCCD staff met with Michael Keefe, Environmental Lead, with the Belvidere Assembly Plant to discuss conservation efforts being implemented by the district. The meeting was an exploration and exchange of interests and ideas relating to local conservation efforts. The meeting seemed productive in that Mr. Keefe left with a keener perspective about the Boone County Conservation District and the work that it does. There may be opportunities for cooperation.

Change of Location for March 20th Board Meeting: Everyone is reminded that March 20th is an election day – So, the BCCD monthly board meeting will be moved to the River Road School House, on the BCCD festival grounds.

**Remember to check the BCCD Website for new programs and activities! The web address is: www.bccdil.org. Please feel free to call me in advance of the meeting if you have questions about anything in this report, the accompanying documents, or about a district related issue. Thank you!*

Monthly Report March 2018

Director of Operations Mick Johnston

Parks and Conservation Foundation Grant Events



The Parks and Conservation Foundation Grant events continue to progress nicely. Kishwaukee Valley Conservation Area event (pictures a&b) was held March 10th. Over 30 people were on hand for that event. Attendees heard about the watershed, the Kishwaukee River from Dana Carroll. Staff covered the restoration of the sites, the Crows foot area and the Great Lakes Basin Railway. Dave Sliktas served pizza, pop and water. Gregg Suthers helped with the traffic.

February 24th we held an event at Ballard Conservation Area (pictures c&d). There were over 50 people in attendance. George Thomas talked about the history of the farm and the mill. Staff covered what we are currently using the site for, the watershed, and geology of the area. Dana Carroll served sandwiches, chili, fruit and drinks that were given as part of the grant. Gregg Suthers helped with parking.

The final two hikes are going to be March 24th at Piskasaw Fen. It will be capped off with a cookout. Two hikes are scheduled to different areas of the site. One starting at Wetland mitigation will be one of the topics. It will be a nice conclusion to our series. We will achieve many things with these events. Six new identification signs, 20 picnic tables, gravel for parking area and some much needed public relation efforts were all results of these Grants. We have many people to thank for these efforts.

Eagle Scout candidates

Ongoing:

Met with three Eagle Scout candidates to discuss possible projects.

1. Signage for the canoe landings and river information.
2. Work on the office area (flooring, dry wall, etc.) at Piskasaw Fen.
3. Sealing the exterior of the Rec Hall.

Murray Cabin Roof

We are still in line to have a new roof. It should be started soon.

Farm Leases

Worked on updating farm leases.

Natural Lands Institute

Attended Natural Lands Institutes annual banquet.

**Boone County Conservation District
Maintenance Board Report
Presented to the B.C.C.D. Board of Trustees on March 20th 2018**

LONG PRAIRIE TRAIL

The Maintenance Department was assisted by Natural Resources in completing more tree work on the L.P.T.

- More areas around the bridges were cleared in anticipation of upcoming work.
- We have discussed ideas with the Belvidere Township to assist us in some pavement work to possibly ease the burden of the extensive work.

SITE TRAIL SYSTEMS

Site trails in closed conservation areas have been checked in anticipation of spring opening.

- The Kinnikinnick equine trail has yet to be completely cleared. With assistance of Natural Resources, we have forestry mowed some very dense areas of this trail.

ROADWAY AND PARKING LOT MAINTENANCE

With the spring thaw commencing, several gravel areas have shown excessive wear.

- Gravel is being added to areas as well as extensive regrading as weather permits.
- This work is planned to continue into April as conditions allow.

EQUIPMENT REPAIR/MAINTENANCE

Typical preventative maintenance has been completed on several vehicles and equipment.

- A 2011 Ford Ranger had a new set of tires installed as well as brake work and an alignment. This was performed at RJ Daniels in Belvidere.
- The 2006 F-250 had several dents and the rear bumper repaired by Jack Barnes Automotive in Belvidere.
- The lawn mower trailer refurbish is complete.
- Several small engine repairs and services have been completed by maintenance staff in preparation for spring.

SPRING PRESCRIBED BURNING

Maintenance Division is planning to again assist Natural Resources with prescribed burning.

- Boone County Fire Dist. 2 has again shown interest in assisting with manpower and equipment at no charge.

I.A.C.D.

Maintenance staff attended the IACD conference at Starved Rock State Park on Feb. 14th and 15th.

- The conference has continued to be a valuable resource for information and idea sharing.

SURPLUS EQUIPMENT

The Maintenance Division is planning the sale of surplus/unutilized equipment this spring.

-The 1989 Morbark Chipper, Kawasaki Mule and several small items are slated for sale.

ELECTRONIC RECORD KEEPING AND VEHICLE INSPECTIONS

The Maintenance Division and Natural Resources have begun developing an electronic record keeping system for all vehicle and equipment maintenance and repair records.

-This is being developed in house and combines tabulated data as well as pdf documents.

-The goal is to better keep track of costs and maintenance schedules as well as replace the outdated paper record keeping method.

-More frequent inspections are being planned prior to the summer season as well.

Monthly Report

By: Joshua Sage

Natural Resources Management Department

March 2018

1. Seed Harvest and Seeding

- Organizing the seed storage facility to be ready for this year's collecting season.

2. Blanding's Turtles

- Turtles should be moving soon.
- Transmitters will be replaced as time allows over the next few months.

3. John Todt Memorial Project – Spencer Conservation Area

- This project is a two-acre riparian woodland restoration.
- Invasive tree and brush removal has finished for the season.

4. Piscasaw Fen Mitigation

- All plantings for this project are done.
- Weed control will start this coming growing season.
- Floral inventories will follow.

5. Kinnikinnick Creek Conservation Area – USFWS Habitat Enhancement Project

- This project will create 17 acres of short grass prairie, shrub land, and oak savanna.
- Tree and brush removal is completed!
- Resprouts will be managed through this next growing season.
- Our goal is to plant a native ground cover in the winter of 18-19.
- Seed for this project will be collected this growing season.
- Joel Neylon, an avid birder and BCCD staff member is collecting baseline bird data for this project as time allows. This project will be ongoing, making it possible to see the evolution of bird species as the project advances.

6. Native pollinator plantings at the office and APF grounds

- Weed control will continue this growing season.

7. Flora Prairie Nature Preserve

- Invasive tree and brush control is being completed throughout the preserve. This will continue through March and April.

8. Distillery Conservation Area

- Black Locust control within grasslands and savannas throughout the conservation area. This will continue through March and April.

9. Tuttle Clarkson

- Invasive tree and brush removal in areas that are invading the high-quality sedge meadow. This will continue through March and April.

10. Spring Burn Season

- All equipment is being prepared for this coming burn season.
- Burns will start soon and continue into April.
- Adjacent neighbors and authorities have been notified of planned burns.

Education Department

March 2018 Board Report

School Programs

- 1st grade programs have ended. There were 21 classes; 416 students; 100 adults.
- There are 5 Kindergarten programs scheduled for the end of this month.
- There are 4 pre-school programs scheduled in April with Montessori.
- Second grade programs start after spring break.
- Continuing to meet weekly with BHS Envirothon team.
- Continue to meet twice a month with Meehan Environmental Club.

Public Programs

- Volunteered at Youth Groundwater Festival.

Scouts

- Boy Scout Fish & Wildlife merit badge workshop scheduled during spring break.

Camp

- Registration begins April 1st!
- Accepting applications for camp staff.

Meetings/Conferences

- Attended EEAI Conference in Peoria.
- Follow-up meeting with IACD conference committee next week at Starved Rock.

Other

- Meeting with webmaster to update education/scout program layout on website.

Board Report March 2018
Special Events and Public Outreach Manager

Registration for the Comcast Cares Day Community Earth day Cleanup (aka LPT Cleanup) is open. I have sent an email blast to past volunteers and add an event to Facebook and our website.

The volunteer open house in will be May 11, 6-9 pm at the Wings and Wheels Museum in Poplar Grove. We will have appetizers, desserts and beverages. I will be sending out invitations by the end of the month when all details are finalized.

Greenhouse planting is going well despite the cold temperatures. The plant sale will be in May. Date to be determined.

I will be attending a Food Safety Certification class Tuesdays from April 24-May 22.

The Health Department encouraged us to have a staff person with this certification because of our special events and school programs.

I will be participating in a service event at Immanuel Lutheran Church on Saturday, May 19. They are doing this event to help community organizations find volunteers. There will be a fun fair and we will have a fishing game for kids to try as well as an information booth.

I will be participating in the Ida Public Library Summer Reading Kick-off on Saturday April 2. We will have camp information and maps for district sites.

I will be working with scout troops this spring to do cleanups and pull garlic mustard.

The Boone County Probation Office will be working with us again. They will bring local youth to do community service.

Pam Stock

Pam Stock
Special Events and Public Outreach Manager

Monthly Report
February volunteer hours March 2018

Department Work Details No. of Volunteers Volunteer Hours Per Hour Value: \$ 22.34

			<u>Reported Value</u>	
Office	office support			\$ -
	Newsletter Mailing	0	0	\$ -
subtotal				\$ -
Restoration Work				
	Greenhouse			
	brush removal	6	27	\$ 603.18
	tree and shrub planting			\$ -
	seed cleaning			\$ -
	Herbicide training			\$ -
Flora Cleanup				\$ -
Bird data at Kinn.				\$ -
Sub total		6	27	\$ 603.18
Horse Trail Clean up				\$ -
Spencer Clean Up				\$ -
LPTCleanup				\$ -
Sub total				\$ -
Gardens				
	Gardening			\$ -
	Garden Greenhouse			\$ -
Sub total				\$ -
Education Dept.				
	Nature Center Animals			\$ -
	Turtle enclosure			\$ -
	Misc.	1	16.5	\$ 368.61
	Camp Programs			\$ -
	Nature Play area			\$ -
	Scout project			\$ -
Sub total		1	16.5	\$ 368.61
Misc. Programs & Meetings				
	Probation office cleanup			\$ -
	Fair			\$ -
	Eclipse Party			\$ -
	Safety Program	1	5	\$ 111.70
	Dog Park			\$ -

Pam Stock
Special Events and Public Outreach Manager

Monthly Report
February volunteer hours March 2018

Event or Program				
	APF Steering Committee		\$	-
	APF		\$	-
	Hometown Christmas Parade		\$	-
	Holiday Walk		\$	-
	APF Pumpkin washing		\$	-
Sub total		1	5 \$	111.70

Board Members

Monthly Board Meeting		5	7.5 \$	167.55
Committee Meetings				
	APF Steering Committee		\$	-
	APF Volunteering		\$	-
	Parks & Conservation		\$	-
	Risk Management		\$	-
	IACD		\$	-
	Alternative Energy	4	6 \$	134.04
	Greenways		\$	-
	Willow Creek Corridor		\$	-
	Water Preservation		\$	-
	License Review		\$	-
	Fair		\$	-
	LPT Cleanup		\$	-
	Canoe launch dedication		\$	-
Subtotal		5	13.5 \$	301.59
Grand Total		13	62 \$	1,385.08

Final Accounts Payable for March

4/12/18 at 09:48:59.78

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Boone County Conservation District
Check Register
For the Period From Mar 1, 2018 to Mar 31, 2018

Filter Criteria Includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
18415	3/7/18	BELVIDERE POSTM	1050	500.00
18416	3/20/18	ADVANCE AUTO PA	1050	28.78
18417	3/20/18	AJ BARKER	1050	51.00
18418	3/20/18	BILL MINKEY	1050	6.00
18419	3/20/18	BOONE COUNTY FA	1050	1,215.00
18420	3/20/18	BOONE CTY SHOPP	1050	144.00
18421	3/20/18	BELVIDERE ACE HA	1050	82.74
18422	3/20/18	BEN MEADOWS	1050	425.98
18423	3/20/18	Berkley Net Underwri	1050	1,279.00
18424	3/20/18	EMPLOYEE BENEFI	1050	299.21
18425	3/20/18	BFG SUPPLY CO.	1050	817.55
18426	3/20/18	BOBCAT OF ROCKF	1050	2,254.01
18427	3/20/18	CARRIGAN DESIGN	1050	155.00
18428	3/20/18	BELVIDERE CHAMB	1050	175.00
18429	3/20/18	Cardmember Service	1050	5,114.09
18430	3/20/18	CITY OF BELVIDER	1050	200.00
18431	3/20/18	CITY OF BELVIDER	1050	1,454.40
18432	3/20/18	COMED	1050	936.49
18433	3/20/18	COMED	1050	48.42
18434	3/20/18	COMED	1050	30.91
18435	3/20/18	COMED	1050	33.73
18436	3/20/18	COMED	1050	15.76
18437	3/20/18	DEBORAH S. LOOS	1050	600.00
18438	3/20/18	DONALINE ROGERS	1050	5.00
18439	3/20/18	DBS, INC.	1050	100.00
18440	3/20/18	DE LAGE LANDEN F	1050	721.18
18441	3/20/18	DEBORAH LOOS	1050	2,520.00
18442	3/20/18	THE DELONG COM	1050	816.13
18443	3/20/18	GRAINGER PARTS	1050	229.71
18444	3/20/18	HANSON PROFESSI	1050	8,068.39
18445	3/20/18	HICKSGAS	1050	197.57
18446	3/20/18	HOME DEPOT CRE	1050	993.14
18447	3/20/18	HOMETOWN PROD	1050	409.95
18448	3/20/18	J. BARNES AUTOM	1050	3,000.00

**Boone County Conservation District
Check Register**

For the Period From Mar 1, 2018 to Mar 31, 2018

Filter Criteria Includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
18449	3/20/18	JEAN RAMSAY, RD,	1050	195.00
18450	3/20/18	LAWSON PRODUCT	1050	364.35
18451	3/20/18	LORIS LITTLE CRIT	1050	38.15
18452	3/20/18	MDC ENVIRONMEN	1050	591.02
18453	3/20/18	MARKET STREET P	1050	30.00
18454	3/20/18	MENARDS	1050	658.09
18455	3/20/18	MR. GOODWATER	1050	22.50
18456	3/20/18	NAPA AUTO PARTS	1050	325.17
18457	3/20/18	NICOR	1050	177.59
18458	3/20/18	NICOR	1050	248.93
18459	3/20/18	PETTY CASH	1050	128.05
18460	3/20/18	PNC	1050	43,489.15
18461	3/20/18	RUSSELL CROW	1050	5.00
18462	3/20/18	R.J. DANIELS	1050	170.28
18463	3/20/18	ROCKFOR REGISTE	1050	100.80
18464	3/20/18	ROCK VALLEY PUB	1050	125.00
18465	3/20/18	SUZANNE ASHWOR	1050	5.00
18466	3/20/18	ST. JAMES SCHOOL	1050	100.00
18467	3/20/18	SUNSET LOGISTICS	1050	364.19
18468	3/20/18	TOM AND KRIS FOX	1050	5.00
18469	3/20/18	TOM WAHLBERG	1050	5.00
18470	3/20/18	TRACTOR TOWN	1050	647.02
18471	3/20/18	UNITED SANITATIO	1050	565.00
18472	3/20/18	VERIZONWIRELESS	1050	805.97
18473	3/20/18	WARD PRODUCE A	1050	5.00
AWDBCBS001	3/1/18	BLUE CROSS BLUE	1050	3,841.67
AWDHUMANA	3/1/18	HUMANA/EMPLOYE	1050	5,767.95
AWDIMRF172	3/1/18	Ill. Municipal Retirem	1050	4,417.79
Total				<u>96,126.81</u>

Board of Trustees,

Recently the BCCD has noted pieces of equipment and various other items that are unutilized or “surplus” in the current natural resources management or maintenance operations.

Per current Illinois Municipal Code, I am seeking a 3/5ths majority vote of the Board to allow, at auction, the sale of the surplus equipment. I’ve included below a list of some of the items. Items not listed, would not be considered capital expense items i.e. vehicles or other major purchases.

Funds recovered from said sale would be deposited into account(s) deemed necessary by the Board, Executive Director or Director of Operations. If you have any other questions or concerns please don’t hesitate to contact me. Thank you for your time.

Nick Sheppard
BCCD Maintenance

Listing of surplus equipment

Capital equipment

- A: 1 2001 Kawasaki Mule KAF620 utility cart/non running condition
VIN JK1AFCE131B500112
- B: 1 1989 Morbark model 290 brush chipper/running condition
VIN 3T1728

Other items

- A: 5 hunting tree stands
- B: 11 obsolete light fixtures
- C: 1 plastic paddle boat (no paperwork)
- D: 1 Hobart 240 volt plasma cutter
Serial # LC487296
- E: 1 Potbelly style wood burning stove
Tagged "Oval Acorn 132"
- F: Other various items of nominal value



PUBLIC INVITED

Saturday March 24th

The local Parks & Conservation Foundation is hosting its final two interpretive hikes in a series of six.

Looking For Something Different To Do?

The public is invited to join Parks & Conservation Foundation volunteers to explore the Picasaw Fen Conservation Area on Saturday, March 24th. These two events will take about 1.5 hours each. The first hike starts at 10AM; the second hike starts at 1 PM.

These two hikes will start from the Picasaw Fen Conservation Area parking lot at 8605 Norris Ln., Capron - look for the Picasaw Fen Conservation Area sign newly installed at the intersection of Edson & Russellville Roads. This site is our crowning gem - you will learn about the unique fen type wetlands, the restored oak & hickory savanna, & see high quality habitat restoration. It has many unique qualities, so please join us on a couple of tromps through muck & mire with Josh Sage, the BCCD Natural Resources Manager. You might get wet feet, so wear knee high waterproof boots. Please dress for the weather & be prepared to walk over rough, unimproved terrain. These hikes have been a hit, so sign up as soon as you can!

Please note that there are no restroom facilities available at this site.

**You must call
815-547-5711 x11
to RSVP your attendance
by Noon on Friday,
March 23rd
if you want to partake in
refreshments.**

PARKS & CONSERVATION
FOUNDATION

EST. 1976

