

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD VIA VIRTUAL BOARD MEETING, <https://zoom.us/j/99026221900>,
CALL IN NUMBER: 1(312) 626-6799, MEETING ID: 990 2622 1900
ON THE 27th DAY OF MAY, 2020 AT 10:30 A.M.**

Chairman Risinger called the meeting to order at 10:38 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Ryan Risinger, Buffalo Grove Park District; Ben Curio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romjeko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Steve Muenz, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Robert Dowling, Mike Clark, Jay Morgan and Craig Talsma

Craig Talsma arrived at 10:54 am, Mike Clark arrived at 11:29 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Celine Ehret, Jessica Pelegrino, Delany Grimm, Rohit Saluja, Interns; Cortney Lucente, Star Coordinator; Matt Beran, Lauterbach and Amen; Michelle Bins, PFM Investments; Jim McConachie, Construction Labors Union and Jessica Vasalos, Administrative Manager as recording secretary

Introductions of guests was conducted by the corresponding supervisory Superintendent.

Public Comment

None

Approval of Agenda

Chairman Risinger and Director Crawford informed the Board that there will be changes to the Agenda. Chairman Risinger asked for a motion to approve the amended agenda dated May 27, 2020. Trustee O'Brien made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Steve Muenz, Jan Buchs

Approval of Consent Agenda

Chairman Risinger called for a motion to approve the Consent Agenda of May 27, 2020. Trustee Ferraro made the motion and Trustee Fahnstrom seconded the motion to approve the Consent Agenda dated May 27, 2020. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Steve Muenz, Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Staff reports were included in the packet. No questions were raised.

Old Business

Superintendent Griffin informed the Board that the sensory garden in Hanover Park is almost ready to begin planting next month. The Wheeling Programming Space will be getting their furniture delivery. There is a walk through scheduled for the Buffalo Grove Programming Space tomorrow. Planning on both spaces to be completed in by July.

New Business

Audit

Matt Beran presented the NWSRA audit to the Board. The audit was completed without any complications. No management letter was issued and it was reported as an unmodified opinion. Chairman Risinger as for a motion to accept the audit as presented. Trustee Talsma moved the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Steve Muenz, Jan Buchs.

NAY: None

The motion carried.

PFM Investment Update

Michelle Bins, PFM, presented the status of NWSRA's portfolio. 82% of the portfolio remains in FDIC insured CD's. The market was doing well, but due to COVID-19 many of the funds have been fluctuating. The CD's are in a ladder approach and remain strong. Reinvestment rates are anticipated to be challenged.

Jim McConachie, Construction Labors Union left at 11:20 am.

Fund Balance and Net Surplus Recommendations for FY2020

Executive Director Crawford reviewed the Investment Policy and the staff recommendations as presented. Vice Chairman Fahnstrom informed the Board that the Finance Committee has agreed with the transfers as presented. Chairman Risinger asked for a motion to approve the transfers as presented. Trustee O'Brien made the motion and Trustee LaFrener seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

NAYS: None

The motion carried

COVID-19 Update

Director Crawford and various admin team members presented the COVID-19 update presentation.

Return to Work Process

Director Crawford and Superintendent Negrillo presented the NWSRA Return to Work Process. Trustee Talsma praised NWSRA for the documents that were presented. PDRMA is also looking at using these documents as an outline for their own purposes. No questions were raised at this time. Director Crawford will send out a virtual vote to approve the actual process once the attorney approves the document.

Information Action Items

Member District Annual Assessment Payment Cycle Analysis

Director Crawford explained the MDAA Payment Cycle Analysis, which was trying to address a delay in property tax dollar payment delay. She also informed the Board that as soon as the Cook County Assessor's office releases the updated EAV's the Annual Information Form will be sent out to Member District Directors to review and approve the EAV that is reported, report the districts audited gross population number and to inform NWSRA if the district would like to remain on the 2 installment payment plan or change to the 4 installment payment plan. Trustee Talsma asked for input from districts on who might be leaning toward a four installment payment plan. Trustee O'Brien indicated that Hanover Park may want the four installment payment plan. Trustee Talsma raised the question about leaving everyone at two installment payments but the districts that opt for four payments will split the two installments into four installments. Chairman Risinger asked for a motion to approve current payment with option and add an additional option to include four installment payments. Trustee O'Brien made the motion and Trustee Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

NAYS: None

The motion carried

Closed Session

At 12:15 pm, this time Chairman Risinger asked for a motion to move into closed session. Trustee O'Brien made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

NAYS: None

The motion carried

Chairman Risinger asking for a motion to resume in to open session. Trustee LaFrenere made the motion and Trustee Fahnstrom seconding the motion.

Those present were as follows:

Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

Action as a result of Closed Session

Chairman Risinger asked for a motion to approve Resolution R2020-11 stating not to release any executive session minutes. Trustee Talsma made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

NAYS: None

The motion carried

Adjournment

After no further business, Chairman Risinger called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Talsma seconded the motion to adjourn the May 27, 2020, Board meeting at 12:17p.m. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenere, Steve Muenz, Jan Buchs.

NAYS: None

The motion carried



Secretary