

**KINKAID-REED'S CREEK CONSERVANCY DISTRICT  
BOARD OF TRUSTEES MEETING  
Wednesday, February 12, 2025**

The Board of Trustees of the Kinkaid-Reed's Creek Conservancy District held its monthly meeting on Wednesday, February 12, 2025. President Barone called the meeting to order at 7:00 p.m. at 1763 Water Plant Rd., Murphysboro, Illinois.

<b>ROLL CALL:</b>	Lisa Byrd	Absent
	David Ardrey	Absent
	Nate Westphal	Present
	Jay Ziegler	Present
	Greg Legan	Present
	Tony Mileur	Present
	Mike Barone	Present

**Also Present:** Scott Wilmouth, JT Jenkins, Carrie Likins, Jim Pribble, Ed Heller, Butch Cheatham, and Ashley Norton.

**MINUTES: Approval of Board meeting minutes for January 8, 2025.**

Trustee Ziegler made a motion to approve the Board meeting minutes of January 8, 2025. Trustee Mileur seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

**Minutes: Approval of Special Board meeting minutes for January 31, 2025.**

Trustee Legan made a motion to approve the Special Board meeting minutes of January 31, 2025. Trustee Westphal seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

**Public Comment:** None

**KINKAID-REED'S CREEK CONSERVANCY DISTRICT**

**OLD BUSINESS:**

**Conservancy Committee Report:**

**Fish Tournament Requests and Fish Tournament Regulations:** None

**Deck/Shed Requests:** None

**Houseboat Sewer Inspections:** Manager Wilmouth reported that the Conservancy Committee met and recommends the District hire and pay the cost for a marine surveyor to come to the marina and conduct sewer inspections on the houseboats. Manager Wilmouth stated that marina customers who attend the inspection date will not have to pay for the service, however customers who do not attend will be responsible for the cost of their houseboat sewer inspection when another date with the marine surveyor is set up in the future. Manager Wilmouth reported the quote from the marine surveyor is \$2,000 for one day and that cost may exceed that amount on a weekend. Manager Wilmouth stated he

will come back to the Board with a final cost from the marine surveyor for a weekend date. Manager Wilmouth stated these inspections are necessary to ensure the houseboat customers are not dumping sewage in the lake. Trustee Legan made a motion to authorize Manager Wilmouth to move forward with hiring a marine surveyor to conduct the houseboat sewer inspections. Trustee Ziegler seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

### **Energy Transition Grant**

**Purchase of Shaded Picnic Tables and Park Benches for Glenn Seeber Playground:** Manager Wilmouth reported the District has \$17,000 left to use from the Energy Transition Grant. Manager Wilmouth stated this grant is for the playground equipment and installation of those items at the new playground located at the Glenn Seeber Memorial Campground. Manager Wilmouth stated the Board members have quotes in their packet from Playground Outfitters for two park benches, two canopy picnic tables, and a trash can to be purchased for the playground with the funds from the Energy Transition Grant. Manager Wilmouth stated the quote is for \$16,723.64. Manager Wilmouth stated the District will incur some of the cost of the installation of these items but will be able to use the remainder of the funds from the Energy Transition Grant. Trustee Mileur made a motion to approve the purchase of the playground items from Playground Outfitters at a cost of \$16,723.64 using funds from the Energy Transition Grant. Trustee Westphal seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

**Marina Walk-In Cooler Repair:** Manager Wilmouth reported that when the ice started melting from the ice storm it was discovered that the roof where the marina building meets the walk-in cooler was leaking. Manager Wilmouth stated that Baine Roofing came out and looked at the roof and quoted \$1880.00 to repair the roof and the transition area where the building roof meets the walk-in cooler. Manager Wilmouth stated there will be some minor interior repair that will need to be completed after the roof repair. Trustee Ziegler made a motion to approve the quote from Baine Roofing of \$1,880.00 for the Marina walk-in cooler roof repair. Trustee Westphal seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

### **Marina/Campground:**

**Marina Report – Jim Pribble:** Mr. Pribble reported that Lake of Egypt Docks started working on D-Dock on February 3<sup>rd</sup>. Mr. Pribble reported there is an issue with a shortened walkway and the fingers on D-Dock. Mr. Pribble stated that Manager Wilmouth has been working with the contractor to get this issue resolved. Mr. Pribble stated there are about six trees in the campgrounds with broken limbs from the recent winter weather and two campers have partial trees on top of them. Mr. Pribble stated the campers do not look damaged, but he is getting quotes from Midwest Tree Service and Ellis Tree Service about removing the tree limbs from the campers and the campgrounds. Mr. Pribble stated about 50% of the 2025 Lease agreements have been returned and are complete. Mr. Pribble reported that as of now, there are six campsites that will be available to lease this year and they will know the exact number after March 1<sup>st</sup>.

**Manager’s Report:** Manager Wilmouth reported the District is still waiting on the permit from the Corp of Engineers for the 319 Grant. Manager Wilmouth stated the permit is for the erosion control work to be completed on Brian Phoenix’s property. Manager Wilmouth reported the RCPP Grant funds have now been spent which was used for work on private land. Manager Wilmouth stated there is still some reporting to be completed involving the RCPP grant. Mr. Wilmouth reported that Trustee Legan has resubmitted the planning grant to update the District’s Master Plan. Mr. Wilmouth reported that the IDNR Water Resource Crew has a 2012 tandem dump truck that they are sending to surplus and there is a good possibility that the District could purchase that truck through their surplus at a decent price.

### **New Business:**

**Legal Report:** Attorney Ed Heller stated he has recently learned that a bill has been introduced in the Illinois Senate which seeks to amend the Conservancy District’s statute and would give the chief executive of the appointing authorities the authority to de-appoint a Trustee that they have appointed to this Board. Mr. Heller stated the municipal code currently allows for a hearing to be held before a Trustee of the Board can be de-appointed. Mr. Heller reported that if this bill passes, the hearing would no longer be needed for a Trustee to be de-appointed. Mr. Heller stated that this bill is only for Jackson County and would only affect this Board of Trustees. Mr. Heller reported the proposed bill is Senate Bill number 1233.

**Kinkaid-Area Watershed Project:** Nothing to report.

**USFS – Margaret Anderson:** Manager Wilmouth reported that Margaret Anderson, Butch Cheatham, and himself have a field visit scheduled for this Friday at 1:00 p.m.

**GTEC Settlement Agreement Payback Option:** Manager Wilmouth stated that the Board has received different payback options for the Grant Tower Energy Center Agreement. Manager Wilmouth stated that after looking at the District’s finances, he recommends paying the \$79,692 settlement agreement amount in full to avoid future interest. Trustee Westphal made a motion to approve paying the full amount of \$79,692 for the GTEC Settlement agreement. Trustee Mileur seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes

Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

**Personnel Committee:**

**Personnel Policy Revisions:** Manager Wilmouth stated that Trustee Legan has some questions regarding the revisions to the Personnel Policy and would like to discuss them in Executive Session. Trustee Mileur made a motion to go into Executive Session to discuss Personnel matters pursuant to 5 ILCS 120/2(c)(2) regarding employment matters. Trustee Legan seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

Trustee Ziegler made a motion to come out of Executive Session. Trustee Westphal seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

**Resolution # 25-125 – Amending the Personnel Policy:** Trustee Legan made a motion to approve Resolution # 25-125 to amend the Kinkaid-Reed's Creek Personnel Policy. Trustee Westphal seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

**Approval to Hire Richard Varner for the Marina not to exceed 1000 hours:** Manager Wilmouth stated Richard Varner is retiring from Samron and is interested in part-time work at the Marina. Manager Wilmouth stated he believes that Mr. Varner would be a good asset because he has a lot of mechanical skills and can perform some of the maintenance that the Marina usually has to hire out each year. Manager Wilmouth stated he would like Board approval to hire Mr. Varner at a starting wage of \$20.50 per hour. Trustee Ziegler made a motion to approve hiring Richard Varner for the Marina at \$20.50 per hour not to exceed 1000 hours. Trustee Mileur seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

**Approval to Hire Marvin Brockmeyer for the District not to exceed 600 hours:** Manager Wilmouth stated he would like Board approval to hire Marvin Brockmeyer again this year to help out in the District. Manager Wilmouth stated that Mr. Brockmeyer does a good job and is an asset to the District. Trustee Westphal made a motion to approve hiring Marvin Brockmeyer for the District not to exceed 600 hours. Trustee Legan seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

**FINANCE CHAIRMAN REPORT:**

**Finance Chairman Recommendation**

**Audit Report Approval – Kemper CPA Group:** Ashley Norton with the Kemper CPA Group stated she is going to go over the audit report with the Board tonight. Ms. Norton stated the first report Kemper CPA Group issues is the Independent Auditors Report which states in the auditor’s opinion, the financial statements stated above is presented fairly and of an unmodified or clean opinion. Ms. Norton stated the second report they issue is on Internal Control over Financial Reporting, which is where they come in and conduct tests of the controls over vendor disbursements, payroll, and all other financial statements. Ms. Norton reported at the bottom of that page they list the deficiencies the auditors found in internal control. Ms. Norton reported the first finding is under segregation of duties. Ms. Norton stated that due to the size of this entity, the District will most likely always have this finding because there is no way to segregate the duties beyond what the District currently has in place now. Ms. Norton stated on page 38 they noted a subsequent event that is ongoing involving the Grand Tower Energy Center settlement. Ms. Norton went through the results of the audit with the Board members and asked if there were any questions. Trustee Ziegler asked if the Board of Trustees were doing what they are supposed to be doing overall according to the audit findings. Ms. Norton replied yes and that their field work went exceptionally well this year at the District.

Trustee Westphal made a motion to approve the Conservancy District’s FY24 Audit Report from Kemper CPA Group. Trustee Legan seconded the motion. All members present voted “Aye,” and President Barone declared the motion carried.

**Approval of FY24 Year End Adjusting Journal Entries:** Trustee Westphal made a motion to approve the Conservancy District’s FY24 Year End Adjusting Journal Entries. Trustee Mileur seconded the motion. All members present voted “Aye,” and President Barone declared the motion carried.

**District Account Balances Approval and District Budget vs. Actual Report Approval:** Trustee Westphal made a motion to approve both the District Account Balances and the District Budget vs. Actual Report. Trustee Mileur seconded the motion. All members present voted “Aye,” and President Barone declared the motion carried.

**Approval of District Bills:** Trustee Westphal made a motion to approve the District Bills and Trustee Ziegler seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes
Mike Barone	Yes

President Barone declared the motion carried.

## KINKAID AREA WATER SYSTEM

### OLD BUSINESS:

**Legal Report:** Nothing to report.

**Manager's Report:** Manager Wilmouth stated that the Water Treatment Plant is 50 years old now, and JT Jenkins, the Engineers, and himself are going to start working on a plan to eventually build a new water treatment plant. Manager Wilmouth reported that there is a designated piece of property set aside for the new water treatment plant. Manager Wilmouth stated that the first step in this process is to apply for a planning grant, and they are going to start working on getting that application ready to submit.

### New Business:

**Tap Requests:** None

**DRA Grant – Approval of Engineering Agreement:** Manager Wilmouth reported this is the engineering agreement from HMG Engineers for the DRA Grant project for the water plant involving the emergency water line around Kinkaid Lake for Gorham. Trustee Legan made a motion to approve the DRA Grant Engineering Agreement with HMG Engineers. Trustee Mileur seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

### FINANCE CHAIRMAN REPORT:

#### Finance Chairman Recommendation

**Audit Report Approval – Kemper CPA Group:** Trustee Westphal made a motion to approve the Kinkaid Area Water System's Audit Report by Kemper CPA Group. Trustee Ziegler seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

**Approval of FY24 Year End Adjusting Journal Entries:** Trustee Westphal made a motion to approve the FY24 Year End Adjusting Journal Entries for Kinkaid Area Water System. Trustee Mileur seconded the motion. All members present voted "Aye," and President Barone declared the motion carried.

**Water System Account Balances Approval and Water System Budget vs. Actual Report Approval:** Trustee Westphal made a motion to approve both the Water System Account Balances and Water System Budget vs. Actual Report. Trustee Mileur seconded the motion. All members present voted "Aye." President Barone declared the motion carried.

**Approval of Water System Bills:** Trustee Westphal made a motion to approve the Water system bills. Trustee Ziegler seconded the motion.

Roll Call Vote:

Nate Westphal	Yes
Jay Ziegler	Yes
Greg Legan	Yes
Tony Mileur	Yes

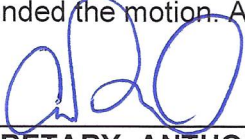
Mike Barone      Yes

President Barone declared the motion carried.

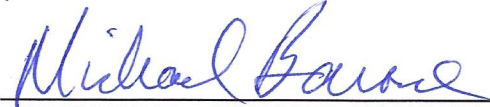
**OTHER MATTERS TO DISCUSS:** Trustee Westphal stated that he would like to ask about having automated check signing for routine monthly bills and payroll. Manager Wilmouth stated that he asked the District's auditors about switching to automated check signing and they did not think it was a good idea for the District.

**ADJOURNMENT:**

President Barone asked for a motion to adjourn until next month's regular Board meeting scheduled for March 12, 2025. Trustee Ziegler made a motion to adjourn the meeting and Trustee Westphal seconded the motion. All members present voted "Aye." President Barone declared the motion carried.



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SECRETARY- ANTHONY MILEUR



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PRESIDENT – MICHAEL BARONE