

MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS HELD AT 5:30 PM ON WEDNESDAY, MAY 22, 2024 AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, IL

MEMBERS PRESENT: Trustees Timothy Bertschy, Reagan Leslie Hill (v), Steve Montez, and Executive Director Emily Cahill
Note: (v) = Attended Virtually

MEMBERS ABSENT: None

TRUSTEES PRESENT: Trustees Timothy Bertschy, Laurie Covington (v), Reagan Leslie Hill (v), Steve Montez, Vice President Alexander Sierra, and President Robert Johnson
Note: (v) = Attended Virtually

STAFF PRESENT: Executive Director Emily Cahill, Deputy Director Brent Wheeler, Brianna Cobb, Mike Friberg, Scott Loftus, Shalesse Pie, Karrie Ross, Attorney William Streeter, and Alicia Woodworth

1. CALL TO ORDER

Trustee Bertschy presided and called the meeting to order at 5:45 pm.

2. ROLL CALL

3. CALL FOR A MOTION TO PERMIT MEMBER TO ATTEND MEETING REMOTELY

Trustee Hill requested to attend the meeting electronically due to personal illness. Trustee Montez MOVED TO ALLOW Trustee Hill attend today's Finance Committee meeting electronically. Motion seconded by Executive Director Cahill and carried on the following roll call vote: Trustee Bertschy – Aye, Trustee Montez – Aye, Executive Director Cahill – Aye. (Results 3 Ayes; 0 Nays)

4. MINUTES

4.A. Approval of April 24, 2024 Finance Committee Meeting Minutes

Executive Director Cahill MOVED TO APPROVE the minutes of the April 24, 2024, Finance Committee meeting. Motion seconded by Trustee Hill and carried on the following roll call vote: Trustee Bertschy – Aye, Trustee Hill - Aye, Trustee Montez – Abstain, and Executive Director Cahill – Aye. (Results: 3 Ayes; 1 Abstain; 0 Nays)

5. NEW BUSINESS

5.A. Review of Accounts Payable

The Finance Committee members present confirmed they had reviewed the current listing of accounts payable and bills and had no questions or comments. Trustee Montez MOVED TO RECOMMEND the accounts payable and bills be presented to the full Board for approval and payment. Motion seconded by Executive Director Cahill and carried on a unanimous aye of those present.

5.B. Travel Policy Review

Karrie Ross stated that In the April 24, 2024, Finance Committee meeting, discussion was had regarding potential revisions to Section 10.00 Travel Meal and Lodging Expenses Policy. From that conversation, the attached redrafted policy was created. This draft will be discussed in the May 22nd Finance Committee meeting. She recently sent the draft to legal counsel and external audit for review and comment. As of today, their comments have not been received and once received, revisions to the attached draft may be required.

Trustee Bertschy stated that the travel policy is important not only because it's properly accounted for but also, that the traveler get properly reimbursed for out of pocket expenses related to Park District business, should it be necessary. The current policy is somewhat vague and has some ambiguous language. The law is somewhat stricter about meals and incidental per diem advances than what was originally thought.

Karrie Ross stated that a travel policy redraft was provided in today's agenda packet. That draft was sent to Attorney Streeter and CLA auditor Hope Wheeler for their review and input. Neither of their commentary materially changes the structural edits considered. A review of the possible changes was provided as it may apply to Trustees, procedurally.

The first section of the redrafted policy "10.00 TRAVEL MEAL AND LODGING EXPENSES" defines entertainment as a non-reimbursable expenditure for Trustees. The most meaningful section functionally for Trustees, is most likely *.06 Reimbursement for meals and incidentals (M&IE) for the Board of Trustees shall be as follows:*

- a. M&IE will only be reimbursed if they are not covered by the conference, seminar, or meeting.*
- b. M&IE expenses may be advanced to a Trustee on a per diem basis where approved by the Board. The per diem advance will be at the lower of the U.S. General Services Administration's (GSA) location-specific area as set forth at www.gsa.gov/perdiem, or \$75.00, reduced by the amount of expense covered by the conference, seminar, or meeting for that day.*
- c. Unadvanced M&IE paid by the Trustee for which reimbursement is sought shall be limited to the per diem of the U.S. General Services Administration's (GSA) location-specific area as set forth at www.gsa.gov/perdiem, less any advanced M&IE monies for that day.*
- d. For M&IE advance of \$75.00 or less, the Trustee need not submit itemized receipts to the District, unless the Trustee is seeking reimbursement in excess of the advanced monies.*
- e. Within 10 days after completion of the travel, if the Trustee believes they are due reimbursement for expenses personally incurred greater than any advanced funds, the Trustee shall submit actual receipts to substantiate the total value of the travel expenses being claimed by the Trustee. Conversely, if a Trustee's actual travel expenses were less than any amounts paid by the District or advanced to the Trustee, it shall be the Trustee's responsibility to account for any unexpended dollars and make repayment to the District.*

Trustee Bertschy stated that the "within 10 days after completion of the travel" requirement means that's the amount of time that travel receipts need to be provided to account for the per diem advance (if an advance was provided), or a reimbursement for approved out of pocket expenses related to the travel.

Attorney Streeter stated that the Trustee is responsible for reimbursing the District for any unexpended advanced per diem funds. With that, the concern is if the those unexpended advanced per diem funds are not reimbursed to the District, it is more than likely considered compensation. It could possibly be of *de minimus* value however, it is still against policy to not return those unexpended funds.

Vice President Sierra stated that as was his concern the last time this was discussed, other than turning in receipts, how does a Trustee confirm whether or not they spent the \$75 per diem? Attorney Streeter stated that that is not compliance with the policy. The \$75 per diem advance must still be accounted for. The policy 06. d. "For M&IE advance of \$75.00 or less, the Trustee need not submit itemized receipts to the District, unless the Trustee is seeking reimbursement in excess of the advanced monies" there is still a personal onus of the traveler to account for the true dollars applicable to travel expenses. Attorney Streeter went on to say that if a traveler pockets advanced per diem funds contrary to the policy, that could be considered official misconduct under the statutes, which is a felony.

Trustee Bertschy stated that to move forward, he suggests Trustees contact him individually to give him their feedback on this policy.

5.C. Review of Monthly Financials

Karrie Ross stated that April is still a relatively slow revenue month for the District. But, it is when much of the final planning and ramp up to the busy summer season happens. Relative to the financials, April's charges for service revenue is slower, and property tax revenue hasn't been received, which means that year-to-date operations are generally a net loss, as the District is spending cash received from prior periods. At the close of April, total revenues net of expenses was a \$3 million loss, which is slightly more than prior year. However, compared to prior year, the District's total assets are up \$5.2 million and the operating funds' unassigned fund equity is up \$2 million.

Generally, the District's operations are performing at, or better, than budgeted. RiverPlex memberships continue to grow; the pace of golf revenue slowed a bit in April, but remain strong; camp and sports registrations are performing well; and the zoo has had a solid revenue performance to date, which is helping offset higher expenses associated with AZA accreditation preparation. Overall, the District is well positioned for the upcoming busy summer season.

5.D. Review of Calendar Regarding Audit Dates

Karrie Ross stated that auditors CliftonLarsenAllen will attend the June 12 Finance Committee meeting to discuss and answer any questions concerning the 2023 Audit Report. In addition, the 2023 Audit Report will be presented and received and filed at the June 12 Regular Board meeting.

6. PENDING BUSINESS

6.A. Capital/Debt Policy Review

Trustee Bertschy stated that it is the plan of the Finance Committee to review a number of financial policies this year. The investment policy was reviewed earlier this year, the travel policy as it pertains to reimbursements is currently being reviewed, and capital and debt policy will be reviewed this year.

7. OTHER BUSINESS

None at this time.

8. ACTION STEPS REVIEW

None at this time.

9. ADJOURNMENT

At 6:32 pm, Trustee Montez MOVED TO ADJOURN. Motion seconded by Executive Director Cahill and carried on a unanimous aye of those present.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Board Secretary