

April 15, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

April 15, 2020

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The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 7:30 pm Wednesday, April 15, 2020 at 147 West Hintz Road, Wheeling, IL.

There being a presence of a quorum, Daniel R. Ansani, President called the meeting to order.

Trustees present: Daniel R. Ansani, President; Dale Niewiardowski, Assistant Treasurer and Assistant Secretary.
Trustees Conference Call: Russell Nowak, Treasurer; Raymond Kincaid, Secretary
Trustee Absnt: None

Also, present: Ewa Migacz Office Manager.

Also, Conference Call: Donald Veverka, Attorney; James Thennisch, Director; Patrick Irwin Assistant Director; Carolyn Strahammer legal admin; Melissa Cayer, Resident.

The minutes of the March 11, 2020 meeting were read. Dale Niewiardowski made a motion to accept the minutes as read and Russell Nowak seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

The minutes of the April 1, 2020 special meeting were read. Dale Niewiardowski made a motion to accept the minutes as read and Russell Nowak seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

The Treasurer's Report for March 2020 was presented, and all checks were approved for payment. Russell Nowak made a motion to accept the report as read and Ray Kincaid seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

The Attorney Donald Veverka did not have any additional updates at

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this moment - the review of the executive session had been moved to next board meeting.

Trustee Russell Nowak made a motion to adopt the Tax Levy Ordinance for the period of May 1 2020 through and including April 30, 2021 as presented by the District's Attorneys, Law Office of Donald J. Veverka, and Dale Niewiardowski seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

TAX LEVY ORDINANCE

AN ORDINANCE for the levy of taxes for the corporate purposes of the NORTHWEST MOSQUITO ABATEMENT DISTRICT for the year May 1, 2020 to April 30, 2021.

BE IT ORDAINED by the Board of Trustees of the NORTHWEST MOSQUITO ABATEMENT DISTRICT.

SECTION 1: By a Budget and Appropriation Ordinance passed by the Board of Trustees of the NORTHWEST MOSQUITO ABATEMENT DISTRICT on the 1st day of April, 2020, the sum of Three Million Three Hundred Ninety Thousand Six Hundred Twenty and 15/100 (\$3,390,620.15) was appropriated for the corporate purposes of said District, for the fiscal year ending April 30, 2021, as hereinafter specified:

I. Personal Services

Salary of Director	\$ 143,000.00
Salary of Field Employees	\$ 867,400.00
Salary of Entomologist	\$ 60,250.00
Salary of Office Manager	\$ 89,750.00
Salary of Assistant Director	\$ 131,500.00
Salary of Chief Field Operations	\$ 115,500.00
Salary of Chief Internal Services	\$ 115,500.00
Employer's Share of Employees' Retirement Fund (FICA)	\$ 115,000.00
Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 118,500.00</u>
TOTAL	\$ 1,756,400.00

II. Contractual Services

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Insurance: Business Auto	\$ 28,500.00
Insurance: General Liability and Pollution Liability	\$ 38,000.00
Insurance: Umbrella Liability	\$ 25,000.00
Insurance: Workmen's Compensation	\$ 36,000.00
Insurance: Property	\$ 14,000.00
Insurance: Bonding	\$ 0.00
Insurance: Directors' and Officers' Liability	\$ 0.00
Insurance: Hospitalization	\$ 252,500.00
Insurance: Unemployment	\$ 10,000.00
Materials & Service: Motor Vehicles	\$ 39,750.00
Materials & Service: Field Equipment	\$ 7,100.00
Materials & Service: Buildings & Grounds	\$ 50,000.00
Materials & Service: Shop Equipment	\$ 0.00
Materials & Service: Radio	\$ 8,500.00
Maintenance	\$ 21,250.00
Light	\$ 12,500.00
Heat	\$ 12,050.00
Telephone	\$ 43,150.00
Water	\$ 1,950.00
Legal Fees and Expenses	\$ 61,500.00
Legal Administration	\$ 23,000.00
Auditing and Accounting	\$ 20,200.00
Dues and Subscriptions	\$ 7,000.00
Computer Software	\$ 83,500.00
Payroll Expense	<u>\$ 7,950.00</u>
TOTAL	\$ 803,400.00
III. Travel	<u>\$ 4,500.00</u>

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	TOTAL	\$ 4,500.00
IV.	Commodities	
	Insecticides	\$ 453,750.00
	Oils	\$ 0.00
	Motor Vehicle Fuel	\$ 59,970.00
	Drafting Supplies	\$ 0.00
	Office Supplies	\$ 10,000.00
	Postage & Cartage	\$ 1,600.00
	Shop Supplies	\$ 16,000.00
	Lab Supplies	\$ 28,000.00
	Drainage	\$ 0.00
	Uniforms	\$ 7,000.00
	Safety Equipment	<u>\$ 8,500.00</u>
	TOTAL	\$ 584,820.00
V.	Equipment	
	Motor Vehicles, Field Equipment	\$ 5,000.00
	Lab Equipment Purchase	\$ 25,000.00
	Office Equipment Purchase	\$ 7,500.00
	Shop Equipment Purchase	\$ 3,500.00
	Radio Equipment Purchase	\$ 3,500.00
	Computer Hardware	<u>\$ 15,000.00</u>
	TOTAL	\$ 59,500.00
VI.	Contingencies	<u>\$ 15,000.00</u>
	TOTAL	\$ 15,000.00

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VII.	Education	
	Educational Meetings	\$ 25,750.00
	Research and Development	\$ 0.00
	Training and Development	\$ 13,000.00
	Literature Purchase	\$ <u>750.00</u>
	TOTAL	\$ 39,500.00
VIII.	Capital Improvement Fund	
	1. Truck purchase	
	2. Roof for Bartlett Shop	
	3. Elk Grove Parking Lot	
	TOTAL	\$ 102,500.15

RECAPITULATION

Personal Services	\$ 1,756,400.00
Contractual Services	\$ 803,400.00
Travel	\$ 4,500.00
Commodities	\$ 584,820.00
Equipment	\$ 59,500.00
Contingencies	\$ 15,000.00
Education	\$ 39,500.00
Capital Improvement Fund	\$ 102,500.15
Loss and Cost of Collection	\$ <u>25,000.00</u>
TOTAL APPROPRIATED EXPENDITURES	<u>\$3,390,620.15</u>
TOTAL APPROPRIATION	<u>\$3,390,620.15</u>

SECTION 2: Of the total amount of Three Million Three Hundred Ninety Thousand Six Hundred Twenty and 15/100 (\$3,390,620.15) so appropriated, the NORTHWEST MOSQUITO ABATEMENT DISTRICT requires to

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be raised by taxation the sum of Two Million Seven Hundred Five Thousand Eight Hundred Twenty Six and 10/100 (\$2,705,826.10) for the following corporate purposes:

APPROPRIATED EXPENDITURES

I. Personal Services

Salary of Director	\$ 143,000.00
Salary of Field Employees	\$ 867,400.00
Salary of Entomologist	\$ 60,250.00
Salary of Office Manager	\$ 89,750.00
Salary of Assistant Director	\$ 131,500.00
Salary of Chief Field Operations	\$ 115,500.00
Salary of Chief Internal Services	\$ 115,500.00
Employer's Share of Employees' Retirement Fund (FICA)	\$ 115,000.00
Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 118,500.00</u>
 TOTAL	 \$ 1,756,400.00

II. Contractual Services

Insurance: Business Auto	\$ 28,500.00
Insurance: General Liability and Pollution Liability	\$ 38,000.00
Insurance: Umbrella Liability	\$ 25,000.00
Insurance: Workmen's Compensation	\$ 36,000.00
Insurance: Property	\$ 14,000.00
Insurance: Bonding	\$ 0.00
Insurance: Directors' and Officers' Liability	\$ 0.00
Insurance: Hospitalization	\$ 252,500.00
Insurance: Unemployment	\$ 10,000.00
Materials & Service: Motor Vehicles	\$ 39,750.00

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	Materials & Service: Field Equipment	\$ 7,100.00
	Materials & Service: Buildings & Grounds	\$ 50,000.00
	Materials & Service: Shop Equipment	\$ 0.00
	Materials & Service: Radio	\$ 8,500.00
	Maintenance	\$ 21,250.00
	Light	\$ 12,500.00
	Heat	\$ 12,050.00
	Telephone	\$ 43,150.00
	Water	\$ 1,950.00
	Legal Fees and Expenses	\$ 61,500.00
	Legal Administration	\$ 23,000.00
	Auditing and Accounting	\$ 20,200.00
	Dues and Subscriptions	\$ 7,000.00
	Computer Software	\$ 83,500.00
	Payroll Expense	<u>\$ 7,950.00</u>
	TOTAL	\$ 803,400.00
III.	Travel	<u>\$ 4,500.00</u>
	TOTAL	\$ 4,500.00
IV.	Commodities	
	Insecticides	\$ 453,750.00
	Oils	\$ 0.00
	Motor Vehicle Fuel	\$ 59,970.00
	Drafting Supplies	\$ 0.00
	Office Supplies	\$ 10,000.00
	Postage & Cartage	\$ 1,600.00
	Shop Supplies	\$ 16,000.00

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	Lab Supplies	\$ 28,000.00
	Drainage	\$ 0.00
	Uniforms	\$ 7,000.00
	Safety Equipment	<u>\$ 8,500.00</u>
	TOTAL	\$ 584,820.00
V.	Equipment	
	Motor Vehicles, Field Equipment	\$ 5,000.00
	Lab Equipment Purchase	\$ 25,000.00
	Office Equipment Purchase	\$ 7,500.00
	Shop Equipment Purchase	\$ 3,500.00
	Radio Equipment Purchase	\$ 3,500.00
	Computer Hardware	<u>\$ 15,000.00</u>
	TOTAL	\$ 59,500.00
VI.	Contingencies	<u>\$ 15,000.00</u>
	TOTAL	\$ 15,000.00
VII.	Education	
	Educational Meetings	\$ 25,750.00
	Research and Development	\$ 0.00
	Training and Development	\$ 13,000.00
	Literature Purchase	<u>\$ 750.00</u>
	TOTAL	\$ 39,500.00
VIII.	Capital Improvement Fund	
	1. Truck purchase	
	2. Roof for Bartlett Shop	

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3. Elk Grove Parking Lot

TOTAL \$ 102,500.15

RECAPITULATION

Personal Services	\$ 1,756,400.00
Contractual Services	\$ 803,400.00
Travel	\$ 4,500.00
Commodities	\$ 584,820.00
Equipment	\$ 59,500.00
Contingencies	\$ 15,000.00
Education	\$ 39,500.00
Capital Improvement Fund	\$ 102,500.15
Loss and Cost of Collection	<u>\$ 25,000.00</u>
TOTAL APPROPRIATED EXPENDITURES	<u>\$3,390,620.15</u>
TOTAL APPROPRIATION	<u>\$3,390,620.15</u>
MINUS: AMOUNT OF ESTIMATED RECEIPTS WHICH IS IN EXCESS OF APPROPRIATIONS INCLUDING CASH TO BE RECEIVED FROM STATE OF ILLINOIS PERSONAL PROPERTY REPLACEMENT TAX	- <u>\$ 684,794.05</u>
TOTAL NEEDED FROM LEVY	<u>\$2,705,826.10</u>

SECTION 3: NOW, THEREFORE, thereby and hereby is levied upon all taxable property within the territorial limits of the NORTHWEST MOSQUITO ABATEMENT DISTRICT for the year 2020-2021, for the corporate purposes of said NORTHWEST MOSQUITO ABATEMENT DISTRICT, the sum of Two Million Seven Hundred Five Thousand Eight Hundred Twenty Six and 10/100 (\$2,705,826.10)

SECTION 4: The Secretary of the NORTHWEST MOSQUITO ABATEMENT DISTRICT is directed to file with the County Clerk of Cook County a certified copy of this Ordinance, and said County Clerk to cause the same sum of Two Million Seven Hundred Five Thousand Eight Hundred Twenty Six and 10/100 (\$2,705,826.10) to

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be extended upon and against the taxable property within the territorial limits of the NORTHWEST MOSQUITO ABATEMENT DISTRICT, in accordance with the Laws and Statutes of the State of Illinois.

SECTION 5: This Ordinance shall take effect and be in force from and after its passage and approval.

Passed by the Board of Trustees of the NORTHWEST MOSQUITO ABATEMENT DISTRICT this 15th day of April, 2020.

President of the Board of Trustees of the
NORTHWEST MOSQUITO ABATEMENT DISTRICT

Assistant Secretary of the Board of Trustees of the
NORTHWEST MOSQUITO ABATEMENT DISTRICT

President Ansani signed the Illinois Truth in Taxation Law Certificate of compliance.

Director James Thennisch informed that the District is following CDC recommendations pertaining to COVID-19 and employee safety. The District is observing the State of Illinois Stay at Home/Social Distancing Executive order 2020-10. The District buildings are all limited access. Employees must prearrange building entry. All access must be necessary for operations. All employees that can work from home are doing so. Access is needed for deliveries, to prepare vehicles, and certain office and accounting operations. The Director started the process of ordering necessary PPE for seasonal employees thru FEMA and other state emergency channels since they are not available for regular purchase at this moment.

President Ansani inquired about the Annual Audit that is scheduled to start April 30. Director Thennisch informed that the District is progressing with a plan to have the first meeting scheduled April 30 or May 1 depending on the state's situation. Mr. Thennisch updated the Board on the insecticide order and delivery before the price increase. Director Thennisch presented the insurance renewal proposal from A. J. Gallagher. Increase in premiums is around 16 %. The Trustees disused the policy.

Trustee Russell Nowak made a motion to approve 2020/2021 A.J. Gallagher proposal, Dale Niewiardowski seconded the motion.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried.

Assistant Director Patrick Irwin presented the Entomology Report. To date there has been no evidence that mosquitos can transmit the new coronavirus. The mosquito traps will be operational around May 4.

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There will be an adjustment in operations due to COVID-19, lab assistance and surveillance.

The Director presented an update on Field Operations preparations for the season.

Trustees discussed the Ordinance Transferring funds.

A motion was made by Ray Kincaid to pass the following ordinance transferring funds and seconded by Trustee Russell Nowak.

The Secretary called the roll and all ayes had been cast for approval of the motion and thereby declared the motion carried

ORDINANCE

WHEREAS, the Northwest Mosquito Abatement District has depleted the financial resources in certain funds (as hereinafter designated); and

WHEREAS, due to financial commitments, additional monies are needed in the depleted funds; and

WHEREAS, the District has sufficient financial resources available in certain other separate funds (as hereinafter designated) to meet the financial needs of the depleted funds; and

WHEREAS, in accordance with 65 ILCS 5/8-2-7, the District is desirous of transferring monies from certain funds to the depleted funds.

NOW, THEREFORE, be it Resolved, in accordance with 65 ILCS 5/8-2-7. as follows:

One Thousand Dollars (\$1,000.00) is transferred from Account 6208 to Account 6203

Six Thousand Dollars (\$6,000.00) is transferred from Account 6208 to Account 6204.

Three Thousand Dollars (\$3,000.00) is transferred from Account 6212 to Account 6217.

Three Thousand Dollars (\$3,000.00) is transferred from Account 8403 to Account 8410.

One Thousand Dollars (\$1,000.00) is transferred from Account 8503 to Account 8504.

One Hundred Eighty Thousand Three Hundred Sixty-Two Dollars 47/100 (180,362.47) is transferred from Account 8401 to Account 9601.

Thirty Thousand Dollars (30,000.00) is Transferred from Account

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8403 to Account 9601

The President Ansani open the floor to the public - Melissa Cayer,
Resident had no questions.

There being no further business to come before the Board a motion was made by
Russel Nowak to adjourn and seconded by Ray Kincaid; the motion passed unanimously
at 7.58 p.m.

President

Assistant Secretary/Treasurer