

February 19, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

February 19, 2020

The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 7:00 pm Wednesday, February 19, 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; Russell Nowak, Treasurer; Dale Niewiardowski, Assistant Treasurer and Assistant Secretary.

Trustees absent: Karen V. Mills, Vice President; Raymond Kincaid, Secretary

Also, present: Donald Veverka, Attorney; James Thennisch Director; Patrick Irwin Assistant Director; Ewa Migacz Office Manager; Carolyn Strahammer legal admin.

The minutes of the January 2020 meeting were read. Russell Nowak made a motion to accept the January 15<sup>th</sup>, 2020 minutes 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.

The Treasurer's Report for January 2020 was presented, and all checks were approved for payment. Dale Niewiardowski made a motion to accept the report as read and Russel Nowak seconded the motion.

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

A motion was made by Russel Nowak that the Tentative Budget and Appropriation Ordinance of the Northwest Mosquito Abatement District for the period of May 1, 2020 to April 30, 2021, as submitted by Daniel R. Ansani, Karen V. Mills, Raymond Kincaid, Russell Nowak, Dale Niewiardowski and James Thennisch, be adopted for the aforesaid period and the Assistant Secretary is instructed to comply with the

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instructions as to the publications of the motions as contained in the ordinance. Dale Niewiardowski seconded the motion.

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

**TENTATIVE BUDGET AND APPROPRIATION ORDINANCE  
OF THE NORTHWEST MOSQUITO ABATEMENT DISTRICT  
MAY 1, 2020 TO APRIL 30, 2021**

WHEREAS, DANIEL ANSANI, KAREN V. MILLS, RAY KINCAID, RUSSELL K. NOWAK, DALE NIEWIARDOWSKI and JAMES THENNISCH were appointed on December 18, 2019 by the Board of Trustees to prepare a Tentative Budget and Appropriation Ordinance for the period May 1, 2020 to April 30, 2021; and

WHEREAS, the aforesaid Tentative Budget and Appropriation Ordinance has been prepared and submitted to the Board of Trustees for inspection and approval in tentative form.

WHEREFORE, be it resolved that the Tentative Budget and Appropriation Ordinance, as set out below, shall be filed with the Secretary of the NORTHWEST MOSQUITO ABATEMENT DISTRICT and that he shall make available said Tentative Budget for public inspection, as of February 25, 2020, for at least thirty (30) days thereafter.

FURTHER RESOLVED, that the Secretary shall publish, as of February 25, 2019, in a newspaper of general circulation in the area covered by the District, a public notice that the said Tentative Budget is on file and available for public inspection, as set out below.

**NOTICE**

Notice is hereby given that a Tentative Budget and Appropriation Ordinance of the NORTHWEST MOSQUITO ABATEMENT DISTRICT, in the County of Cook, State of Illinois, for the fiscal year May 1, 2020 to and including April 30, 2021 is on file and conveniently available for public inspection at the office of the NORTHWEST MOSQUITO ABATEMENT DISTRICT, 147 West Hintz Road, Wheeling, Illinois, and will so remain from February 25, 2020, until final action is taken thereon by the Board of Trustees.

DATED THIS 19TH DAY OF FEBRUARY, 2020

NORTHWEST MOSQUITO ABATEMENT DISTRICT

By: \_\_\_\_\_  
Dale Niewiardowski , Asst. Secretary/Treasurer

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**ESTIMATED RECEIPTS**

Cash on Hand, May 1, 2020 (Estimated)		\$1,352,611.11
Cash to be received:		
2019 Levy:	\$2,618,879.09	
Less: Loss and cost on collection	<u>- \$ 25,000.00</u>	
		\$2,593,879.09
Cash to be received from 2020 Levy:		
Extended amount (Estimated)	\$2,705,826.10	
To be received after fiscal year	\$2,705,826.10	
To be received during fiscal year	<u>\$ - 0 -</u>	
Plus: Cash to be received from State of Illinois Personal Property Replacement Tax		<u>\$ 128,924.00</u>
TOTAL CASH AVAILABLE DURING FISCAL YEAR		\$4,075,414.20

**ESTIMATED 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

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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
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

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	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
	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>

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	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	
	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	<u>\$ 102,500.15</u>
TOTAL ESTIMATED EXPENDITURES	<u>\$3,365,620.15</u>

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**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
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	TOTAL	\$ 1,756,400.00
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	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

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	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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**RECAPITULATION**

Personal Services	\$ 1,756,400.00
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Travel	\$ 4,500.00
Commodities	\$ 584,820.00
Equipment	\$ 59,500.00
Contingencies	\$ 15,000.00
Education	\$ 39,500.00
Capital Improvement Fund	<u>\$ 102,500.15</u>
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>
ESTIMATED CASH ON HAND AT CLOSE OF FISCAL YEAR (AVAILABLE TO REDUCE LEVY)	\$ 684,794.05
ESTIMATED DEFICIT	\$ - 0 -

This Ordinance shall be in full force and effect as of the date of its passage.

Passed by the Board of Trustees of the NORTHWEST MOSQUITO ABATEMENT DISTRICT this 19TH  
DAY OF FEBRUARY 2020.

Approved this 19TH DAY OF FEBRUARY 2020.

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

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Ass Secretary/Treasurer of the Board of Trustees of the  
NORTHWEST MOSQUITO ABATEMENT DISTRICT

Attorney Veverka mentioned that the notice will be published in the Daily Herald for the public on February 25<sup>th</sup>. Notice of public hearing on the Budget is scheduled for Wednesday April 1<sup>st</sup>, special meeting. Mr. Veverka indicated that the Cook County Ethics Department will contact the Trustees about filing their Ethics Statements. They will be due May 1<sup>st</sup>.

Attorney Veverka reported on litigation.

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The following bids for roof repair were opened:

-Waukegan Roofing	125,440.00
-Mr. Roof & Remodeling Co.	159,750.00
-Metal Master- Roof Master	188,783.00
-J&F Chiattello	161,000.00
-Red Feather Group	115,500.00

After discussion Trustee Russel Nowak made a motion to approve the bid from Red Feather Group 1; Waukegan Roofing 2; Mr. Roof & Remodeling Co 3; pending review of the specifications; reference review and Trustee Dale Niewiardowski seconded the motion

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

Director Thennisch informed the Board of Trustees that I.C.W annual audit have been finalized and accepted District will receive refund. Annual general insurance renewal process started with meeting scheduled with current Broker and other. Mr. Thennisch presented Field Operations Report. The Director updated the Board regarding the Elk Grove roof project and the District is waiting on final warranty approval. ESRI GIS credits are being renewed for upcoming season. The four trucks are built and awaiting shipment. Winter vehicle and equipment maintenance is ongoing.

The Assistant Director Patrick Irwin presented the Entomology report. Dr. Irwin updated the Board of Trustees on the scheduled Springfield Day sponsored by IMVCA for March 26, 2020. The Assistant Director will be presenting at 2020 AMCA meeting in Portland.

March meeting, new date is March 11, 2020.

There being no further business to come before the Board a motion was made by Dale Niewiardowski to adjourn and seconded by Russel Nowak; the motion passed unanimously at 7:55 p.m.

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President

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Assistant Treasurer and Secretary