

February 16, 2022

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

February 16, 2022

The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 7:00 pm Wednesday, February 16, 2022 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, Vice President, Assistant Treasurer and Assistant Secretary; Russell Nowak, Treasurer.

Trustees absent: Raymond Kincaid, Secretary.

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

The minutes of the January 2022 meeting were read. Russell Nowak made a motion to accept the January 19th, 2022 minutes and 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.

The Treasurer's Report for January 2022 was presented, and all checks were approved for payment. Trustee Russel Nowak made a motion to accept the report as read 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.

A motion was made by Trustee Russel Nowak that the Tentative Budget and Appropriation Ordinance of the Northwest Mosquito Abatement District for the period of May 1, 2022 to April 30, 2023, as submitted by Daniel R. Ansani, 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 instructions as to the publications of the motions as contained in the ordinance. Trustee Dale Niewiardowski seconded the motion.

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The President called the roll and all eyes 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, 2022 TO APRIL 30, 2023**

WHEREAS, DANIEL ANSANI, RAY KINCAID, RUSSELL K. NOWAK, DALE NIEWIARDOWSKI and JAMES THENNISCH were appointed on December 15, 2021 by the Board of Trustees to prepare a Tentative Budget and Appropriation Ordinance for the period May 1, 2022 to April 30, 2023; 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 17, 2022, for at least thirty (30) days thereafter.

FURTHER RESOLVED, that the Secretary shall publish, as of February 17, 2022, 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, 2022 to and including April 30, 2023 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 17, 2021, until final action is taken thereon by the Board of Trustees.

DATED THIS 16TH DAY OF FEBRUARY 2022

NORTHWEST MOSQUITO ABATEMENT DISTRICT

By: _____
Dale Niewiardowski, Vice President /Asst. Secretary/Treasurer

ESTIMATED RECEIPTS

February 16, 2022

Cash on Hand, May 1, 2022 (Estimated)		\$1,691,875.90
Cash to be received:		
2021 Levy:	\$2,705,555.53	
Less: Loss and cost on collection	<u>- \$ 25,000.00</u>	
		\$2,680,555.53
Cash to be received from 2022 Levy:		
Extended amount (Estimated)	\$2,593,696.77	
To be received after fiscal year	\$2,593,696.77	
To be received during fiscal year	<u>\$ - 0 -</u>	
Plus: Cash to be received from State of Illinois Personal Property Replacement Tax		<u>\$ 176,727.00</u>
TOTAL CASH AVAILABLE DURING FISCAL YEAR		\$4,549,158.43

ESTIMATED EXPENDITURES

I. Personal Services		
Salary of Director		\$ 162,000.00
Salary of Field Employees		\$ 978,000.00
Salary of Entomologist		\$ 76,000.00
Salary of Office Manager		\$ 108,000.00
Salary of Assistant Director		\$ 132,500.00
Salary of Chief Field Operations		\$ 120,000.00
Salary of Chief Internal Services		\$ 120,000.00
Employer's Share of Employees' Retirement Fund (FICA)		\$ 130,000.00

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Employer's Share of Employer's Retirement Fund (IMRF)	\$ 132,000.00
TOTAL	\$ 1,958,500.00
II. Contractual Services	
Insurance: Business Auto	\$ 38,000.00
Insurance: General Liability and Pollution Liability	\$ 40,000.00
Insurance: Umbrella Liability	\$ 38,000.00
Insurance: Workmen's Compensation	\$ 35,000.00
Insurance: Property	\$ 14,000.00
Insurance: Bonding	\$ 0.00
Insurance: Directors' and Officers' Liability	\$ 0.00
Insurance: Hospitalization	\$ 298,500.00
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	\$ 15,000.00
Heat	\$ 20,000.00
Telephone	\$ 46,000.00
Water	\$ 2,250.00
Legal Fees and Expenses	\$ 61,500.00
Legal Administration	\$ 21,000.00
Auditing and Accounting	\$ 20,200.00

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	Dues and Subscriptions	\$ 7,000.00
	Computer Software	\$ 65,000.00
	Payroll Expense	<u>\$ 9,000.00</u>
	TOTAL	\$ 867,050.00
III.	Travel	<u>\$ 3,000.00</u>
	TOTAL	\$ 3,000.00
IV.	Commodities	
	Insecticides	\$ 383,557.52
	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	\$ 10,000.00
	Safety Equipment	<u>\$ 16,000.00</u>
	TOTAL	\$ 525,127.52
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>\$ 10,000.00</u>
	TOTAL	\$ 54,500.00

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VI.	Contingencies	\$ 15,000.00
	TOTAL	\$ 15,000.00
VII.	Education	
	Educational Meetings	\$ 18,00.00
	Research and Development	\$ 0.00
	Training and Development	\$ 2,000.00
	Literature Purchase	\$ 750.00
	TOTAL	\$ 20,750.00
VIII.	Capital Improvement Fund	
	1. Truck purchase	
	2. Tablets	
	3. Wheeling Building	
	TOTAL	\$ 102,500.15

RECAPITULATION

Personal Services	\$ 1,958,500.00
Contractual Services	\$ 867,050.00
Travel	\$ 3,000.00
Commodities	\$ 525,127.52
Equipment	\$ 54,500.00
Contingencies	\$ 15,000.00
Education	\$ 20,750.00
Capital Improvement Fund	\$ 102,500.15
TOTAL ESTIMATED EXPENDITURES	<u>\$3,546,427.67</u>

APPROPRIATED EXPENDITURES

February 16, 2022

I.	Personal Services	
	Salary of Director	\$ 162,000.00
	Salary of Field Employees	\$ 978,000.00
	Salary of Entomologist	\$ 76,000.00
	Salary of Office Manager	\$ 108,000.00
	Salary of Assistant Director	\$ 132,500.00
	Salary of Chief Field Operations	\$ 120,000.00
	Salary of Chief Internal Services	\$ 120,000.00
	Employer's Share of Employees' Retirement Fund (FICA)	\$ 130,000.00
	Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 132,000.00</u>
	TOTAL	\$ 1,958,500.00
II.	Contractual Services	
	Insurance: Business Auto	\$ 38,000.00
	Insurance: General Liability and Pollution Liability	\$ 40,000.00
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	Insurance: Workmen's Compensation	\$ 35,000.00
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	Insurance: Directors' and Officers' Liability	\$ 0.00
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	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	\$ 15,000.00
	Heat	\$ 20,000.00
	Telephone	\$ 46,000.00
	Water	\$ 2,250.00
	Legal Fees and Expenses	\$ 61,500.00
	Legal Administration	\$ 21,000.00
	Auditing and Accounting	\$ 20,200.00
	Dues and Subscriptions	\$ 7,000.00
	Computer Software	\$ 65,000.00
	Payroll Expense	<u>\$ 9,000.00</u>
	TOTAL	\$ 867,050.00
III.	Travel	<u>\$ 3,000.00</u>
	TOTAL	\$ 3,000.00
IV.	Commodities	
	Insecticides	\$ 383,557.52
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	TOTAL	\$ 20,750.00
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	TOTAL	\$ 102,500.15

RECAPITULATION

Personal Services \$ 1,958,500.00

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Contractual Services	\$ 867,050.00
Travel	\$ 3,000.00
Commodities	\$ 525,127.52
Equipment	\$ 54,500.00
Contingencies	\$ 15,000.00
Education	\$ 20,750.00
Capital Improvement Fund	<u>\$ 102,500.15</u>
Loss and Cost of Collection	<u>\$ 25,000.00</u>
TOTAL APPROPRIATED EXPENDITURES	<u>\$3,571,427.67</u>
TOTAL APPROPRIATION	<u>\$3,571,427.67</u>
ESTIMATED CASH ON HAND AT CLOSE OF FISCAL YEAR (AVAILABLE TO REDUCE LEVY)	\$ 977,730.90
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 16TH

DAY OF FEBRUARY 2022.

Approved this 16TH DAY OF FEBRUARY 2022.

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

Vice President /Assistant Secretary/Treasurer of the Board of Trustees of the
NORTHWEST MOSQUITO ABATEMENT DISTRICT

Attorney Strahammer update on the trustee appointment renewal. Ms. Strahammer confirmed that the budget notice will be published in the Daily Herald on February 17th. A public hearing on the Budget is scheduled for Wednesday April 6th, "special meeting". A Notice of the meeting is scheduled to be published on February 28th.

Assistant Director Patrick Irwin presented the Entomology report. Dr.

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Irwin interviewed 5 candidates as lab assistants for the upcoming season. The Assistant Director will be speaking at WMMA next week, AMCA the following week and NCMVA on April 6. Dr. Irwin is investigating a new ergonomic stereo microscope purchase for the lab. Dr. Irwin is working with Director Thennisch to update the Lab.

Director James Thennisch presented the Field Operations Report and the Internal Services report.

Director Thennisch and Dr. Irwin met with representatives of two architectural firms for preliminary design work of laboratory and building improvements.

The District is experiencing supply chain problems in obtaining replacement trucks, printers and electronics. Adjustment have been made when possible.

The District has received payment from School District 300 pertaining the Sears Settlement in the amount of \$2001.74

Director Thennisch presented the Engagement Letter form ATA, chartered for 2021-2022 fiscal year. The Audit fee increased 5.07%.

Trustee Russell Nowak made a motion to accept the Engagement Letter from ATA for annual audit and Trustee Dale Niewiardowski seconded the motion.

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

The Director updated the Board regarding the Workers Compensation insurance audit.

The District has started the renewal process for general insurance to receive quotes for 2022/2023.

The Field Operations department is pursuing all recruitment avenues including reaching out to biology departments of local community colleges. As of today, eight four-year universities, five community colleges, and one school district have been contacted with information of the availability for seasonal employment

Due to foreseen difficulty in recruiting seasonal employees, Director Thennisch suggested a change to seasonal employee manual. Removing the performance and length of stay bonuses and replacing it with a \$500.00 bonus for all new recruits after passing Illinois General Standard Pesticide Exam on the first attempt. Additionally, for returning,

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previously licensed employees a bonus of \$500.00 to be awarded after the employee reaches 200 regular hours of employment. Only one bonus per employee per year.

Trustee Russell Nowak made a motion to change the bonus structure for seasonal employees 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

The AMCA annual meeting is scheduled for February 28th thru March 4th.

There being no further business to come before the Board a motion was made by Trustee Dale Niewiardowski to adjourn and seconded by Trustee Russel Nowak; the motion passed unanimously at 7.31p.m.

President

Vice President Assistant Treasurer and Secretary