

February 20, 2019

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

February 20, 2019

The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 7:30 pm Wednesday, February 20, 2019 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; Karen V. Mills, Vice President; Dale Niewiardowski, Assistant Treasurer and Assistant Secretary.

Trustees absent: Raymond Kincaid, Secretary; Russell Nowak, Treasurer.

Also, present: Donald Veverka, Attorney; Michael Szyska, Director; James Thennisch, Assistant Director.

The minutes of the January 2019 meeting were read. Karen V. Mills made a motion to accept the minutes as read 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 2019 was presented and all checks were approved for payment. Karen V. Mills made a motion to accept the report as read 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.

A motion was made by Karen V. Mills that the Tentative Budget and Appropriation Ordinance of the Northwest Mosquito Abatement District for the period of May 1, 2019 to April 30, 2020, as submitted by Daniel R. Ansani, Karen V. Mills, Raymond Kincaid, Russell Nowak and Michael L. Szyska, 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. 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.

February 20, 2019

**TENTATIVE BUDGET AND APPROPRIATION ORDINANCE
OF THE NORTHWEST MOSQUITO ABATEMENT DISTRICT
MAY 1, 2019 TO APRIL 30, 2020**

WHEREAS, DANIEL ANSANI, KAREN V. MILLS, RAY KINCAID, RUSSELL K. NOWAK, DALE NIEWIARDOWSKI and MICHAEL SZYSKA were appointed on January 16, 2019 by the Board of Trustees to prepare a Tentative Budget and Appropriation Ordinance for the period May 1, 2019 to April 30, 2020; 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, 2019, 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.

N O T I C E

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, 2019 to and

February 20, 2019

including April 30, 2020 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, 2019, until final action is taken thereon by the Board of Trustees.

DATED THIS 20TH DAY OF FEBRUARY, 2019

NORTHWEST MOSQUITO ABATEMENT DISTRICT

By: _____
Dale Niewiardowski , Asst. Secretary/Treasurer

ESTIMATED RECEIPTS

Cash on Hand, May 1, 2019 (Estimated)		\$1,215,518.79
Cash to be received:		
2018 Levy:	\$2,495,596.62	
Less: Loss and cost on collection	<u>- \$ 25,000.00</u>	
		\$2,470,596.62
Cash to be received from 2019 Levy:		
Extended amount (Estimated)	\$2,618,879.09	
To be received after fiscal year	\$2,618,879.09	
To be received during fiscal year	<u>\$ - 0 -</u>	
Plus: Cash to be received from State of Illinois Personal Property Replacement Tax		<u>\$ 95,748.00</u>
TOTAL CASH AVAILABLE DURING FISCAL YEAR		\$3,781,863.41

ESTIMATED EXPENDITURES

I.	Personal Services	
	Salary of Director	\$ 140,000.00
	Salary of Field Employees	\$ 938,000.00
	Salary of Entomologist	\$ 89,500.00
	Salary of Office Manager	\$ 81,500.00
	Salary of Assistant Director	\$ 129,500.00
	Salary of Chief Field Operations	\$ 105,500.00
	Employer's Share of Employees' Retirement Fund (FICA)	\$ 110,500.00
	Employer's Share of Employer's Retirement Fund (IMRF)	<u>\$ 105,000.00</u>
	TOTAL	\$ 1,699,500.00
II.	Contractual Services	
	Insurance: Business Auto	\$ 25,000.00
	Insurance: General Liability and Pollution Liability	\$ 34,000.00
	Insurance: Umbrella Liability	\$ 23,000.00
	Insurance: Workmen's Compensation	\$ 37,000.00
	Insurance: Property	\$ 13,000.00
	Insurance: Bonding	\$ 0.00
	Insurance: Directors' and Officers' Liability	\$ 0.00
	Insurance: Hospitalization	\$ 258,500.00
	Insurance: Unemployment	\$ 10,000.00
	Materials & Service: Motor Vehicles	\$ 39,750.00
	Materials & Service: Field Equipment	\$ 6,100.00

February 20, 2019

Materials & Service: Buildings & Grounds	\$	46,700.00
Materials & Service: Shop Equipment	\$	0.00
Materials & Service: Radio	\$	0.00
Maintenance	\$	20,250.00
Light	\$	12,100.00
Heat	\$	10,050.00
Telephone	\$	42,150.00
Water	\$	1,650.00
Legal Fees and Expenses	\$	47,000.00
Legal Administration	\$	15,000.00
Auditing and Accounting	\$	19,200.00
Dues and Subscriptions	\$	8,000.00
Computer Software	\$	76,500.00
Payroll Expense	\$	<u>5,950.00</u>
TOTAL	\$	750,900.00
III. Travel	\$	<u>4,000.00</u>
TOTAL	\$	4,000.00
IV. Commodities		
Insecticides	\$	500,501.25
Oils	\$	0.00
Motor Vehicle Fuel	\$	59,970.00
Drafting Supplies	\$	0.00
Office Supplies	\$	6,000.00
Postage & Cartage	\$	1,500.00
Shop Supplies	\$	12,000.00

February 20, 2019

	Lab Supplies	\$ 28,000.00
	Drainage	\$ 0.00
	Uniforms	\$ 6,000.00
	Safety Equipment	<u>\$ 6,500.00</u>
	TOTAL	\$ 620,471.25
V.	Equipment	
	Motor Vehicles, Field Equipment	\$ 4,000.00
	Lab Equipment Purchase	\$ 18,000.00
	Office Equipment Purchase	\$ 1,500.00
	Shop Equipment Purchase	\$ 3,500.00
	Radio Equipment Purchase	\$ 3,500.00
	Computer Hardware	<u>\$ 12,000.00</u>
	TOTAL	\$ 42,500.00
VI.	Contingencies	\$ 15,000.00
VII.	Education	
	Educational Meetings	\$ 20,250.00
	Research and Development	\$ 0.00
	Training and Development	\$ 12,000.00
	Literature Purchase	<u>\$ 750.00</u>
	TOTAL	\$ 33,000.00
VIII.	Capital Improvement Fund	
1.	Truck purchase	
2.	Roof for Elk Grove Shop	

February 20, 2019

3. Upgrade network systems between shops

TOTAL	\$ 10,000.00
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RECAPITULATION

Personal Services	\$ 1,699,500.00
Contractual Services	\$ 750,900.00
Travel	\$ 4,000.00
Commodities	\$ 620,471.25
Equipment	\$ 42,500.00
Contingencies	\$ 15,000.00
Education	\$ 33,000.00
Capital Improvement Fund	\$ 10,000.00
TOTAL ESTIMATED EXPENDITURES	<u>\$ 3,175,371.25</u>

APPROPRIATED EXPENDITURES

I. Personal Services	
Salary of Director	\$ 140,000.00
Salary of Field Employees	\$ 938,000.00
Salary of Entomologist	\$ 89,500.00
Salary of Office Manager	\$ 81,500.00
Salary of Assistant Director	\$ 129,500.00
Salary of Chief Field Operations	\$ 105,500.00
Employer's Share of Employees' Retirement Fund (FICA)	\$ 110,500.00
Employer's Share of Employer's	

February 20, 2019

Retirement Fund (IMRF)	\$ 105,000.00
TOTAL	\$ 1,699,500.00
II. Contractual Services	
Insurance: Business Auto	\$ 25,000.00
Insurance: General Liability and Pollution Liability	\$ 34,000.00
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Materials & Service: Field Equipment	\$ 6,100.00
Materials & Service: Buildings & Grounds	\$ 46,700.00
Materials & Service: Shop Equipment	\$ 0.00
Materials & Service: Radio	\$ 0.00
Maintenance	\$ 20,250.00
Light	\$ 12,100.00
Heat	\$ 10,050.00
Telephone	\$ 42,150.00
Water	\$ 1,650.00
Legal Fees and Expenses	\$ 47,000.00
Legal Administration	\$ 15,000.00

February 20, 2019

	Auditing and Accounting	\$ 19,200.00
	Dues and Subscriptions	\$ 8,000.00
	Computer Software	\$ 76,500.00
	Payroll Expense	<u>\$ 5,950.00</u>
	TOTAL	\$ 750,900.00
III.	Travel	<u>\$ 4,000.00</u>
	TOTAL	<u>\$ 4,000.00</u>
IV.	Commodities	
	Insecticides	\$ 500,501.25
	Oils	\$ 0.00
	Motor Vehicle Fuel	\$ 59,970.00
	Drafting Supplies	\$ 0.00
	Office Supplies	\$ 6,000.00
	Postage & Cartage	\$ 1,500.00
	Shop Supplies	\$ 12,000.00
	Lab Supplies	\$ 28,000.00
	Drainage	\$ 0.00
	Uniforms	\$ 6,000.00
	Safety Equipment	<u>\$ 6,500.00</u>
	TOTAL	\$ 620,471.25
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February 20, 2019

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TOTAL	\$ 33,000.00
VIII. Capital Improvement Fund	
1. Truck purchase	
2. Roof for Elk Grove Shop	
3. Upgrade network systems between shops	
TOTAL	\$ 10,000.00

RECAPITULATION

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Contractual Services	\$ 750,900.00
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Commodities	\$ 620,471.25
Equipment	\$ 42,500.00
Contingencies	\$ 15,000.00
Education	\$ 33,000.00
Capital Improvement Fund	<u>\$ 10,000.00</u>

February 20, 2019

Loss and Cost of Collection	\$ 25,000.00
TOTAL APPROPRIATED EXPENDITURES	<u>\$ 3,200,371.25</u>
TOTAL APPROPRIATION	<u>\$ 3,200,371.25</u>
ESTIMATED CASH ON HAND AT CLOSE OF FISCAL YEAR (AVAILABLE TO REDUCE LEVY)	\$ 581,492.16
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 20TH DAY OF FEBRUARY, 2019.

Approved this 20TH DAY OF FEBRUARY, 2019.

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

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

Mr. Veverka mentioned that the notice will be published in the Daily Herald for the public on February 25th. Notice of public hearing on the Budget is scheduled for Wednesday April 4th, 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 1st.

Director Mike Szyska updated the Board of Trustee on his retirement April 30, 2019. Mr. Szyska presented the staff meeting report, updates on the status of the seasonal employee hires.

February 20, 2019

Mr. Thennisch informed The Board of Trustees that the District posted a job offer on its website under Full Time Employment Opportunities. Assistant Director updated The Board on the progress of the AT&T project. James Thennisch informed The Board that the District is in the process of renewing the General Business Insurance. Mr. Thennisch also presented results of the Workers Compensation audit. Assistant Director informed that Brian Bork with Chief of Field Operations assistance contacted 211 School District providing information of summer employment opportunities in the District.

Mr. Thennisch will be preparing transition of electronic documents/information kept by the Director to the District prior to Mr. Szyska's retirement.

The Trustees discussed guidance for the employees attending AMCA meeting in regards of reimbursement of expenses.

President Ansani inquired about Entomologist Patrick Irwin meeting with Wheaton Mosquito Abatement.

The Trustees assemble the committee of 2 trustees to monitor job applications and recruitment process for the Director position. Assigned Trustees are Karen Mills and Daniel Ansani.

There being no further business to come before the Board a motion was made by Karen V. Mills to adjourn seconded by Dale Niewiardowski and it passed unanimously at 8.10p.m.

President

Assistant Secretary/Treasurer