

April 19, 2023

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

April 19, 2023

The regular meeting of the Board of Trustees of the Northwest Mosquito Abatement District was held 6:30 pm Wednesday, April 19, 2023, 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 / Secretary; Russell Nowak, Treasurer.

Trustee Absent: None

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

The minutes of the March 15, 2023 meeting were read. Trustee Russell Nowak made a motion to accept the minutes as read and Trustee 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 minutes of the April 5, 2023 special meeting were read. Trustee Dale Niewiardowski made a motion to accept the minutes as read and Trustee 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 2023 was presented, and all checks were approved for payment. Russell Nowak made a motion to accept the report as read 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.

Attorney Strahammer presented the Tax Levy Ordinance for Trustees review and approval. Ms. Strahammer updated the Board of Trustees on

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the reappointment process with the County Clerk office.

Trustee Russell Nowak made a motion to adopt the Tax Levy Ordinance for the period of May 1, 2023 through and including April 30, 2024 as presented by the District's Attorney, Carolyn D Strahammer PC, 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, 2023 to April 30, 2024.

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 5th day of April, 2023, the sum of Three Million Seven Hundred Seventy One Thousand Six hundred Sixty Two and 31/100 (\$3,771,662.31) was appropriated for the corporate purposes of said District, for the fiscal year ending April 30, 2024, as hereinafter specified:

| | | |
|----|--|----------------------|
| I. | Personal Services | |
| | Salary of Director | \$ 177,000.00 |
| | Salary of Field Employees | \$ 948,000.00 |
| | Salary of Entomologist | \$ 76,000.00 |
| | Salary of Office Manager | \$ 120,000.00 |
| | Salary of Assistant Director | \$ 132,500.00 |
| | Salary of Chief Field Operations | \$ 122,500.00 |
| | Salary of Chief Internal Services | \$ 122,500.00 |
| | Employer's Share of Employees' Retirement Fund (FICA) | \$ 130,000.00 |
| | Employer's Share of Employer's Retirement Fund (IMRF) | <u>\$ 130,000.00</u> |
| | TOTAL | \$ 1,958,500.00 |

II. Contractual Services

| | |
|---|---------------|
| Insurance: Business Auto | \$ 47,000.00 |
| Insurance: General Liability and Pollution Liability | \$ 50,000.00 |
| Insurance: Umbrella Liability | \$ 42,000.00 |
| 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 | \$ 303,000.00 |
| Insurance: Unemployment | \$ 12,000.00 |
| Materials & Service: Motor Vehicles | \$ 40,000.00 |
| 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 | \$ 25,000.00 |
| Light | \$ 15,000.00 |
| Heat | \$ 20,000.00 |
| Telephone | \$ 48,000.00 |
| Water | \$ 4,000.00 |
| Legal Fees and Expenses | \$ 61,500.00 |
| Legal Administration | \$ 21,000.00 |
| Auditing and Accounting | \$ 25,000.00 |
| Dues and Subscriptions | \$ 7,000.00 |
| Computer Software | \$ 65,000.00 |

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|------|---------------------------------|---------------------|
| | Payroll Expense | <u>\$ 15,000.00</u> |
| | TOTAL | \$ 915,100.00 |
| III. | Travel | <u>\$ 3,000.00</u> |
| | TOTAL | \$ 3,000.00 |
| IV. | Commodities | |
| | Insecticides | \$ 375,312.31 |
| | Oils | \$ 0.00 |
| | Motor Vehicle Fuel | \$ 65,000.00 |
| | Drafting Supplies | \$ 0.00 |
| | Office Supplies | \$ 15,000.00 |
| | Postage & Cartage | \$ 2,500.00 |
| | Shop Supplies | \$ 20,000.00 |
| | Lab Supplies | \$ 28,000.00 |
| | Drainage | \$ 0.00 |
| | Uniforms | \$ 10,000.00 |
| | Safety Equipment | <u>\$ 16,000.00</u> |
| | TOTAL | \$ 531,812.31 |
| 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>\$ 8,000.00</u> |
| | TOTAL | \$ 52,500.00 |
| VI. | Contingencies | <u>\$ 15,000.00</u> |

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|--------------------------------|----------------------|
| TOTAL | \$ 15,000.00 |
| VII. Education | |
| Educational Meetings | \$ 18,000.00 |
| Research and Development | \$ 0.00 |
| Training and Development | \$ 2,000.00 |
| Literature Purchase | \$ <u>750.00</u> |
| TOTAL | \$ 20,750.00 |
| VIII. Capital Improvement Fund | |
| 1. Truck purchase | \$ 120,000.00 |
| 2. Wheeling Building | \$ <u>130,000.00</u> |
| TOTAL | \$ 250,000.00 |

RECAPITULATION

| | |
|---------------------------------|-----------------------|
| Personal Services | \$ 1,958,500.00 |
| Contractual Services | \$ 915,100.00 |
| Travel | \$ 3,000.00 |
| Commodities | \$ 531,812.31 |
| Equipment | \$ 52,500.00 |
| Contingencies | \$ 15,000.00 |
| Education | \$ 20,750.00 |
| Capital Improvement Fund | \$ 250,000.00 |
| Loss and Cost of Collection | \$ <u>25,000.00</u> |
| TOTAL APPROPRIATED EXPENDITURES | <u>\$3,771,662.31</u> |
| TOTAL APPROPRIATION | <u>\$3,771,662.31</u> |

SECTION 2: Of the total amount of Three Million Seven Hundred Seventy-One Thousand Six hundred Sixty Two and 31/100 (\$3,771,662.31) so appropriated, the NORTHWEST MOSQUITO ABATEMENT DISTRICT requires to be raised by taxation the sum of Two Million Seven Hundred Eleven Thousand Seven Hundred Twenty Nine and 20/100 (\$2,711,729.20) for the following corporate purposes:

APPROPRIATED EXPENDITURES

| | | |
|-----|--|----------------------|
| I. | Personal Services | |
| | Salary of Director | \$ 177,000.00 |
| | Salary of Field Employees | \$ 948,000.00 |
| | Salary of Entomologist | \$ 76,000.00 |
| | Salary of Office Manager | \$ 120,000.00 |
| | Salary of Assistant Director | \$ 132,500.00 |
| | Salary of Chief Field Operations | \$ 122,500.00 |
| | Salary of Chief Internal Services | \$ 122,500.00 |
| | Employer's Share of Employees' Retirement Fund (FICA) | \$ 130,000.00 |
| | Employer's Share of Employer's Retirement Fund (IMRF) | <u>\$ 130,000.00</u> |
| | TOTAL | \$ 1,958,500.00 |
| II. | Contractual Services | |
| | Insurance: Business Auto | \$ 47,000.00 |
| | Insurance: General Liability and Pollution Liability | \$ 50,000.00 |
| | Insurance: Umbrella Liability | \$ 42,000.00 |
| | 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 | \$ 303,000.00 |

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| | | |
|------|--|---------------------|
| | Insurance: Unemployment | \$ 12,000.00 |
| | Materials & Service: Motor Vehicles | \$ 40,000.00 |
| | 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 | \$ 25,000.00 |
| | Light | \$ 15,000.00 |
| | Heat | \$ 20,000.00 |
| | Telephone | \$ 48,000.00 |
| | Water | \$ 4,000.00 |
| | Legal Fees and Expenses | \$ 61,500.00 |
| | Legal Administration | \$ 21,000.00 |
| | Auditing and Accounting | \$ 25,000.00 |
| | Dues and Subscriptions | \$ 7,000.00 |
| | Computer Software | \$ 65,000.00 |
| | Payroll Expense | <u>\$ 15,000.00</u> |
| | TOTAL | \$ 915,100.00 |
| III. | Travel | <u>\$ 3,000.00</u> |
| | TOTAL | \$ 3,000.00 |
| IV. | Commodities | |
| | Insecticides | \$ 375,312.31 |
| | Oils | \$ 0.00 |
| | Motor Vehicle Fuel | \$ 65,000.00 |
| | Drafting Supplies | \$ 0.00 |
| | Office Supplies | \$ 15,000.00 |

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| | | |
|-------|---------------------------------|---------------------|
| | Postage & Cartage | \$ 2,500.00 |
| | Shop Supplies | \$ 20,000.00 |
| | Lab Supplies | \$ 28,000.00 |
| | Drainage | \$ 0.00 |
| | Uniforms | \$ 10,000.00 |
| | Safety Equipment | <u>\$ 16,000.00</u> |
| | TOTAL | \$ 531,812.31 |
| 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>\$ 8,000.00</u> |
| | TOTAL | \$ 52,500.00 |
| VI. | Contingencies | <u>\$ 15,000.00</u> |
| | TOTAL | \$ 15,000.00 |
| VII. | Education | |
| | Educational Meetings | \$ 18,000.00 |
| | Research and Development | \$ 0.00 |
| | Training and Development | \$ 2,000.00 |
| | Literature Purchase | <u>\$ 750.00</u> |
| | TOTAL | \$ 20,750.00 |
| VIII. | Capital Improvement Fund | |
| | 1. Truck purchase | \$ 120,000.00 |

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| | | |
|----|-------------------|----------------------|
| 2. | Wheeling Building | \$ <u>130,000.00</u> |
| | TOTAL | \$ 250,000.00 |

RECAPITULATION

| | |
|---|--------------------------|
| Personal Services | \$ 1,958,500.00 |
| Contractual Services | \$ 915,100.00 |
| Travel | \$ 3,000.00 |
| Commodities | \$ 531,812.31 |
| Equipment | \$ 52,500.00 |
| Contingencies | \$ 15,000.00 |
| Education | \$ 20,750.00 |
| Capital Improvement Fund | \$ 250,000.00 |
| Loss and Cost of Collection | \$ <u>25,000.00</u> |
| TOTAL APPROPRIATED EXPENDITURES | <u>\$3,771,662.31</u> |
| TOTAL APPROPRIATION | <u>\$3,771,662.31</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>\$ 1,059,933.11</u> |
| TOTAL NEEDED FROM LEVY | <u>\$ 2,711,729.20</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 2023-2024, for the corporate purposes of said NORTHWEST MOSQUITO ABATEMENT DISTRICT, the sum of Two Million Seven Hundred Eleven Thousand Seven Hundred Twenty Nine and 20/100 (\$2,711,729.20)

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 Eleven Thousand Seven Hundred Twenty Nine and 20/100 (\$2,711,729.20) to 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.

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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 19th day of April, 2023.

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

Vice President/ Secretary
NORTHWEST MOSQUITO ABATEMENT DISTRICT

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

Trustees discussed the Ordinance Transferring funds and updated the Capital Improvement Schedule with adjustments for the Wheeling Building.

A motion was made by Trustee Russell Nowak to pass the Capital Improvement Schedule with adjustments for the Wheeling Building and increase of the Capital Improvement fund accordingly and seconded by Trustee Dale Niewiardowski.

The Secretary 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 Russell Nowak to pass the following Ordinance Transferring Funds and seconded by Trustee Dale Niewiardowski.

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

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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:

Four Thousand Dollars (\$4,000.00) is transferred from Account 6204 to Account 6201

Six Thousand Dollars (\$6,000.00) is transferred from Account 6204 to Account 6202

Three Thousand Dollars (\$3,000.00) is transferred from Account 6208 to Account 8406

Nine Thousand Dollars (\$9,000.00) is transferred from Account 6208 to Account 6214

Six Thousand Dollars (\$6,000.00) is transferred from Account 6204 to Account 6217

Seven Thousand Dollars (\$7,000.00) is transferred from Account 6208 to Account 8410

Five Thousand Dollars (\$5,000.00) is transferred from Account 6208 to Account 8505

Ten Thousand Dollars (\$10,000.00) is transferred from Account 6204 to Account 9601

Seventy Six Thousand Dollars (\$76,000.00) is transferred from Account 5102 to Account 9601

Two Hundred Fifty Thousand Dollars (\$250,000.00) is transferred from Account 5104-5105 to Account 9601

Twenty Five Thousand Dollars (\$25,000.00) is transferred from Account 6219 to Account 9601

Ten Thousand Dollars (\$10,000.00) is transferred from Account 6220 to Account 9601

Ten Thousand Dollars (\$10,000.00) is transferred from Account 6223 to Account 9601

Eighty Three Thousand Dollars (83,000.00) is transferred from Account 8401 to Account 9601

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Twenty Thousand Dollars (\$20,000.00) is transferred from Account 8403 to Account 9601

Sixteen Thousand Dollars (\$16,000.00) is transferred from Account 8411 to Account 9601

Assistant Director Patrick Irwin presented the Entomology Report. The mosquito traps will be operational next week. Dr. Irwin was invited to give a presentation to the Midwest Center of Excellence for Vector-Born Diseases discussing subterranean habitats for culex mosquitoes. The Assistant Director updated the NWMAD Safety Manual for 2023, including sections on prescription drug use at work, cell phone use in District vehicles, and storage of flammable liquids in OSHA/NFPA cabinets. The Northwest Central Dispatch Center gave its approval to use the Citizens Alert System to notify residents of adult mosquito control operations.

Director James Thennisch presented the general District insurance renewal partial proposal from A. J. Gallagher. The Trustees discussed the proposal and pending claim for property policy.

Trustee Russell Nowak made a motion to approve 2023/2024 A.J. Gallagher proposal pending insurance review and addition, Trustee Dale Niewiadowski 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.

Director Thennisch presented the Financial Report including Annual Audit Schedule for fiscal year ending 4/30/2023 conducted by ATA. The District continued with Lauterbach & Amen LLP for Actuarial Valuation.

Director Thennisch presented the Field Operations report including an update on the seasonal hiring, and changes to the seasonal employee bonus structure.

Trustees reviewed seasonal employee's wages for 2023 season.

FIELD OPERATORS

| | |
|-------------------------|---------|
| 1 st year | \$15.00 |
| 2 nd year | \$15.25 |
| 3 rd year | \$15.50 |
| 4 th or more | \$15.75 |

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BACKCHECKERS

| | |
|-------------------------|---------|
| 1 st year | \$16.00 |
| 2 nd year | \$16.25 |
| 3 rd year | \$16.50 |
| 4 th or more | \$16.75 |

Trustee Dale Niewiardowski made a motion to approve seasonal employee's wages for 2023 season and new bonus structure. Trustee 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.

Director Thennisch presented the Internal Services report. The Director presented a proposal from Direct Steel for management of the construction project at Wheeling. Trustees discussed the proposal. The project is currently in conceptual/Schematic phase with a planned Winter/Spring 2023/2024 start date.

Trustee Russell Nowak made a motion to approve a contract with Direct Steel to provide Construction Management service for Wheeling project. Trustee 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.

Seasonal Vehicle maintenance is underway at the Wheeling location. Reconstruction work is progressing at the Bartlett facility. Due to permits delay and material availability facility won't be operational at the beginning of the season.

At 6:48 pm Trustee Dale Niewiardowski made a motion to adjourn into Executive Session pursuant to 5 ILCS 120/2(c)(2). Trustee Russell Nowak seconded the motion and it passed unanimously.

The Board reconvened the regular Board meeting at 7:02 pm.

Trustee Dale Niewiardowski moved that the written Executive Session minutes of October 19, 2022, February 15, 2023, and March 15, 2023 should be affirmed as substantially correct and that there is no need to review the recordings of said minutes. Trustee Russell Nowak seconded the motion.

The Secretary called the roll and all ayes had been cast for approval

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of the motion and thereby declared the motion carried.

Trustee Russell Nowak moved that the Executive Session minutes of October 19, 2022, February 15, 2023, and March 15, 2023, need to remain confidential, and all prior unreleased minutes should remain confidential and therefore not made public. Trustee 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.

Trustee Russell Nowak made a motion to approve the compensation for non-union employees as discussed in the Executive Session and Union employees per union contract. 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.

There being no further business to come before the Board a motion was made by Russel Nowak to adjourn and seconded by Dale Niewiardowski; the motion passed unanimously at 7.05 p.m.

President

Vice President /Secretary