

AGENDA FOR THE 2007 BUDGET BOARD MEETING
NORTH SHORE MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES

At the convened yearly budget meeting for the North Shore Mosquito Abatement District Board of Trustees held at the district office, 117 Northfield Road, Northfield, Illinois, Saturday, January 6, 2007. President Howard called the meeting to order at 9:00 a.m.

ROLL CALL

Trustee Nelson HowardPresent
Trustee Carol BlusteinPresent
Trustee John ZbeskoPresent
Trustee William Zimmer.....Present
Trustee Otto Cesario.....Absent

OTHERS IN ATTENDANCE

Superintendent Berry
Attorney Rosen
Office Manager Zimmer

I. MINUTES

Minutes of the regular board meeting of December 3, 2006, were approved with minor changes. Motion to approve the minutes made by Trustee Zbesko and seconded by Trustee Zimmer. All ayes.

II. REPORT FROM BOARD OFFICERS

1. President: No report
2. Treasurer: Trustee Zbesko read financial as well as December bills and payrolls. Total receipts were \$13,277.82, total disbursements were \$61,644.14, and total assets were \$705,188.32. Motion to approve financials made by Trustee Zimmer and seconded by Trustee Howard. All ayes.
3. Secretary: Trustee Blustein extended thanks from the board for the holiday party with special thanks to both Office Manager Jennifer Zimmer and Trustee Cecario for planning the party.

III. REPORT FROM LEGAL COUNSEL

The tax levy ordinance was filed on December 5, 2006, and the necessary papers for the tax exemption on the district's land were filed on December 18, 2006, with the county assessor's office. Stamped copies of the documents were given to Superintendent Berry.

Attorney Rosen requested Office Manager Jennifer Zimmer become a notary and brought the necessary paperwork. The cost is \$60.00 for four years. Trustee Zimmer moved that Office Manager Jennifer Zimmer become a notary for \$60.00 and Zbesko seconded. All ayes.

IV. SUPERINTENDENT'S REPORT

Action Items

The district is currently paying \$57.93 per pay period for ADT payroll service; the new service, Paychex, will be \$61.28 with the first month free of charge. The additional charges between the two payroll companies are similar. Normally, ADT must be given a ninety-day termination notice, however, as a small account; the district may be able to terminate the service earlier. ADT will complete the W-2 forms, but in case of any problems, the auditors can complete the forms. Paychex is waiving the activation fee on direct deposit. Trustee Zbesko moved to adopt Paychex for payroll operations and Trustee Zimmer seconded. All ayes.

Informational Items:

Annual Report

The 2006 Annual Report is finished and will be ready within two weeks. It has already been submitted to the State of Illinois as it was due January 1, 2007.

Next year is the eightieth anniversary and the annual report will include a history of the district. Office Manager Jennifer Zimmer made copies of every annual report since 1928 and the originals were placed in protective, plastic covers.

Ecologist Position

The current, part-time ecologist has taken teaching assistantship at San Diego State College. In February, the district will begin contacting universities for possible candidates.

Summer Interns

The district is looking for eight to ten summer interns; Superintendent Berry has contacted nine college and university biology departments for potential candidates. He desires interns with biology backgrounds, lab experience, and habitat awareness in light of West Nile Virus. Candidates need a good driving record and references.

Superintendent Berry did not run a newspaper ads for the positions because, when he did so in the past, the district was overwhelmed with applications whose processing became unduly time-consuming.

2006 Website Hits

There have been 1,665 web hits in 2006 with the highest number in August (28%). The web site will be redesigned, so the adultciding timetable information is more prominent.

2007 Building Repairs

Superintendent Berry will investigate an additional automatic garage door opener as the building has three tall, heavy garage doors and only two have motorized openers. The price will be approximately \$1200.00.

In the spring, it will be necessary to replace the gasoline pump meter as the readings are not accurate. Using the same company that did the tank work, the cost will be \$1000.00.

It will be necessary to do repairs on windows in the office areas because the windowsills are rotted. The board suggested looking into a long-term solution. Trustee Zimmer suggested decreasing the size of the windows, as the building is cinder brick, if replacement is an option.

Pesticide Applicator License Testing

Representative Elaine Nekritz called the Department of Agriculture, and the department will make arrangements to administer one test in this area for district employees. It will still be necessary to send summer interns to DeKalb, 60 miles away, because they will not ready to take the test at the same time. Superintendent Berry will take the test in DeKalb to check out check the test site.

V. LAB REPORT: None

VI. OLD BUSINESS: None

VII. NEW BUSINESS

Location of Records

Trustee Zbesko inquired about the location of the district's records. Office Manager Jennifer Zimmer stated the minutes, since the districts inception in 1928, are kept in the vault; computer records are backed up every week on two zip drives. Each year other records are placed in boxes, dated by year, and placed in the loft of the building. All employees are required to back up their computer records once a month as well as make hard copies. Lab records are backed up on CDs.

Vault

Office Manager Jennifer Zimmer mentioned the vault is locked with a padlock because the combination lock on the vault door is broke. However, records must be in a fireproof safe, so Superintendent Berry will investigate fixing the vault door and determining if is fireproof. If not, it will be necessary to buy a fireproof safe to place inside the vault.

Open House

Trustee Blustein inquired about an open house for legislators to commemorate the 80th anniversary of the district. Superintendent Berry stated there has been a discussion among MAD staff regarding an open house in July when the legislative session is concluded.

Trustees Nelson motioned to adjourn the meeting and Trustee Zimmer seconded. All ayes. The meeting was adjourned at 10:14 a.m.

ATTESTED
President, Nelson Howard

SUBMITTED
Secretary, Carol Blustein

