

PROCEEDINGS FOR THE REGULAR MONTHLY BOARD MEETING
NORTH SHORE MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES

At the convened monthly meeting for the North Shore Mosquito Abatement District Board of Trustees held at the district office, 117 Northfield Road, Northfield, Illinois, Saturday, January 9, 2010. President Zimmer called the meeting to order at 9:00 a.m.

ROLL CALL

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

OTHERS IN ATTENDANCE

Superintendent Robert Berry
Attorney Norman Rosen
Office Manager Jennifer Zimmer

I. MINUTES

Minutes of the regular board meeting December 5, 2009, were approved with minor corrections. Motion made by Trustee Zbesko and seconded by Trustee Blustein. All ayes.

II. REPORT FROM BOARD OFFICERS

1. President: None
2. Vice President: None
3. Treasurer: Trustee Zbesko read financial as well as December bills and payrolls. Total receipts were \$473,211; total disbursements were \$73,944; total assets were \$1,461,010 (all numbers rounded to nearest dollar).

Trustee Zbesko asked Superintendent Berry if all receipts have come in. Mr. Berry said he believed we have all of last year's receipts but there could be a bit more coming in. For example, some of the payments for 2008 were received in January and February of 2009. Office Manager Zimmer asked the board if she should buy another \$100,000 CD and was told to proceed. A motion to approve the financial report was made by Trustee Zimmer and seconded by Trustee Howard. All ayes.

4. Secretary: None

III. REPORT FROM LEGALCOUNSEL

Attorney Rosen reported that he filed the district's tax levy paperwork with the County Clerk in December and gave a copy of the filing to Superintendent Berry for the district's files. Following up on last month's discussion of the new FOIA (Freedom of Information Act) guidelines, Attorney Rosen advised that the board and district review the new procedures distributed last month. He noted that response time is now shorter and that the district will be required to appoint an FOI Officer. Training will be online but may not be available online until after February 15. Once the training information is accessible, appointed FOI officers will then have six months to complete their training. Attorney Rosen clarified that the role of the FOI Officer(s) is not to "agree" or "disagree" to release information. The only time when denial is a possibility is when a request strays into private personal information. There is some implication in the new rules that the burden of proof is now more on the district than on the citizen requesting information. It was noted that a lot of information is already publicly available in the district's annual report and requests can be referred to that. If unreasonable amounts of printing are required to produce the information, those costs can be charged to the requester. President Zimmer moved that trustee Zbesko and Office Manager Zimmer be the district's FOIA and OMA Officers. Trustee Blustein seconded. All ayes.

IV. SUPERINTENDENT'S REPORT

Action Items

The district has been contacted by two vendors who are offering data collection programs to record field information. One company has a hand held device designed solely for abatement purposes, the other offers the option of using either their specialized handheld device or a Blackberry as the recording device for their program. Mr. Berry informed the board that he is investigating the specs and options and will follow up on this. Trustee Zbesko suggested the advisability of looking for "apps" that could work with an inexpensive cell phone or other personal device rather than buying specialized hardware. The board agreed this should be investigated.

Informational Items

The carpeting replacement is now completed. The next project will be lab floor tile repair. The office is now getting price bids. Lab Director Henry is developing plans to reconfigure the lab layout for more efficiency. The auditor will be coming in soon for a preliminary inspection. Now the Illinois Department of Agriculture has arranged to have chemical handling qualification testing of district employees held locally at Oakton Community College. This will alleviate the need to travel to DeKalb for the testing.

Trustee Blustein inquired about the dates of this year's National Mosquito Abatement Convention. Superintendent Berry asked the board to let him know if they planned to attend by Jan 15 so he can place reservations.

Trustee Zbesko had a final question about procedures to "map" where citizen complaints come from. Presently there is no formal form to keep data of complaint "areas."

V. LAB REPORT: None

VI. OLD BUSINESS:

Trustee Blustein asked about possibility of attracting an entomologist with an internship. Superintendent Berry said the job description he is now sending has been revised to refer to the job as an “intern” position. Mr. Berry said that universities do view an internship at a municipal organization as a valuable experience on a student’s resume’.

Trustee Zbesko asked if there are any more infrastructure projects “on the radar.” Superintendent Berry mentioned the ongoing drainage situation by the garage doors. He is still investigating solutions but said it is not a high priority situation. The board commented on the fine look of the office now that the painting, ceiling and carpet improvements have been completed, noting that there is no more duct taping on the floor.

VII. NEW BUSINESS: None

Trustees Zbesko made a motion to adjourn the meeting. Howard seconded. All ayes. The meeting was adjourned at 9:54 a.m.

ATTESTED
President, William Zimmer

SUBMITTED
Secretary, Nelson Howard