

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, February 7, 2009, President Zimmer called the meeting to order at 9:00 a.m.

ROLL CALL

Trustee John ZbeskoPresent
Trustee Otto CesarioPresent
Trustee Carol BlusteinPresent
Trustee Nelson HowardPresent
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 January 10, 2009, were approved with minor corrections. Motion to approve made by Trustee Zimmer and seconded by Trustee Blustein. All ayes.

II. REPORT FROM BOARD OFFICERS

1. President: None
2. Vice President: None
3. Treasurer: Trustee Zbesko read financials as well as January bills and payrolls. Total receipts were \$21,743, total disbursements were \$80,286 and total assets were \$1,101,24 (all numbers rounded to nearest dollar). Motion to approve financials was made by Trustee Zimmer and seconded by Trustee Blustein. All ayes. Superintendent Berry reported that Office Manager Zimmer had investigated purchasing two new 3-month \$100,000 CD's however because the income difference between CD's and the money market is presently negligible, the board advised Ms. Zimmer to defer any such purchase. She will investigate placing some future CD's in banks other than Chase (the district's primary bank) for diversification and to seek the best available interest rates.

Trustee Zbesko requested that the Secretary clarify a statement attributed to Mr. Zbesko in the December '08 approved minutes (which he was not able to amend in January due to his absence from the January board meeting). He asked to make it clear that his suggestion for removing the "contingency" line item from the 2009 budget was not made for the purpose of lowering the budget request to the county. His purpose was to state that a contingency line should be unnecessary when reserve funds already appear to be sufficient.

4. Secretary: None
5. Assistant Treasurer: None

III. REPORT FROM LEGALCOUNSEL None

IV. SUPERINTENDENT'S REPORT

Action Items

Superintendent Berry reported his wish to hire Bradley Bares for the position of NSMAD ecologist. Mr. Berry said he had received a very good report from the City of Evanston commending Mr. Bares work as an environmental health intern in 2007/2008. Marlon Henry was also reported to be very impressed with his interview with Mr. Bares. Trustee Zimmer moved that the board approve the hiring of Mr. Bares for the ecologist position at a (previously budgeted) annual salary of \$38,000. Trustee Howard seconded. All ayes.

Informational Items

Superintendent Berry reported he has contracted a janitorial service to clean the district office. He accepted a competitive bid of \$77 per visit from Atlas Preferred Services of Glenview. They accepted the superintendent's list of expected duties and will visit the office twice a month. Atlas provides their own liability insurance coverage and had many recommendations from other communities

Trustee Cesario and Superintendent Berry presented, for board consideration, a long-term prioritized list of office facility improvements that they developed:

1. Carpet replacement throughout
2. Laboratory floor tile replacement
3. Laboratory ceiling tiles and light replacement
4. Replace refrigerator and microwave in lab
5. Paint walls throughout
6. Replace selected desks and chairs
7. Replace time clock
8. Parking lot sealing
9. Correct drainage at lab door and garage doors

Trustee Cesario noted the office carpeting is many years old with tears duct taped in several places, the office walls have not been painted in 10 or 15 years and some well-worn furniture is nearly 40 years old. The roof drainage problem creates an ice build up

in winter and ponding in summer in front of garage doors. Installation of a grate in front of doors to drain away runoff is a possible answer. An item not on the list is the purchase of a removable speed bump in the driveway. The board agreed that all the improvements requested have merit, their costs should be further explored and the improvements implemented in 2009 as each receives board approval.

Following up on last month's report of dissatisfaction with AT&T's billing procedures, the district looked into other telephone and internet services and found similar rates among the competing service providers. Superintendent Berry spoke with the district's AT&T rep and she is looking into an adjustment of the district's rates. The district will continue to consider land line vs. cable for the office's communications equipment.

V. LAB REPORT

Superintendent Berry reported that he is negotiating with ADAPCO concerning the future use of RAMP testing equipment vs. the Vectest process now being used by the district's lab. The RAMP test costs a few dollars more per test but is much more reliable since the results can be read more accurately.

VI. OLD BUSINESS

President Zimmer called the board into executive session at 9:50 a.m. to discuss specific employee issues.

President Zimmer called the board out of executive session at 10:55 a.m.

Motions for employee policy and procedures revisions -- 2/7/09

REVISIONS TO POLICIES AND PROCEDURES 2/7/09 -- RETROACTIVE TO JAN. 1 2009.

Change of calendar year: (Amending the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved that the district's calendar year now follow the regular calendar, governing all future calculation of unused personal days and that all changes approved in this meeting will be effective retroactively to January 1, 2009. Trustee Zimmer seconded. All ayes.

Vacations days: (Amending Section V. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved that employee vacation day allowances will be immediately changed to read as follows:

- One to four years of service -- ten work-week days of vacation per year;
- Five to ten years of service -- fifteen work-week days of vacation per year;
- Each year of service beyond ten years and up to twenty years service will earn one additional vacation day per year;
- Service time beyond twenty years will be capped at 25 work-week days of vacation per year.

- Any long-time employees already receiving more than 25 work-week days of vacation per year will be “grandfathered” to continue receiving their present number of annual vacation days.

Trustee Zimmer seconded. All ayes.

Vacations days: (Amending Section V. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved that new employees will be entitled to ten work-week days of vacation in their first year of employment after having completed six-months of employment. Trustee Zimmer seconded. All ayes.

Vacation day “use or lose”: (Amending Section V. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved that every employee must use their vacation days during the calendar year in which they are earned. Any vacation days unused by December 31 of the calendar year will be lost unless granted a carry-over into the next calendar year by the superintendent based on his/her judgment. Trustee Blustein seconded. All ayes.

Use of carry over vacation days: (Amending Section V. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved that any vacation days carried over into a following calendar year must be used before April 1 of that calendar year or they will be forfeited. Trustee Blustein seconded. All ayes.

Personal days: (Amending Section VII. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Howard moved Moved that all employees will receive three “personal days” on the first day of each calendar year to be used in that calendar year or be lost on December 31 of that year. Trustee Zbesko seconded. All ayes.

Personal days: (Amending Section VII. of the NSMAD Policy and Procedures dated February 2006) -- Trustee Blustein moved that new employees hired at any time during the year will receive three personal days but will not be eligible to use them until completing four-months of employment or allowed at an earlier date at the discretion of the district superintendent. Trustee Zimmer seconded. All ayes.

Sick leave

Trustee Blustein began discussion preceding a motion that would clarify future policy on accumulation of sick days during an employee’s first year of employment, their availability after ninety continuous days of employment and exceptions for earlier use if granted by the superintendent. The discussion proceeded to also consider the district’s policy on accumulation of unused sick days, the maximum amount to be accumulated over multiple years and the possibility of a voluntary “sick day pool” to be built up by employee “unused day contributions” for use in emergencies.

Trustee Zbesko moved to table further discussion of sick day policies until the March board meeting.

Trustee Zbesko moved that effective March 1 the district will pay 50% of the monthly insurance premium for spousal or family coverage. (This policy will supercede the present district policy that pays 75% of spousal or family coverage.) Trustee Howard seconded. All ayes.

Board President Zimmer commended Trustee Blustein on her months of effort gathering information on public employee benefits for review by the board and her diligence in keeping the project focused on its purpose. The board agreed unanimously.

VII. NEW BUSINESS: None

President Zimmer noted that the list of office upgrades and repairs compiled by Trustee Cesario and Superintendent Berry and discussed earlier will need to be addressed by the board periodically as the year progresses.

Trustees Zbesko motioned to adjourn the meeting and Trustee Zimmer seconded. All ayes. The meeting was adjourned at 11:42 a.m.

ATTESTED
President, William Zimmer

SUBMITTED
Secretary, Nelson Howard