

AGENDA FOR THE REGULAR MONTHLY 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, February 3, 2007. President Howard called the meeting to order at 9:06 a.m.

ROLL CALL

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

OTHERS IN ATTENDANCE

Superintendent Berry
Attorney Rosen
Office Manager Jennifer Zimmer
Sally Rosen

I. MINUTES

Minutes of the regular board meeting of January 6, 2007, were approved with minor changes. Motion to approve minutes made by Trustee Zbesko and seconded by Trustee Nelson. All ayes.

II. REPORT FROM BOARD OFFICERS

1. President: Trustee Nelson presented a letter to the trustees stating the criteria for temporary, summer workers. The letter stated MAD is interested in people with a background in science, a favorable driving record, references, and knowledge of the district. Trustee Zbesko suggested, as additional criteria, candidates must pass a pesticide-licensing test. Trustee Nelson will revise the letter and email it to the superintendent and trustees.
2. Treasurer: Trustee Zbesko read financial as well as January bills and payrolls. Total receipts were \$15,953.72, total disbursements were \$68,916.89, and total assets were \$653,833.40. Motion to approve financials made by Trustee Zimmer and seconded by Trustee Nelson. All ayes.

3. Secretary: No report

III. REPORT FROM LEGAL COUNSEL

Every year at this time Attorney Rosen writes a letter to the auditor stating any matters that could affect the financial status of the district. According to the auditor, accounting standards have changed and the specified, effective date of the letter is no later than April 30, 2007. Attorney Rosen does not know how this will affect the timing of the audit; he will talk to auditor to clarify this matter. Attorney Rosen complimented Superintendent Berry and his staff on the annual report.

IV. SUPERINTENDENT'S REPORT

Action Items

Truck Purchase

MAD has been replacing one truck per year. Superintendent Berry wishes to replace a 1998 S10 which has 79,000 miles with a 2007 GMC TT15403 – Canyon 4WD Cab Pickup. This is identical to the pickup purchased last year, and Muller Pontiac GMC will replicate last year's price. Mueller's price is \$17,300 including doc fee, license and title and the MSRP is \$20,090.

Superintendent Berry desires to have two, four-wheel drive vehicles in the fleet at all times. Currently, there are two, four-wheel drive vehicles; one truck is used for fieldwork, and the other pickup has a snowplow attached. With the new truck, there will be three, four-wheel drive trucks in the sixteen-vehicle fleet. Eventually, one of the four-wheel drive trucks will need to be replaced.

Superintendent Berry inquired at Carmax about selling the 1998 S10. Since the truck was in an accident, Carmax will only pay \$100 for the truck.

Superintendent Berry desires to waive the bid for the new pickup for four reasons. First, the fleet is composed of only GMC vehicles as Superintendent Berry places a premium on keeping a fleet of the same make. This enables ease in keeping an inventory of parts. Second, the district has received excellent service from Muller. Third, the bid is identical to last year's price. Fourth, Muller is the closest dealer. For all the above reasons, the board authorizes the superintendent to purchase a vehicle from the most qualified vendor at a competitive price and initiate this action. Delivery will take five weeks.

Sprayer Purchase

Superintendent Berry wishes purchase a new Cougar ULV sprayer for \$9,000. This year's purchase will represent a fifth, new ULV sprayer allowing the retirement of the obsolete LECO sprayer. Trustee Zimmer motioned to authorize Superintendent Berry to purchase a replacement Cougar ULV sprayer for \$9000, and Trustee Howard seconded. All ayes.

Window Replacement

Superintendent Berry made 24 calls finding that most vendors deal only in residential window replacement. He mentioned over the last two months the district spent \$2000 on heat. In the interest of energy efficiency, in January Trustee Zimmer suggested decreasing the window size by replacing the space with cinder block. However, Forde Windows & Remodeling, Incorporated's estimate stated, "It is our opinion that installing two feet of cinder block at the lower level will not substantially improve the energy efficiency of the building." The estimate from North Shore Brickwork and Windows stated, "In consideration of the age and deterioration of the existing windows and framing your decision to complete this project will significantly reduce your energy costs."

In light of the information from both estimate, the board instructed Superintendent Berry to request bids to replace the current, single pane windows with high-efficiency, thermopane, UV windows. Superintendent Berry will confer with Trustee Zimmer, who has extensive experience in this area, to develop bid specifications. In addition, the board suggested insulating the lower, painted windows and covering the insulation with plaster board. At the March meeting, Superintendent Berry will present the bids for board approval.

Informational Items

The smaller, office safe was repaired and secured at a cost of \$145.00. The lock company determined the combination and stated it is fireproof. The larger safe, however, is not fire proof as there is a sprinkler inside the safe. There is no need to lock the larger safe as petty cash is kept in the smaller safe. Superintendent Berry instructed Office Manager Jennifer Zimmer to purchase waterproof containers to protect the minutes stored in the larger safe.

Superintendent Berry announced the open positions of ecologist and summer workers. Next week he will email: Northwestern, University of Illinois Circle Campus, Loyola, DePaul, Notre Dame, Purdue, Illinois State University, Northern Illinois University, and the University of Illinois. In each case, he will send an email to the appropriate party who posts the positions on line. Trustee Zbesko suggested attaching Trustee Howard's cover letter regarding summer workers to the email.

V. LAB REPORT: None

VI. OLD BUSINESS

Regarding the new location of DeKalb, Illinois, for the pesticide-licensing test, the superintendent of Northwest MAD is negotiating with the Department of Agriculture for a closer location. Eight returning summer workers already have their licenses, and an emergency license is available on a limited basis for larviciding catch basins. Superintendent Berry commented the location of the testing site is not a pressing problem this year, but in the future, its location may pose a problem.

VII. NEW BUSINESS:

Trustee Zbesko will not be able to attend the March meeting due to a business trip.

Trustees Zbesko motioned to adjourn the meeting and Trustee Zimmer seconded. All ayes. The meeting was adjourned at 10:28 a.m.

ATTESTED
President, Nelson Howard

SUBMITTED
Secretary, Carol Blustein