

**MEETING OF THE BOARD OF TRUSTEES OF THE
SOUTHLAKE MOSQUITO ABATEMENT DISTRICT
MINUTES
April 11, 2022**

1. **ROLL CALL**

The meeting was called to order at 7:43 p.m. by President Barbara Struthers. Trustees Tony Bilotti, Dan Rubin, and Susan Levy were present. Trustee Roger Simonson was absent. District Attorney Robert J. Masini and George Balis of Clarke were also in attendance. The meeting was held at 1706 Garand Ave. in Deerfield.

2. **PUBLIC COMMENT**

No other members of the public were present nor had any questions or comments been received.

3. **MINUTES**

The trustees reviewed the minutes of the March 14, 2022 regular meeting. Motion by Trustee Levy, seconded by Trustee Bilotti to approve the minutes of the March 14, 2022 regular meeting minutes. All in favor. Motion passed.

4. **TREASURER'S REPORT**

The treasurer's report for March 2022 was reviewed by Trustee Levy. Trustee Levy reported that the District's fund balance as of the end of March was \$907,150.66. Trustee Struthers moved that the report be accepted as presented. Trustee Bilotti seconded. All in favor. Motion passed.

5. **BILLS**

Trustee Levy reviewed the following bills with the Trustees:

1. Grach, Masini, Hazan & Gurysh, LLP - \$1,150.25 Legal Services
2. Smith Accounting Services - \$100.00 – Accounting Services for March 2022.
3. Liberty Computer Centre - \$175.00 – Monthly website and Facebook maintenance for April 2022.
4. Liberty Mutual Insurance - \$500.00 – Renewal of surety bond for Trustee Struthers.
5. Clarke Environmental - \$65,598.00 – First Contract Installment.

Trustee Levy moved that the bills be paid as presented. Seconded by Trustee Rubin. Roll Call. Ayes: Levy, Bilotti, Struthers, and Rubin. Nays: None. Absent: Simonson. Motion passed.

6. **REPORTS**

A. Clarke Report – Mr. Balis said that the inspection and treatment, if necessary, of woodland pools would begin the last week of April or first week of May. The recent up and down temperatures have made it hard to predict when certain jobs will begin. If the temperatures stay up aerial and backpack pre-hatch work will begin in early May.

7. **OLD BUSINESS**

A. None.

8. **NEW BUSINESS**

Prior to New Business Trustee Simonson arrived and was seated.

A. Discussion concerning educational materials to be purchased and action on same. President Struthers distributed several proposed public health education materials for review by the trustees. A proposal had been received from Allen Wayne for three different activity books, the Against Bites Activity Book in both an English and Spanish version and the proposal was reviewed by the trustees. The trustees also discussed and decided to order 2000 of the tri-fold brochures that have been used in the past. Some information will need to be updated on the tri-fold so a proof of this piece will be sent to the trustees for review.

Trustee Levy moved that the District purchase the materials with delivery set forth on the Allen Wayne April 11, 2022 proposal in the amount of \$8,959.00 and also to purchase 2000 of the tri-folds for the cost of \$1,115.00. Motion seconded by Trustee Bilotti. Roll Call. Ayes: Levy, Bilotti, Struthers, Simonson and Rubin. Nays: None. Motion passed.

B. Discussion on Local Records Act matters and possible action on same. Attorney Masini advised the trustees that in his work as Trustee-in-Dissolution for the Lake Bluff Mosquito Abatement District he is dealing with the proper disposal of that District's records as required by the Local Records Act. He has all of Southlake's old paper records. In reviewing the file, he was reminded that he completed an Application for Authority to Dispose of Local Records for the District in 1999. He asked the trustees for their approval to undertake the work of getting the appropriate authorization from the Secretary of State to dispose of those records that are eligible to be disposed of. He told the trustees that he will be retiring at the end of this year's work for the Board and he would like to clean up the old files and have the records in good shape at the end of his representation.

The trustees and Attorney Masini discussed the overall record retention and disposal process. The trustees then authorized him to do what is necessary and appropriate with the records.

9. **ADJOURNMENT.**

The trustees reaffirmed that the annual dinner would be held on May 16 at the Italian Kitchen.

Trustee Rubin moved that the meeting be adjourned. Seconded by Trustee Levy. All in favor. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Roger Simonson, Secretary of Southlake
Mosquito Abatement District