MEETING OF THE BOARD OF TRUSTEES OF THE

SOUTHLAKE MOSQUITO ABATEMENT DISTRICT

**MINUTES**

# November 13, 2017

1. **ROLL CALL**

The meeting was called to order at 7:30 p.m. by President Barbara Struthers. Trustees Tony Bilotti, Larry Feder, Susan Levy and Roger Simonson were present. District Attorney Robert J. Masini, George Balis of Clarke and Ruth and John Del Re from Liberty Computer were also in attendance.

2**. PUBLIC COMMENT**

None.

3**. MINUTES**

The Trustees reviewed the minutes of the October 9, 2017 regular meeting. Motion by Trustee Simonson and seconded by Trustee Levy to approve the minutes of the October 9, 2017 regular meeting. All in favor. Motion passed. The Trustees also reviewed the minutes of the October 9, 2017 public hearing on the annual tax levy ordinance. Motion by Trustee Simonson and seconded by Trustee Levy to approve the minutes of the October 9, 2017 public hearing. All in favor. Motion passed.

4**. TREASURER’S REPORT**

The trustees reviewed the October treasurer’s report.

Following the discussion Trustee Simonson moved to accept, as presented, the Treasurer’s Report for October. Seconded by Trustee Feder. All in favor. Motion passed.

5**. BILLS**

The Trustees considered the following bills:

1. Diver, Grach, Quade & Masini, LLP - $1,489.69 for – Legal services of $1,443.00 and $46.69 reimbursement for the cost of a public notice to Chicago Tribune Media.

2. Clarke Mosquito Control - $398.15 for adulticide service in July.

3. Smith Accounting/Cindy Smith - $100.00 – Accounting services.

4. David Data, Inc. - $887.22 – Website maintenance.

Following the discussion Trustee Feder moved that the Board authorize payment of all the bills. Seconded by Trustee Bilotti. Roll Call. Ayes: Simonson, Bilotti, Feder, Levy and Struthers. Nays: None. Motion passed.

6**. OLD BUSINESS**

A. Consideration, discussion and possible action on proposal for web site maintenance. Ruth Del Re made a presentation on behalf of her company, Liberty Computers. The Board had previously received Liberty’s business proposal. Ms. Del Re told the trustees that she and her husband have been running Liberty since 2004. Their customer base is primarily residences and small to medium businesses. She said she had reviewed the current operation of the District’s site and felt that it was a bit unusual. She asked what did the trustees want within the District’s site. The trustees mentioned the following matters and the parties discussed these points.

* The site needs a place for the public to report standing water, mosquito problems and dead birds.
* The site needs to be easily accessible to the public.
* The site must be a place where the public can get information in a simple way.
* The site’s “Contact Us” pages must be improved.
* The site needs links to the CDC, Illinois Department of Public Health and the County Health Department.

The Trustees then reviewed Liberty’s proposal with the Del Res. The Trustees pointed out that Ecommerce was not needed. It was clarified that as part of regular maintenance it was Liberty’s responsibility to “fix” the server if attacked by a virus. They clarified that a complete webpage design involves $450.00 for the design work and then a $50 per page charge. The trustees said the site did not need social media integration. The Trustees might want a Google Analytics feature to track monthly users but will consider this point further before deciding. The transfer, annual hosting maintenance and redesign items in the proposal were all needed. E-mail set up and hosting were not needed.

Following extensive discussion Ms. Del Re said that it was important that the Trustees all get that they want. She is going to put together her understanding of what her assignment is and send it to Trustee Simonson. Roger will then send the information to the trustees and the trustees can each get back to Ms. Del Re directly.

Trustee Simonson moved that the Trustees hire Liberty Computer, pursuant to the terms in Liberty’s written proposal, for those items of work agreed to in tonight’s discussion, to revamp and provide maintenance for the District’s website. Seconded by Trustee Levy. Roll Call. Ayes: Simonson, Bilotti, Feder, Levy and Struthers. Nays: None. Motion passed.

Further discussion took place during which time, Ms. Del Re agreed that the revamped site would be delivered in early March and Attorney Masini would contact David Greenberg to arrange for all necessary transfers to Liberty. The Trustees determined that information for the prior 5 years would be kept currently available on the site, including minutes, agendas, Appropriation and Levy Ordinances, Treasurer’s Reports and Annual Financial Reports. The print educational materials, S.C. Johnson videos, and information from Clarke on the nature of the program would be continually available. The Trustees and Mr. Del Re discussed the process for questions being received and answers being sent by the trustees, typically the president.

7. **NEW BUSINESS**

A. Discussion and adoption of a Resolution approving the 2017 Fiscal Year Annual Report filed with the Comptroller of the State of Illinois. – Attorney Maisni distributed the Annual Financial Report Form that must filed with the State of Illinois Comptroller. He explained how the Trustees must indicate their acceptance of the report and avoid a public audit by adopting a Resolution. Trustee Levy moved that the trustees adopt the Resolution as presented indicating their acceptance of the Annual Financial Report to the Comptroller. Seconded by Trustee Feder. Roll Call. Ayes: Simonson, Bilotti, Feder, Levy and Struthers. Nays: None. Motion passed.

8. **Reports**

Clarke – None.

President Struthers began a brief discussion of the Joe Conlon article in the current edition of Wing Beats dealing with how to address arguments against mosquito control.

The Trustees discussed the County’s 2018 Consolidation Action Plan. They agreed to send a letter to Aaron Lawler pointing out how the District protects its residents, is not redundant and is operated in a very economical manner. The letter will circulate for each trustee’s review and comment before going out.

The Trustees were reminded that the holiday dinner is being held on December 11 at the Italian Kitchen in Deerfield.

9. **Adjournment**.

Trustee Feder moved that the meeting be adjourned. Seconded by Trustee Levy. All in favor. The meeting adjourned at 9:12 p.m.

Respectfully submitted,

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Roger Simonson, Secretary of Southlake Mosquito Abatement District