

# GLENBROOK SANITARY DISTRICT

## MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES December 2, 2021

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on December 2, 2021, at 9:30 AM.

1. Acting President Dutack called the **Meeting to Order** at 9:31AM.
2. Upon the **Roll being Called**, the following answered present:

|                   |                                       |
|-------------------|---------------------------------------|
| Carmen Dutack     | Trustee, Acting President             |
| Beverly Hansen    | Trustee                               |
| Daniela Partipilo | Trustee, via remote attendance        |
| Denise Young      | Treasurer                             |
| Kenneth Lopez     | Manager                               |
| Eric Patt         | Attorney                              |
| Cheryl Thompson   | Engineer Tech, James Anderson Company |
| Ben Metzler       | Engineer, RHMG                        |
3. **Public Comments - \*\*Please Sign In With the District Clerk To Speak\*\***  
There are no public comments including written comments
4. **Approval of the Minutes**
  - 4a. **September 2, 2021 Regular Board Meeting Minutes**  
Trustee Hansen moved to Approve the September 2, 2021, Quarterly Board Meeting Minutes, seconded by Trustee Partipilo, unanimously approved  
Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None
  - 4b. **November 6, 2021 Special Board Meeting Minutes**  
Trustee Partipilo moved to Approve the November 6, 2021, Special Board Meeting Minutes, seconded by Trustee Hansen, unanimously approved  
Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None
5. **Item for Separate Action**
  - 5a. **Approve Annual Tax Levy Ordinance for Corporate Purpose of the Glenbrook Sanitary District for FY Beginning July 1, 2021 and Ending June 30, 2022**  
Trustee Partipilo moved to Approve Ordinance 157 for the Levying and Collection of Taxes for the GSD for FY Beginning July 1, 2020 and Ending June 30, 2021, in the amount of \$90,198.00, seconded by Acting President Dutack, unanimously approved  
Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None
  - 5b. **Approve June 2021 Annual Compiled Financial Statements**
    - Overall, the District increased its cash and cash equivalents by \$111,255 from the previous year.
    - Overall, the District's Net Assets increased by \$44,634 from the previous year
    - Sewer Fund saw a \$103,722 net increase in fund balance for the year ending June 30, 2021
    - Statement of Cash Flow for the Water Fund saw a negative Operating Income of \$50,755 for the year ending June 30, 2021

- A large portion of the negative operating income can be contributed to two water main leaks that the District had and was required to pay for the loss of water to Highland Park.
- The auditors had missed the \$75,000 transfer to the Capital Fund. Manager Lopez spoke with the auditors regarding the missing transfer and the auditors indicated that they can correct the error and issue revised annual financial statements or make a prior year adjustment. Manager Lopez recommended to make the transfer next year and record a prior period adjustment.

Acting President Dutack moved to Approve the Annual Financial Statements for Fiscal Year ending 2020-2021 as presented and record the transfer as a prior period adjustment in next year's audit, seconded by Trustee Hansen, unanimously approved.

Roll Call Vote: Ayes: Acting President Dutack, Trustee Hansen and Trustee Partipilo. Nays: None.

**5c. Approve RHMG Proposal for Water and Sewer Rate Study for Glenbrook Sanitary District**

Acting President Durack moved to approve the proposal from RHMG for Water and Sewer Rate Study in the amount of \$9,952, seconded by Trustee Hansen, unanimously approved

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**5d. Approve Ordinance Establishing Revised Rates for Water Services for Glenbrook Sanitary District**

Discussion took place regarding approving an ordinance establishing revised rates for water service or postponing the increase until the water/sewer rate has been completed. There was consensus to pull this item from the agenda and take no action at this time until the outcome of the water/sewer rate study.

**5e. Approve Resolution Establishing Regular Meeting Dates for Glenbrook Sanitary District**

Proposed 2022 GSD Qtr. Board Meetings Dates:

Proposed 2022 GSD Qtr. Board Meetings Dates

- 1<sup>st</sup> Thursday in Mar.
- 1<sup>st</sup> Thursday in Jun.
- 1<sup>st</sup> Thursday in Sep.
- 1<sup>st</sup> Thursday in Dec.

Trustee Partipilo moved to Approve Resolution 2021-02 Establishing the Regular Meeting Dates of GSD Board, seconded by Trustee Hansen, unanimously approved

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**5f. Approve Pay Request from Dukes Root Control, LLC**

Acting President Dutack moved to approve Pay Request from Dukes Root Control in the amount of \$5,000.00 for sewer smoke testing, seconded by Trustee Hansen, unanimously approved.

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**5g. Approve Pay Request #2 Final and Change Order #3 from Canyon Contracting**

Acting President Dutack moved to approve Pay Final Request #1 and Change Order 3 from Canyon Contracting in the amount of \$10,326.75, seconded by Trustee Hansen, unanimously approved.

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**6. Treasurer's Reports**

**6a. Ratified of Bills for Payment for Period August 1, 2021 to October 30, 2021**

Acting President Dutack moved to ratify the Cash Disbursements Journals for August 2021, September 2021, October 2021, as presented, seconded by Trustee Hansen unanimously approved.

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**6b. Financial Reports as of October 31, 2021**

Acting President Dutack to Approve the Financial Reports as of October, 2021, seconded by Trustee Hansen, unanimously approved

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

**7. Engineer's Report**

**7a. Update on of Emergency Connection Point**

Engineer METZLER from RHMG, provided an update to the Board on the progress on the emergency connection point for the District. Engineering plans are 90% completed and will be submitting those engineering plans to the Village of Northbrook (VONB) for their review and approval. Preliminary discussion with VONB and Northfield TWP are going well. RHMG prepared and updated cost to the project to include 20% construction cost contingency is \$179,354 for the connection.

**7b. Sewer Billing Rate**

Engineer Tech Cheryl Thompson, reported that the District has been under billing the District's customers since 2018. The sewer rate was entered incorrectly into the Locis billing software, which resulted in underbilling. Discussion ensued and the consensus was not change the sewer rate at this time. The District instructed Engineering Tech Cheryl Thompson to notify the District on a regular basis when funds are owed to the account holder at time of closing the account so a refund check can be mailed.

**8. Attorney's Report**

8a. Attorney Patt reported that the litigation related to the tax rebate issues is moving very slowly court hearing at the end of the month of January 27<sup>th</sup>. Attorney Patt has been communicating with State Attorney's office to try to resolve this issue.

**9. Manager's Report – No report**

**10. Trustee's Report**

**10a. Unclaimed Property**

Acting President DUTACK reported that the District may owe unclaimed funds to account holders that no longer reside in the District. District records show that there are several accounts that have a balance that may be owed to the account holder. Discussion ensued how best to move forward with the funds that are owed to account holders. The consensus is to send a letter to the last known address to inform them of funds owed to them. If the district receives a replay, then mail the check to the account holder. If no replay, then forward funds to the State of Illinois Treasurer's Office.

10b. Acting President Dutack suggested that a Special Board meeting be scheduled to discuss and review the job descriptions and the clerk's position.

10c. Acting President Dutack read an announcement, written by Trustee Hansen, that Trustee Hansen will be resigning from her position as Glenbrook Sanitary District Trustee at the conclusion of the December 2, 2021 District meeting.

**11. Executive Session (If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes) – No need for executive session**

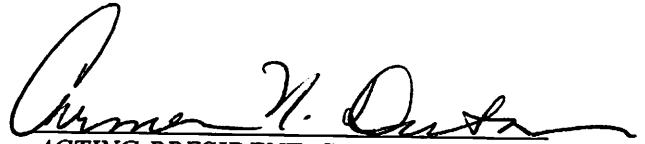
**12. Adjournment:**

There being no further business, the motion to adjourn the regular meeting was duly made by Acting President Dutack, seconded by Hansen, and unanimously approved

Roll Call Vote: Ayes: Trustee Partipilo, Trustee Hansen and Acting President Dutack. Nays: None

Meeting adjourned at 10:52 AM.

The next quarterly meeting will be held on Thursday, March 3, 2021, 9:30 AM at CenTrust Bank, 385 Waukegan Road, Northbrook.

  
ACTING PRESIDENT, Carmen Dutack

  
ACTING CLERK, Kenneth J Lopez