

GLENBROOK SANITARY DISTRICT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES December 21, 2023

The special meeting of the Board of Trustees of the Glenbrook Sanitary District was held on December 21, 2023, at 9:30 AM.

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

Daniela Partipilo	Trustee, President
Marcus Powell	Trustee
Ken Lopez	District Manager
Maria Martinez	Finance Manager (via phone)
Anastas Shkurti	Attorney
3. **Public Comments - **Please Sign In With the District Clerk To Speak****
There are no public comments including written comments.
4. **Finance Manager's Report** – It was agreed to move this item further down the agenda
5. **Approval of the Minutes**
 - 5a. **September 28, 2023 Special Board Meeting Minutes**
Trustee Powell moved to approve the September 28, 2023, Special Board Meeting Minutes as presented, seconded by President Partipilo.
Roll Call Vote: Ayes: President Partipilo and Trustee Powell. Nays: None, unanimously approved.
6. **Item for Separate Action**
 - 6a. **Approve Ordinance 163 Annual Tax Levy Ordinance for Corporate Purpose of the Glenbrook Sanitary District for FY Beginning July 1, 2023 and Ending June 30, 2024**
President Partipilo noted a scribe's error on the agenda for item #6a, the date should read "July 1, 2023 and Ending June 30, 2024". President Partipilo moved to approve Ordinance 163 for the Levying and Collection of Taxes for the GSD for FY Beginning July 1, 2023 and Ending June 30, 2024, in the amount of \$99,338.00, seconded by Trustee Powell.
Roll Call Vote: Ayes: Trustee Powell, and President Partipilo. Nays: None, unanimously approved
 - 6b. **Approve Resolution 2023-04 Establishing Regular Meeting Dates for Glenbrook Sanitary District**
Manager Lopez presented the 2024 GSD Qtr. Board Meeting Dates, and noted that the meeting location is at the Northbrook Public Library.
Trustee Powell moved to Approve Resolution 2023-04 Establishing the Regular Meeting Dates of GSD Board, seconded by President Partipilo.
Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None, unanimously approved
 - 6c. **Ratify Approval of Awarding Hydrant Replacement Project to Kloepfer Construction, Inc. in the amount of \$12,500 per Hydrant**
Trustee Powell moved to ratify awarding the hydrant replacement project to Kloepfer Construction, Inc. in the amount of \$12,500. Manager Lopez reported that only two hydrants were replaced.
Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None, unanimously approved.

6d. Ratify Approval of Payout Request #1 and Payout Request #2 for Visu-Sewer in the Aggregate amount of \$99,858.30

Trustee Powell moved to ratify the payout request #1 and payout request #2 to Visu-Sewer in the aggregate amount of \$99,858.30. Manager Lopez noted that payout request #1 was \$56,044.80 and payout request #2 was \$43,813.50.

Roll Call Vote: Ayes: President Partipilo and Trustee Powell. Nays: None, unanimously approved.

6e. Ratify Approval of Change Order #1 for Visu-Sewer in the Aggregate Amount of \$3,639.00

Trustee Powell moved to ratify change order #1 to Visu-Sewer as a credit aggregate amount of \$3,639.00.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None, unanimously approved.

6f. Approval to Eliminate Sewer Charges for Account # 0015510000

Manager Lopez reported at the last GSD's meeting that Account # 0015510000 (Picardy HOA) had requested that the District waive and suspend all sewer charges. At that time, the Board instructed staff to further investigate and verify that no water is entering the District's sewer system and report back before any decision is made. Manager Lopez reported that the District's Operation Superintendent met with Picardy HOA and the irrigation contractor. It was determined that the water service that is tied into their irrigation system does not tie into the GSD's sewer system. However, the Operation Superintendent noted that Picardy HOA has not been in compliant with the backflow prevention control program (RPZ). Therefore, it is the recommendation of GSD staff to eliminate the sewer charges on the condition that Picardy HOA must annually provide a RPZ test. After much discussion, it was the consensus of the Board to table this request until Picardy HOA has provided a RPZ test report at which time the Board will reconsider.

- 7. **Engineer's Report** – Manager Lopez presented GHA's monthly report for the month of November. No further questions from the Board.
- 8. **Attorney's Report** – Attorney Shkurti reported that the tax objection cases are being continued and nothing substantive has happened at this time. Attorney Shkurti indicated that Attorney Patt will continue to monitor and report back when necessary.
- 9. **Manager's Report** – Manager Lopez reported on the following items:
 - Emergency Interconnect Update – Manager Lopez mentioned that the District is waiting to hear back from the Village of Northbrook on who will own the water/sewer utilities. On a related note, the District has been in communication with the developer of Northbrook Court to state that the redevelopment area is within the GSD jurisdiction and as such any sewer permitting will go through GSD.
 - 2024 Highland Park Rate Increase – Manager Lopez reported that Highland Park will increase their water rates (January 2024) by 9.5% to \$3.721 per 100 CF.
 - Board Appointment Update – Manager Lopez reported that the Cook County Board did not take action to make the appointment and failed to place the appointment on the agenda in October, November, and December. GSD will follow up with Cook County.

4. Finance Manager's Report – Via Phone

4a. Ratified of Bills for Payment for Period August 1, 2023 to November 30, 2023

Trustee Powell moved to ratify the Cash Disbursements Journals for May 1,2023 to July 31, 2023 in the amount of \$273,208.88, seconded by President Partipilo.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None, unanimously approved

4b. Financial Reports as of November 30, 2023

President Partipilo questioned the balance sheet for the general fund; there is an inter-fund balance which takes it negative. Finance Manager Martinez indicated that she will follow up on that item. Finance Manager noted that the inter-fund balance numbers come from last year's audit. President Partipilo inquired if funds should be transferred and added to the CD that is about to expire.

Trustee Powell moved to approve the Financial Reports as of August 1, 2023 to November 30, 2023, seconded by President Partipilo.

Roll Call Vote: Ayes: President Partipilo, and Trustee Powell. Nays: None, unanimously approved.

4b. 2022-2023 Annual Complied Financial Statement Update/Extension

Finance Manger indicated that GSD will need to file an extension with the State Comptroller's Office since there are still some outstanding issues with the financial statements.

10. Trustee's Report – Nothing to report

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

12. Adjournment:

There being no further business, the motion to adjourn the regular meeting was duly made by Trustee Powell, seconded by President Partipilo.

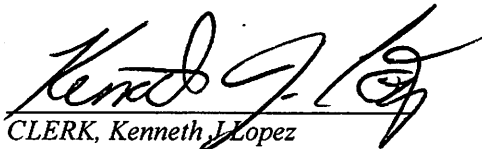
Roll Call Vote: Ayes: Trustee Powell and President Partipilo. Nays: None

Meeting adjourned at 10:36 AM, unanimously approved.

The next quarterly meeting will be held on Thursday, March 14, 2024, time to be determined at a later date, at the Northbrook Public Library, 1201 Cedar Lane, Northbrook.



Daniela Partipilo
PRESIDENT, Daniela Partipilo



Kenneth J. Lopez
CLERK, Kenneth J. Lopez