

GLENBROOK SANITARY DISTRICT

MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES March 4, 2021

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on March 4, 2021, at 9:30 AM. Due to the COVID-19 pandemic, the quarterly meeting was held via a video/teleconference call.

1. Acting President DUTACK called the **Meeting to Order** at 9:33AM.

2. Upon the **Roll being Called**, the following answered present:

CARMEN DUTACK	Trustee, Acting President
BEVERLY HANSEN	Trustee
DANIELA PARTIPILO	Trustee
DENISE YOUNG	Treasurer
KENNETH LOPEZ	Manager
ERIC PATT	Attorney
CHERYL THOMPSON	Eng Tech, James Anderson Company
TIMA AZIMOVA	Clerk

KEN SMITH (Guest)	President of GCPOA @1802 Walnut Circle
BEN METZLER	Senior Civil 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. **December 3, 2020 Regular Board Meeting Minutes**

Trustee HANSEN moved to Approve the December 3, 2020, Quarterly Board Meeting Minutes, seconded by Acting President DUTACK, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN, Trustee PARTIPILO and Acting President DUTACK. Nays: None

4b. **December 17, 2020 Special Board Meeting Minutes**

Acting President DUTACK moved to Approve the December 17, 2020, Special Board Meeting Minutes, as amended, seconded by Trustee PARTIPILO, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN, Trustee PARTIPILO and Acting President DUTACK. Nays: None

The amendments are:

- typo in 5a: replace "Compiled..." to "Complied..."

- correction 6. Adjournment: replace "... seconded by Trustee GAETA" to "... seconded by Trustee HANSEN".

5. **Item for Separate Action**

5a. **Approve Quote for Workers Compensation Insurance**

- Manager LOPEZ indicated that it is time to renew the District's Insurance Policies for Workmen's Comp.

Trustee HANSEN moved to Approve the Insurance Policy through Technology Insurance Company, Inc., in the amount of \$777.00 with the expiration date of 3/10/2022, seconded by Trustee

PARTIPILO, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN, Trustee PARTIPILO and Acting President DUTACK. Nays: None

Noted: Trustee PORTIPILO had to leave the meeting at 9:55AM.

5b Approve RHMG Engineering Services Proposal – Fire Hydrant Replacement

- Manager LOPEZ requested RHMG to submit a Proposal for the Hydrant Replacement for the Board to review and consider.
- BEN METZLER, Senior Civil Engineer, RHMG presented a proposal to provide engineering services to the Glenbrook Sanitary District to prepare bid documents, administer bidding, and provide construction administration services for the subject project.
- RHMG proposed to perform the described engineering services on a time and material basis with a not-to-exceed fee limit of \$12,542.

Acting President DUTACK moved to accept the RHMG Engineering Proposal for Fire Hydrant Replacement, seconded by Trustee HANSEN, unanimously approved

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

5c. Approve RHMG Engineering Services Proposal – Village of Northbrook Watermain Interconnect

- Manager LOPEZ requested RHMG to submit a Proposal for the Emergency Phase 1 - Water Interconnect for the Board to review and consider.
- BEN METZLER, Senior Civil Engineer, RHMG presented a proposal to provide engineering services to assist the Glenbrook Sanitary District with construction of a secondary connection point for their water system with the Village of Northbrook.
- RHMG proposed to perform the described Phase 1 engineering services on a time and material basis with a not-to-exceed fee limit of \$10,842.

Acting President DUTACK moved to accept the RHMG Engineering Phase 1 Proposal for the Water Interconnect Project, seconded by Trustee HANSEN, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

5d. Approve RHMG Engineering Services Proposal – MWRD IICP Short Term Reporting & LTOMP/PSP Plan Development

- Manager LOPEZ requested RHMG to submit a proposal for providing engineering services to assist the GSD with complying with MWRD's Infiltration and Inflow Control Program short term reporting and protocols for continued operation and maintenance of the sanitary sewer system.
- RHMG proposed to perform the described engineering services on a time and material basis with a not-to-exceed fee limit of \$16,879.

Acting President DUTACK moved to Accept the RHMG Engineering Services Proposal for Assisting the GSD and complying with MWRD 's Infiltration and Inflow Control Program to create LTOMP/PSP Plan Development, seconded by Trustee HANSEN, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

6. Treasurer's Reports

6a. Ratified of Bills for Payment for Period November 1, 2020 to January 31, 2021

Acting President DUTACK moved to Approve the Cash Disbursements Journals for November 2020, December 2020, January 2021, as presented, seconded by Trustee HANSEN unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

6b. Financial Reports as of January 31, 2021

Acting President DUTACK moved to Approve the Financial Reports as of January 31, 2021, seconded by Trustee HANSEN, unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

7. Engineer's Report

7a. Discussion of January 2021 Water/Sewer Billing

- Engineer Tech THOMPSON informed that approximately 160 accounts had unusual water bill usage in January 2021. After investigation, it was discovered that the billing software billed in October 2020 for only 1 monthly usage, August 2020, and water billed in January 2021 included water usage for September - January, 5 months rather than usual 3 months. Overall, the usage amounts are correct.
- Engineer Tech THOMPSON will need to adjust some accounts because certain customers should have gotten a standard minimum bill but instead received a bill based on usage over a 5-month period, thus putting them over the 13,000 gal. min. usage.
- Manager LOPEZ will start monitoring the usage by reviewing bills in software interface Locus to minimise billing errors.
- Manager LOPEZ suggested to review the GSD Billing Cycle and possibly change it to monthly, bimonthly or remain quarterly.

8. Attorney's Report - Nothing to report

9. Manager's Report

9a. Microsoft 365 Business

Manager LOPEZ informed that Microsoft Office 365 Business is up and running. If GSD Board Trustees would like to use it, they need to ask Manager LOPEZ to activate email accounts for the assistance with storing files in Clouds.

10. Trustee's Report

- Contingency Plan in case people are no longer on board

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

12. Adjournment:

There being no further business, the motion to adjourn the regular meeting was duly made by Trustee Acting President DUTACK, seconded by HANSEN, and unanimously approved.

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

Meeting adjourned at 10:35 AM.

The next Board Meeting will be held on Thursday, June 3, 2021, 10AM via a Teleconference Call.



CLERK, Tima Azimova


ACTING PRESIDENT, Carmen Dutack