

GLENBROOK SANITARY DISTRICT FREEDOM OF INFORMATION ACT PACKET

The Illinois Freedom of Information Act (FOIA) allows the public access to records maintained by local government with certain limitations (5 ILCS 140). The Board of Trustees has designated Kenneth Lopez as the Freedom of Information Officer. It is the policy of the District that all requests under FOIA be emailed to info@gsd.illinois.gov or mailed to PO Box 504, Waukegan, IL 60079.

How to Obtain Information under the Freedom of Information Act:

1. All requests must be in writing. It is not necessary to complete the Freedom of Information Request form that is available on-line, however, all requests must be in writing and contain all pertinent information necessary to comply with FOIA. A request may be submitted via email or mail.
2. All non-commercial requests will be processed by the Glenbrook Sanitary District within five working days of the actual filing with the District. You must indicate on the request if the request is for a commercial purpose. In some instances, additional time may be needed to comply depending on the nature of the request. You will be notified in writing if a time extension is required.
3. Occasionally some information may be denied pursuant to FOIA. You will be notified in writing if information is denied. You may discuss the denial with the FOIA Officer. You may also appeal any denial to the Illinois Attorney General. The FOIA Officer or the Illinois Attorney General can assist you in explaining the appeal process. Contact information for the Illinois Attorney General is as follows:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Phone: 877-299-3642
Fax: 217-782-1396
Email: public/access@ilag.gov

4. You may request the information and the records available to the public in the following manner:
 - a. Use the attached FOIA Request Application
 - b. Your request should be directed to the FOIA Officer
 - c. You must indicate whether or not you have a “commercial purpose” in your request
 - d. You must specify the records to be disclosed for inspection or be copied. If you desire that any records, be certified, you must specify which ones
 - e. Agree to reimburse the District the actual costs for reproducing non-standard records and certifying (if requests) the records.

- f. The fee schedule is as follows:
 - i. The first fifty (50) pages of standard black-and-white copies are provided at no charge
 - ii. Additional black-and-white copies measuring 8.5" x 11" or 11" x 17" will be charged at a rate of \$0.15 per page
 - iii. Electronic records, when available, may be provided electronically to minimize copying costs
 - iv. Fees for oversized documents, color copies, or specialized reproduction services may be assessed as authorized by law
 - v. Payment, when required, must be received before records are released
5. **Note:** Glenbrook Sanitary District does not have a physical office where business is conducted. All District business is conducted via email or by calling 847-604-8280.

FREEDOM OF INFORMATION ACT RECORDS ON WEBSITE

Some District records are available on the District's website at www.gsd.illinois.gov, without the need for a formal FOIA request. These records include, but are not limited to:

- Board Meeting Agendas & Minutes
- Annual Budget & Appropriation Ordinances
- Annual Financial Statements
- Annual Consumer Confidence Report
- Annual District Tax Levy Requests
- Annual Water/Sewer Rate Adjustments

The District encourages residents and interested parties to review these materials before submitting a formal records request.

FREEDOM OF INFORMATION ACT RECORD INDEX

In addition to records on the website, the District holds other records. These records include, but not limited to:

- Agreements
- Certificates of Insurance
- Contracts
- Cook County
- Bids
- Finance
- Public Utilities
- State of Illinois Personnel Property Replacement Tax
- Freedom of Information Act Requests
- Ordinances & Resolutions
- Purchasing Records
- Risk Management/Insurance

- Inspection Reports
- Organizational charts
- Water/Sewer Permits
- Water/Sewer Rate Study

GLENBROOK SANITARY DISTRICT INFORMATION

The Glenbrook Sanitary District (GSD) is a unit of local government which was created under the Illinois Sanitary District Act of 1936 over 65 years ago for the purpose of Constructing and providing sanitary sewer service to the residents of the Glenbrook Countryside Subdivision.

In addition to providing sanitary service, the district also provides potable water for consumption. The water that you drink is Lake Michigan Water, which is provided by the City of Highland Park.

On the District's website you can check out everything you need to know about the District including billing/payment information, meeting agendas, permit information for new construction, and Freedom of Information requests. Explore and know what's happening in your District.

BOARD OF TRUSTEES

Members of the Glenbrook Sanitary District's three-member Board of Trustees are appointed for three-year terms of office by the Cook County Board. They govern the district on behalf of its residents.

Current Members of the Board

- Marcus Powell – President
- Jessica Essman - Trustee
- Chauncey Kingsbury – Trustee

BOARD MEETINGS DATES

The regular quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District for the calendar year 2026, will be held in the Civic Room of the Northbrook Public Library at 1201 Cedar Lane, Northbrook, Illinois at 9:30 AM on the following dates:

- Thursday, March 12, 2026
- Thursday, June 4, 2026
- Thursday, September 10, 2026
- Thursday, December 10, 2026

DISTRICT STAFF

Employees for the District are hired by the Board of Trustees and are responsible for the operation, maintenance, collection system and the stewardship of appropriated funds.

District Staff

- Kenneth Lopez – District Manager, District Clerk, and FOIA Officer
- Maria Martinez - Finance Manager

OFFICE HOURS

Glenbrook Sanitary District does not maintain an office; however, we can be reached by contacting us at (847) 604-8280 or via email at info@gsd.illinois.gov. **In case of an emergency, after normal business hours, please contact Jean Scher at (847) 363-3636.**