

GLENBROOK SANITARY DISTRICT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES June 1, 2023

The special meeting of the Board of Trustees of the Glenbrook Sanitary District was held on June 1, 2023, at 9:30 AM.

1. President Partipilo called the **Meeting to Order** at 9:30AM.

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
Eric Patt	Attorney
Jean Scher	Operations Superintendent, GHA

3. **Public Hearing: FY 2023-2024 Combined Annual Budget and Appropriation Ordinance**

President Partipilo moved to Open the Public Hearing, seconded by Trustee Powell, unanimously approved. Attorney Patt swore in Manager Lopez. Manager Lopez presented the FY 24 budget with changes and corrections to the Board and the general public. The changes and corrections included: increasing the sewer to \$5,000; changes in the wages/salaries per executive session; and changes to FICA/Medicare. Overall, the FY 2024 budget is showing a combine balance budget at year's end. The Sewer Fund Revenue is projected to be \$136,500 and the expenditures are \$136,500 leaving an anticipated balanced budget. The Water Fund Revenue is projected to be \$326,900 and the expenditures are \$326,900 leaving an anticipated balanced budget. As for capital improvement, we have budgeted \$192,300 for sewer lining, hydrant replacement, sampling point, and new commercial meters all as part of the District's capital improvement projects.

There were no further public comments or questions regarding the Combined Annual Budget.

Trustee Powell moved to Close the Public Hearing, seconded by President Partipilo, unanimously approved at 9:35AM.

4. **Public Comments - **Please Sign In With the District Clerk To Speak****

There are no public comments including written comments.

5. **Item for Separate Action**

5a. Approve the Combined Annual Budget and Appropriation Ordinance for FY Beginning July 1, 2023 and Ending June 30, 2024

Trustee Powell moved to approve Ordinance 161 Combined Annual Budget and Appropriation Ordinance for FY Beginning July 1, 2023 and Ending June 30, 2024 as presented, seconded by President Partipilo.

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

5b. Approve Ordinance 162 Establishing Revised Rates for Water and Sewer Services

Trustee Powell moved to approve Ordinance 161 Establishing Revised rates for Water and Sewer Services, seconded by President Partipilo, unanimously approved.

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

5c. Approve Resolution 2023-02 Authorizing the Opening of a New Bank Account

President Partipilo recommended that the District consolidate several of its bank accounts into one account at Charles Schwab Financial Services Bank. The District would be able to invest through Schwab, it would give the District more flexibility, and Schwab would have access to a lot of avenues for other investments. Currently the District utilizes 3 banks which makes it difficult at times to manage the District's finances.

Trustee Powell moved to approve Resolution 2023-02 authorizing the opening of a new bank account at Charles Schwab Financial Services, seconded by President Partipilo, unanimously approved.

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

5d. Approve Resolution 2023-03 Appointment of District Manager as District Clerk

Trustee Powell moved to approve Resolution 2023-03 the appointment of District Manager to District Clerk, seconded by President Partipilo, unanimously approved.

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

5e. Ratify Merit Adjustment for District Manager and Finance Manager

President Partipilo moved to ratify the merit adjustment for the District Manager and Finance Manager as noted in the recently approved budget for FY 23-24, seconded by Trustee Powell, unanimously approved.

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

5f. Approve Proposal from Gewalt Hamilton Associates for Hydrant Flushing/Valve Exercising

Trustee Powell moved to approve the proposal from GHA Ass. for Hydrant Flushing/Maintenance & Value Exercising in the aggregate amount of \$8,385, seconded by President Partipilo, unanimously approved.

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

5g. Approve Water Distribution System Leak Survey Contract with M.E. Simpson

President Partipilo moved to approve the water distribution system leak survey contract with M.E. Simpson in the amount of \$2,350, seconded by Trustee Powell, unanimously approved.

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

6. Treasurer's Reports

7a. Ratified of Bills for Payment for Period February 1, 2023 to April 30, 2023

Trustee Powell moved to ratify the Cash Disbursements Journals for November 1 2022 to January 31, 2023 in the amount of \$66,259.01, seconded by President Partipilo.

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

7b. Financial Reports as of January 31, 2023

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

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

7. Engineer's Report – Jean Scher presented GHA's monthly report for the monthly of April. No further questions from the Board.

8. Attorney's Report – Nothing to report.

9. Manager's Report – Manager Lopez reported on the following items:

- Board appointment update
- Replacement of commercial meters

- Installation of water testing sampling point
- Certain value repair/replacement

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.

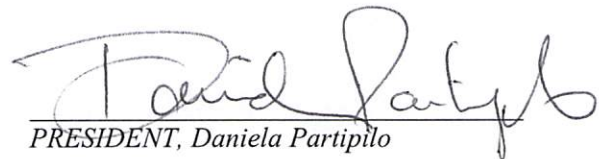
Roll Call Vote: Ayes: Trustee Powell and President Partipilo. Nays: None

Meeting adjourned at 11:14 AM, unanimously approved.

The next quarterly meeting will be held on Thursday, September 14, 2023, 9:30 AM at the Northbrook Public Library, 1201 Cedar Lane, Northbrook.



CLERK, Kenneth J. Lopez



PRESIDENT, Daniela Partipilo