

## GLENBROOK SANITARY DISTRICT

### MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES June 4, 2020

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on June 4, 2020, at 9:30 AM. Due to the COVID-19 pandemic, the quarterly meeting was held via a teleconference call.

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
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

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

- Guest SMITH wanted to thank Engineer THOMPSON for the effective management of water main breakage that happened on 4/27/2020.

4. **Approval of the Minutes**

4a. **March 5, 2020 Regular Board Meeting Minutes**

Acting President DUTACK moved to Approve the March 5, 2020, Quarterly Board Meeting Minutes, seconded by Trustee HANSEN, unanimously approved.

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

5. **Item for Separate Action**

5a. **Approve Engagement Letter for Auditing Services for Fiscal Year Ending June 31, 2020**

Trustee HANSEN moved to Approve an Engagement Letter for Auditing Services by Eder, Casella & Co. for FY Ending June 30, 2020 in the amount of \$6,125.00, seconded by Acting President DUTACK, unanimously approved.

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

5b. **Approve Insurance Quote for General Liability, Umbrella, Public Officials Liability and Employment Practices Liability Policy**

Acting President DUTACK moved to Approve the Insurance Quote, from Rosenthal Bros, for General Liability, Umbrella, Public Officials Liability and Employment Practices Liability Policy in the amount of \$8,555 with an expiration date of 9/1/21, seconded by Trustee HANSEN, unanimously approved.

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

**5c. Approve Authorization to Replace Five District Fire Hydrants 85-100K**

Acting President DUTACK moved to Authorize Manager LOPEZ and Engineer THOMPSON to work on Replacement of Needed Fire Hydrants within the District as identified in the M.E. Simpson Co., Hydrant Maintenance Report of 2020 and provide a quote to the Board, 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 February 1, 2020 to April 30, 2020**

Trustee HANSEN moved to Approve the Cash Disbursements Journals for February 2020, March 2020, April 2020, as presented, seconded by Acting President DUTACK unanimously approved.

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

**6b. Financial Reports as of April 30, 2020**

Acting President DUTACK moved to Approve the Financial Reports as of April 30, 2020, seconded by Trustee HANSEN, unanimously approved.

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

**7. Engineer's Report**

**7a. District Watermain Breaks**

- Engineer THOMPSON informed that the watermain breaks were repaired as fast as possible on 04/27/2020 including the restoration of pavements.

**8. Attorney's Report - Nothing to report**

**9. Manager's Report**

**9a. District Emergency Notification System**

Trustee HANSEN moved to Authorize Manager LOPEZ and Clerk AZIMOVA to work on establishing an Emergency Notification System and utilizing Dial My Calls as a mechanism to establish the District's notification system, seconded by Acting President DUTACK, unanimously approved.

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

**9b. District Board Appointment Update - Nothing to report**

**10. Trustee's Report**

- Acting President DUTACK asked clerk AZIMOVA to update GSD Contact / Directory List File with the latest names and contact details
- Acting President DUTACK asked if Manager LOPEZ can create Job Descriptions for each of the GSD Board Members
- Acting President DUTACK would like to discuss the following topics next meeting - Investment Policy and Water Usage Tier system.

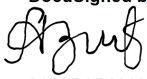
**11. Executive Session** *(If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes)* – No need for this session

**12. Adjournment:**

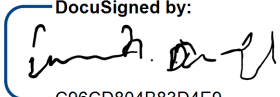
There being no further business, the motion to adjourn the regular meeting was duly made by Acting President DUTACK, seconded by Trustee HANSEN and unanimously approved.  
Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None.

Meeting adjourned at 10:17 AM.

The next quarterly meeting will be held on Thursday, September 3, 2020, 9:30 AM at CenTrust Bank, 385 Waukegan Road, Northbrook or via a Teleconference Call.

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*CLERK, Tima Azimova*

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*ACTING PRESIDENT, Carmen Dutack*