

GLENBROOK SANITARY DISTRICT

MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES September 2, 2021

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on September 2, 2021, at 9:30 AM.

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

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	Engineer Tech, James Anderson Company
BEN METZLER	Engineer, RHMG

KEN SMITH (Guest) Resident @1802 Walnut Circle

3. **Public Hearing: FY 2021-2022 Combined Annual Budget and Appropriation Ordinance**

Acting President DUTACK moved to Open the Public Hearing, seconded by Trustee HANSEN, unanimously approved. There are no public comments or questions regarding the Combined Annual Budget. Trustee PARTIPILO had several questions regarding the budget and MANAGER LOPEZ responded to the questions.

Acting President DUTACK moved to Close the Public Hearing, seconded by Trustee HANSEN, unanimously approved

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

There are no public comments including written comments

5. **Approval of the Minutes**

5a. **June 3, 2021 Regular Board Meeting Minutes**

Acting President DUTACK moved to Approve the June 3, 2021, Quarterly Board Meeting Minutes, seconded by Trustee HANSEN, unanimously approved

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

6. **Item for Separate Action**

6a. **Approve the Combined Annual Budget and Appropriation Ordinance for Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022**

Acting President DUTACK moved to Approve the Ordinance NO.156 the Combined Annual Budget and Appropriation Ordinance for Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, seconded by Trustee HANSEN, Motion was approved

Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: Trustee PARTIPILO

6b. Approve Ratification of Insurance Quote for General Liability, Umbrella, Public Officials Liability and Employment Practices Liability Policy

Acting President DUTACK moved to approve the ratification of the Insurance Quote, from Rosenthal Bros, for General Liability, Umbrella, Public Officials Liability and Employment Practices Liability Policy in the amount of \$8,883 with an expiration date of 9/01/22, seconded by Trustee PARTIPILO, unanimously approved

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

6c. Approve Ratification of Engagement Letter for Auditing Services for Fiscal Year Ending June 31, 2020, 2022, and 2023

Acting President HANSEN moved to approve the ratification of the Engagement Letter for Auditing Services for Fiscal Year Ending June 31, 2020, 2022, seconded by Trustee DUTACK, unanimously approved

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

6d. Approve Professional Services Contract with James Anderson Company for Two Years

Trustee HANSEN moved to approve the Professional Services Contract with James Anderson Company for two years, seconded by Acting President DUTACK. Trustee PARTIPILO had several questions that were answered and addressed by the James Anderson Tech, unanimously approved

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

6e. Approve Pay Request #1 and Change Orders 1, 2, & 3 from Canyon Contracting

Acting President DUTACK moved to approve Pay Request #1 and Change Orders 1, and 2 from Canyon Contracting in the amount of \$43,293.00, seconded by Trustee PARTIPILO, unanimously approved. Manager Lopez was given the direction to investigate and provide addition information to the Board regarding Change Order #3. Upon satisfactory determination, Manager LOPEZ may proceed to pay the Change Order #3 and ratify Change Order #3/payment at our next mtg.

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

6f. Approve Pay Request from Dukes Root Control, LLC

Manager LOPEZ indicated that the District has not received any of the deliverables from Dukes and recommends that the District Board take no action at this time.

7. Treasurer's Reports

7a. Ratified of Bills for Payment for Period May 1, 2021 to July 31, 2021

Acting President DUTACK moved to ratify the Cash Disbursements Journals for May 2021, June 2021, July 2021, as presented, seconded by Trustee HANSEN unanimously approved. Trustee PARTIPILO would like to see Budget to YTD Actuals. Also, Treasurer YOUNG will provide read only access to QuickBooks to the Manager and Trustee PARTIPILO, if they request it.

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

7b. Financial Reports as of July 31, 2021

Trustee PARTIPILO moved to Approve the Financial Reports as of July 31, 2021, seconded by Acting President DUTACK, unanimously approved

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

8. Engineer's Report

8a. Hydrant Replacement

- Engineer Tech Thompson informed the Board that the District that the bolts on the District hydrants are likely deteriorating. Therefore, future hydrants will need to be replaced as well. Trustee PARTIPILO suggested that a plan be developed for the future hydrant replacements.

8b. Update on of Emergency Connection Point

- Engineer METZLER provided an update to the Board on the progress on the emergency connection point for the District. GSD plans to start the work in summer 2021.

8c. IDNR Announcement of Lake Michigan Water Allocation

- Manager LOPEZ informed the Board that the District was informed by IDNR that they will alter the District's Lake Michigan Water Allocation from 0.140 MGD to 0.120 MGD. Manager LOPEZ and Engineer METZLER will keep the Board posted as developments occur.

9. Attorney's Report - Nothing to report

10. Manager's Report

10a. Water Distribution System Leak Survey Report

- Manager LOPEZ informed the Board that the results of the leak survey reported that there were two leaks within the District. One residential leak and the other along Lake/Cook Road. Manager LOPEZ will be working with Engineer METZLER to repair the Lake/Cook leak ASAP. Manager LOPEZ and Engineer METZLER will keep the Board posted as developments occur.

10b. Water Customer 2020 Annual Meeting

- City of Highland Park conducted their annual meeting and they will be proposing a 11.69% water increase in January 2022. Manager LOPEZ will be preparing an ordinance for consideration in December to increase the District's water rates as a result of Highland Park's increase.

10c. Consider Conducting Water Rate Study

- Manager LOPEZ suggested that the District consider conducting a water rate study. The Board requested the Manager to solicit three quotes and present them at our next Board meeting for consideration.

11. Trustee's Report

- Acting President DUTACK indicated that she did notice at the Highland Park annual meeting that there will likely be a new federal requirement called the Lead Service Line Replacement Act that water providers will have to adhere too.
- Acting President DUTACK would like to discuss the idea of scheduling a workshop meeting for the Board.

11. Executive Session *(If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes) –*

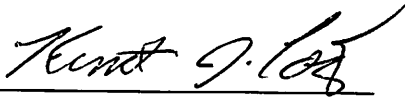
11a. Acting President DUTACK requested to go into executive session for the purpose of discussing the appointment, employment, compensation, discipline, and performance or dismissal of specific employees of the District.

13. Adjournment:

There being no further business of the regularly scheduled Board meeting, Acting President DUTACK moved to go into executive session for the purpose of discussing the appointment, employment, compensation, discipline, and performance or dismissal of specific employees of the District, seconded by Trustee PARTIPILO, unanimously approved at 11:15am.

Meeting adjourned at 11:15 AM.

The next quarterly meeting will be held on Thursday, December 2, 2021, 9:30 AM at CenTrust Bank, 385 Waukegan Road, Northbrook.



ACTING CLERK, Kenneth Lopez



ACTING PRESIDENT, Carmen Dutack