

GLENBROOK SANITARY DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES December 11, 2025

The regular meeting of the Board of Trustees of the Glenbrook Sanitary District was held on December 11, 2025, at 9:30 AM.

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

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

Marcus Powell	Trustee, President
Jessie Essman	Trustee, via Teams
Chauncey Kingsbury	Trustee
Ken Lopez	District Manager
Maria Martinez	Finance Manager
Eric Patt	District Attorney
Jean Scher	Operation Superintendent, GHA
Michael Grinnell	Director of Public Works Operations, GHA
Martha Trotter	Principal, Sikich, via Teams

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. September 4, 2025 Board Meeting Minutes

Trustee Essman moved to approve the September 4, 2025, Board Meeting Minutes as presented, seconded by Trustee Kingsbury.

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

Unanimously approved.

5. **Items for Separate Action**

5a. Approve Compiled Financial Statements for the Year Ending June 30, 2025

Manager Lopez introduced Martha Trotter, Principal for Sikich who presented the annual financial statements for fiscal year ending 2025. Ms. Trotter provided an overview of the compiled financial statements to include statement of net position, statement of activities, business activities, District's balance sheet, statement of revenues and expenditures, proprietary statements, transfers from one fund to another, review of notes to the financial statements and budget vs. actuals. Trustee Essman inquired on the transfers of funds from Capital to Water. Being no further questions, President Powell thanked Ms. Trotter for her work and presentation of the annual compiled financial statements. President Powell moved to approve the Annual Financial Statements for fiscal year ending 2025 as presented, seconded by Trustee Kingsbury.

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

5b. Approve Ordinance 170 Annual Tax Levy Ordinance for Corporate Purpose of the Glenbrook Sanitary District for FY Beginning July 1, 2025 and Ending June 30, 2026.

President Powell moved to approve Ordinance 170 for the Levying and Collection of Taxes for GSD for FY Beginning July 1, 2025, and Ending June 30, 2026, in the amount of \$105,693.00, seconded by Trustee Kingsbury.

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

5c. Approve Resolution 2025-04 Establishing Regular Meeting Dates for Glenbrook Sanitary District

Manager Lopez presented the 2026 GSD Qtr. Board Meeting Dates and noted that the meeting location will be at the Northbrook Public Library. Trustee Essman inquired on the proposed quarterly meeting date of September 3, 2026. The Board discussed the need to change the September 3rd meeting date to September 10th, 2026. President Powell moved to Approve Resolution 2025-04 Establishing the Regular Meeting Dates of GSD Board as amended to change item "2c" on Resolution 2025-04 to September 10, 2026, seconded by Trustee Kingsbury.

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

5c. Approve Proposal for Professional Civil Engineering Services with Gewalt Hamilton Associates, Inc. for Lead Service Replacement Project

Manager Lopez introduced Michael Grinnell, Director of Public Works Operations for GHA, who presented a proposal for GHA to provide engineering services for the replacement of four lead water service lines within the Glenbrook Sanitary District. The project will remove and replace these lines to ensure full compliance with the Illinois Lead Service Line Replacement and Notification Act (Public Act 1020613) and to protect public health by eliminating potential sources of lead contamination in the drinking water system. GHA's proposed fee for professional engineering services for the Lead Service Replacement Project is \$24,800. After discussion and questions, the Board agreed to proceed with the proposal and engage GHA to provide the engineering services. GHA to begin coordinating outreach to the four residents affected. President Powell moved to approve the proposal for professional civil engineering service with Gewalt Hamilton Associates, Inc. for the Lead Service Replacement Project, seconded by Trustee Kingsbury.

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

6. Treasurer's Reports

6a. Ratified of Bills for Payment for Period August 1, 2025 to October 31, 2025

Finance Manager Martinez presented the bills in the amount of \$98,316.90 for ratification. President Powell moved to ratify the Cash Disbursements Journals for August 1, 2025, to October 31, 2025, in the amount of \$98,316.90, seconded by Trustee Kingsbury.

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

6b. Financial Reports as of October 31, 2025

Finance Manager Martinez reviewed the Financial Reports as of October 31, 2025. President Powell moved to approve the Financial Reports as of October 31, 2025, seconded by Trustee Kingsbury.

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

7. Engineer's Report

7a. GHA Monthly Report

Jean Scher presented GHA's monthly report for the months of September, October, and November 2025. No further questions from the Board.

7b. Cellular Endpoint Replacement Update

Mr. Scher reported to the Board that only 49 homes remain to have their cellular endpoints installed. The endpoints already in place are successfully transmitting data to both the Beacon software and the Locis utility billing system. With these installations, the District can now monitor water usage in 15-minute intervals. Once all replacements are complete, the EyeOnWater software will be made available to residents. President Powell requested that staff forward the EyeOnWater software and accompanying instructions to the Board so members can become familiar with its features.

7c. Lead/Copper Sampling Update

Mr. Scher reported to the Board that the District still has two lead/copper samples exceeding the 15 parts-per-billion threshold. The mitigation assistance from Highland Park is helping; however, additional find-and-fix methods will need to be implemented for the two locations that remain above acceptable levels. Mr. Scher is also awaiting test results from one remaining sample site. There were no further questions from the Board.

7d. Leak Survey Report

Mr. Scher informed the Board that GHA has completed a District-wide leak survey and identified one small running leak located beneath a resident's driveway. The District has made several attempts to contact the homeowner, but the owner has not responded to the District Manager's communications. After discussion, the Board directed staff to provide the resident 60 days to respond to the Manager regarding how they wish to address the leak. If no response is received within that timeframe, the District will proceed with the repair.

8. Attorney's Report – Attorney Patt reported that the computer issue at the Cook County Treasurer's Office has been resolved. As a result, a status hearing on the Tax Obligation lawsuit is scheduled for today, December 11, 2025. Attorney Patt stated that he will continue to monitor the matter and update the Board as developments occur. There was nothing further to report.

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

9a District Manager Search Process

Manager Lopez presented a memorandum outlining a proposed approach for the District Manager hiring process and initiating discussion on key decisions required before the search begins. He emphasized the importance of establishing a clear and structured process to ensure efficiency, transparency, and alignment with organizational goals. Several preliminary decisions must be made to lay the foundation for a successful search, including:

- Search Method
- Job Description Review
- Job Posting
- Timeline

Following further discussion, the Board agreed to review the existing job description, make any necessary revisions, and then forward the updated job description along with a copy of the District's budget to an agency that may assist with the search process, with the goal of obtaining a proposal for professional services.

9b 2026 Highland Park Rate Increase

Manager Lopez reported that the District received an office notice from Highland Park stating that they will increase their water rates (January 2026) by 3.5% to \$3.986 per 100 CF.

9c Locis Customer Portal Presentation

Manager Lopez presented and demonstrated the Locis Utility Customer Portal, which recently went live for all water and sewer account holders. The portal provides users with access to basic account information. Manager Lopez will forward the portal link to the Board so members can access and explore the system themselves.

10. Trustee's Report –Nothing to report.

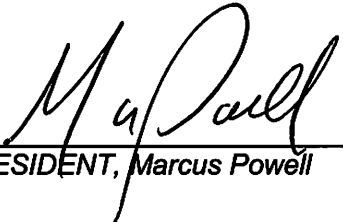
11. Executive Session (*If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes*) – No executive session held

12. Adjournment:

There being no further business, the motion to adjourn the regularly scheduled meeting was duly made by President Powell, seconded by Trustee Kingsbury.

Unanimously approved. Meeting adjourned at 11:23 A.M.

The next meeting will be held on Thursday, March 12, 2026, at 9:30AM, at the Northbrook Public Library, 1201 Cedar Lane, Northbrook, for a Budget Workshop.



PRESIDENT, Marcus Powell



CLERK, Kenneth J Lopez