

GLENBROOK SANITARY DISTRICT

MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES December 3, 2020

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on December 3, 2020, at 9:30 AM. Due to the COVID-19 pandemic, the quarterly meeting was held via a video/teleconference call.

1. Acting President DUTACK called the **Meeting to Order** at 9:32AM.

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
SCOTT ANDERSON	Engineer, James Anderson Company
TIMA AZIMOVA	Clerk
DANIELA PARTIPILO	Trustee (unofficial)
KEN SMITH (Guest)	President of GCPOA @1802 Walnut Circle

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 3, 2020 Regular Board Meeting Minutes**

Acting President DUTACK moved to Approve the June 4, 2020, Quarterly Board Meeting Minutes, as amended (The correction is to complete a sentence on page 2 (8a)), 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 Annual Tax Levy Ordinance for Corporate Purpose of the Glenbrook Sanitary District for FY Beginning July 1, 2020 and Ending June 30, 2021**

Acting President DUTACK moved to Approve Ordinance 155 for the Levying and Collection of Taxes for the GSD for FY Beginning July 1, 2020 and Ending June 30, 2021, in the amount of \$88,953.00, seconded by Trustee HANSEN, unanimously approved

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

5b. **Approve Resolution Establishing Regular Meeting Dates for Glenbrook Sanitary District**

Proposed 2021 GSD Qtr. Board Meetings Dates:

- 1st Thursday in Mar (03/04)
- 1st Thursday in Jun (06/03)
- 1st Thursday in Sep (09/02)
- 1st Thursday in Dec (12/02)

Trustee DUTACK moved to Approve RESOLUTION 2020-01 Establishing the Regular Meeting Dates of GSD 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 August 1, 2020 to October 31, 2020

Acting President DUTACK moved to Approve the Cash Disbursements Journals for August 2020, September 2020, October 2020, as presented, seconded by Trustee HANSEN unanimously approved

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

6b. Financial Reports as of October 31, 2020

Acting President DUTACK moved to Approve the Financial Reports as of October 31, 2020, seconded by Trustee HANSEN, unanimously approved

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

7. Engineer's Report

7a. Hydrant Replacement Project Update

Engineer ANDERSON informed that 95% of the Fire Hydrant Specification is completed. Then it will be sent to contractors for a bid once reviewed by Manager LOPEZ and Attorney PATT.

7b. Proposal for Engineering Services - Emergency Inter-Connection Point

Engineer ANDERSON will provide to the Board an Engineering Scope of Services for Emergency Connection Point. GSD plans to start the work in summer 2021.

8. Attorney's Report - Nothing to report

9. Manager's Report

9a. Board Appointment

DANIELA PARTIPILO was unofficially appointed by Cook County as SAL GAETA's replacement. Currently waiting for a final confirmation for the appointment.

9b. June 2020 Annual Complied Financial Statements

Manager LOPEZ recommended to schedule a Special Board Meeting on Dec 17, 2020, to discuss the Approval of the District's Annual Financial Statements for the year ending June 30, 2020.

9c. Highland Park 2021 Water Rate Notice

Manager LOPEZ informed that the water rates by City of Highland Park will not change/ increase in 2021. Therefore, Manager LOPEZ suggested the GSD not increase the water rate.

9d. Microsoft 365 Business

Manager LOPEZ suggested to move to MS 365 Business where the users would have MS Outlook, MS Word, MS Excel, MS Power Point and also the access to OneDrive (1TB cloud storage per user). Acting President DUTACK moved to Approve in proceeding with Microsoft 365 Business, seconded by Trustee HANSEN, unanimously approved

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

10. Trustee's Report

- Contingency Plan in case people are no longer on board

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

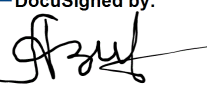
12. Adjournment:

There being no further business, the motion to adjourn the regular meeting was duly made by Trustee Acting President DUTACK, seconded by HANSEN, and unanimously approved

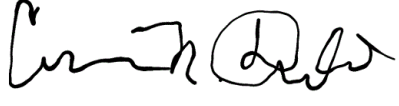
Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

Meeting adjourned at 10:18 AM.

The next Special Meeting will be held on Thursday, December 17, 2021, 10AM via a Teleconference Call.

DocuSigned by:

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CLERK, Tima Azimova

DocuSigned by:


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ACTING PRESIDENT, Carmen Dutack