

# GLENBROOK SANITARY DISTRICT

## MINUTES OF THE QUARTERLY MEETING OF THE BOARD OF TRUSTEES December 1, 2022

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on December 1, 2022, 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 (Remote Attendance)
Carmen Dutack	Trustee
Marcus Powell	Trustee
Ken Lopez	District Manager
Denise Young	Treasurer
Eric Patt	Attorney
Cheryl Thompson	Engineer Tech, James Anderson Company

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 1, 2022 Regular Board Meeting Minutes**

President Partipilo moved to approve the September 1, 2022, Quarterly Board Meeting Minutes as amended, seconded by Trustee Dutack. President Partipilo noted a misspelling of her name under item #2 on the minutes, and Manager Lopez noted a scribe's error under item #13 on the minutes and asked to remove the word "Acting" from Trustee Dutack's name.

Voice Vote: Ayes: All approved. Nays: None, unanimously approved.

5. **Item for Separate Action**

**5a. Approve Annual Tax Levy Ordinance for Corporate Purpose of the Glenbrook Sanitary District for FY Beginning July 1, 2022 and Ending June 30, 2023**

President Partipilo noted a scribe's error on the agenda for item #5a, the date should read "July 1, 2022 and Ending June 30, 2023". Trustee Dutack moved to approve Ordinance 160 for the Levying and Collection of Taxes for the GSD for FY Beginning July 1, 2022 and Ending June 30, 2023, in the amount of \$94,698.00, seconded by Trustee Powell, unanimously approved

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

**5b. Approve June 2022 Annual Compiled Financial Statements**

President Partipilo noted a scribe's error on the agenda for item #5b, the date should read "June 2022". Manager Lopez reported the following:

- Overall, the District decreased its cash and cash equivalents by \$22,016 from the previous year
- Overall, the District's Net Assets increased by \$7,239 from the previous year
- Sewer Fund saw a \$60,496 net increase in fund balance for the year ending June 30, 2022
- Statement of Cash Flow for the Water Fund saw a negative Operating Income of \$52,084 for the year ending June 30, 2022

President Partipilo has several questions and comments regarding the compiled financial statements. They are as follows:

1. Have all adjusted entries been done in quick books and Locis and does it match the financial statements? President Partipilo would like to see this get done.
2. As for the accounts receivable on page 13, President Partipilo wanted to know if these are outstanding bill payments as of the date June 30<sup>th</sup>. The compiled financial statements show \$10,612 for sewer and \$42,446 for water for a total \$ 53,058. President wanted to know if this represented the true receivables? Were these billed outstanding receivables as of June 30<sup>th</sup>? Are these accounts still outstanding?
3. PPRT on page 17 does not belong in water. Have the auditors change this.
4. Make sure that the adjusting journal entries are done.
5. A trial balance should be produced and reviewed against the audit/auditor trial balance.

Trustee Dutack moved to approve the Annual Financial Statements for Fiscal Year ending 2021-2022 as amended, seconded by Trustee Powell, unanimously approved.

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

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

Manager Lopez presented the 2023 GSD Qtr. Board Meeting Dates, and noted that the meeting location is changed to the Northbrook Public Library rather than Centrust Bank.

Trustee Dutack moved to Approve Resolution 2022-02 Establishing the Regular Meeting Dates of GSD Board, seconded by Trustee Powell, unanimously approved.

#### **5d. Ratify Approval of Pay Request #1 & #2 for Kloefer Construction Inc.**

President Partipilo moved to ratify approval of pay request #1 & #2 from Kloefer Construction Inc. in the amount of \$17,125.00 for sanitary manhole adjustments, seconded by Trustee Dutack, unanimously approved.

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

#### **5e. Approve Final Pay Request for Chicagoland Trenchless Rehabilitation**

Trustee Dutack moved to approve final pay request from Chicagoland Trenchless Rehabilitation in the amount of \$27,613.24 for sanitary sewer televising and cleaning, seconded by President Partipilo, unanimously approved.

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

#### **5f. Approve James Anderson Company's Schedule of Rates as of September 1, 2022**

Manager Lopez presented James Anderson's revised schedule of rates as of September 1, 2022. The District will see a 9.26% increase in the hourly rate. The new hourly rate will be \$95.00, an increase of \$8.05 (9.26%) per hour. The last time the rate was increased was in 2020. After much discussion, President Partipilo requested James Anderson present a new hourly rate for just the utility billing services, and requested that James Anderson discontinue processing utility billing payments while transferring duties of processing payments to the District Treasurer.

Trustee Powell moved to continue item 5f of the agenda to March 9, 2023, unanimously approved.

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

#### **5e. Approve Hiring Independent Contractors for Administrative and Financial Services**

President Partipilo and Manager Lopez discussed changing current employment status of staff to independent contractors. Following further discussion from the Board and staff on the Pros & Cons of changing employment status of staff, Attorney Patt mentioned that this item is not a formal matter on the agenda, but rather an item for discussion at the Board level and it requires additional discussion and information. Therefore, Attorney Patt recommends to have the Trustees provide Manager Lopez

with whatever questions they have or information they need via email and follow-up with a Special Meeting in Executive Session. Therefore, there will be no action taken regarding this item at this time.

**6. Treasurer’s Reports**

**6a. Ratified of Bills for Payment for Period August 1, 2022 to October 31, 2022**

Trustee Dutack moved to ratify the Cash Disbursements Journals for August 2022, October 2022, as presented, seconded by Trustee Powell.

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

**6b. Financial Reports as of October 31, 2022**

Trustee Dutack moved to approve the Financial Reports as of October 2022, seconded by President Partipilo.

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

**7. Engineer’s Report** – Engineer Tech Thompson mentioned 61 accounts have signed up for ACH direct debit and 197 accounts have signed up to receive E-bill via their email.

**8. Attorney’s Report** – Attorney Patt reported that a new judge has been assigned to the Tax Objection filing and a hearing is scheduled for December 1, 2022.

**9. Manager’s Report** – Manager Lopez mentioned that the ILEPA permit application has been submitted regarding the interconnect with the Village of Northbrook.

**10. Trustee’s Report**

President Partipilo requested an update on the Locis software implementation for account payable and general ledger. Treasurer Young indicated that the software implementation is not complete. President Partipilo asked that Manager Lopez and Treasurer Young follow-up with Locis and expedite the implementation. President Partipilo inquired if the Manager spoke with IT support about setting the share drive to store files. Manager indicated that he has not and will attempt to do so, before reaching out to IT support.

**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 Dutack, seconded by Trustee Powell.

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

Meeting adjourned at 11:25 AM, unanimously approved.

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

  
ACTING CLERK, Kenneth J. Lopez

  
PRESIDENT, Daniela Partipilo