

GLENBROOK SANITARY DISTRICT

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

The quarterly meeting of the Board of Trustees of the Glenbrook Sanitary District was held on September 3, 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
SCOTT ANDERSON	Engineer, James Anderson Company
TIMA AZIMOVA	Clerk

KEN SMITH (Guest) President of GCPOA @1802 Walnut Circle

3. **Public Hearing: FY 2020-2021 Combined Annual Budget and Appropriation Ordinance**

Acting President DUTACK moved to Open the Public Hearing, seconded by Trustee HANSEN, unanimously approved. There are no comments or questions regarding the Combined Annual Budget and Appropriation Ordinance from the public.

Acting President DUTACK moved to Closed 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 4, 2020 Regular Board Meeting Minutes**

Acting President DUTACK moved to Approve the June 4, 2020, Quarterly Board Meeting Minutes, seconded by Trustee HANSEN, unanimously approved

Roll Call Vote: Ayes: 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, 2020 and Ending June 30, 2021**

Acting President DUTACK moved to Approve the Ordinance NO.154 the Combined Annual Budget and Appropriation Ordinance for Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021, seconded by Trustee HANSEN, unanimously approved

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

6b. Approve Water Distribution System Leak Survey Contract with M.E. Simpson

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 9/01/21, seconded by Trustee HANSEN, unanimously approved

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

6c. Approve Proposal for Engineering Services for Hydrant Replacement

Acting President DUTACK moved to Authorize Manager LOPEZ and Engineer ANDERSON to go out for bid 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

7. Treasurer's Reports

7a. Ratified of Bills for Payment for Period May 1, 2020 to July 31, 2020

Acting President DUTACK moved to Approve the Cash Disbursements Journals for May 2020, June 2020, July 2020, as presented, seconded by Trustee HANSEN unanimously approved

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

7b. Financial Reports as of July 31, 2020

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

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

8. Engineer's Report

8a. August 5th Water Main Break

- Manager LOPEZ informed the Board that the District had no water service due to a water main break that was caused by a contractor that was digging along Lake Cook Road outside the District area. Since there is only one water connection point, the District was not able to provide potable water to the residents of Glenbrook Countryside Subdivision. Manager LOPEZ mentioned that last year, the IL EPA identified GSD needs to establish an Emergency Interconnect Point with another water source. Manager LOPEZ suggested that it would be appropriate that the District will look into getting an estimate from James Anderson Co for the Emergency Interconnect Point.

8b. Discussion of Emergency Connection Point

- Engineer ANDERSON will provide to the Board an Engineering Scope of Services for Emergency Connection Point within 30 days. GSD plans to start the work in summer 2021.

9. Attorney's Report - Nothing to report

10. Manager's Report

10a. Board Appointments – No Update

10b. Water Customer 2020 Annual Meeting

- City of Highland Park will be proposing to the Board No Water Increase in 2021 in September 2020 Board Meeting

10c. Discussion of Establishing Contingency Plan

- Manager LOPEZ suggested to create a document outlining everyone's responsibilities and if some responsibilities can be cross trained in case someone is unavailable
- Acting President DUTACK suggested to review a Contingency Plan yearly

11. Trustee's Report

- Acting President DUTACK asked clerk AZIMOVA to update a GSD Contact / Directory List File with the latest names and contact details
- Acting President DUTACK asked Manager LOPEZ to create Job Descriptions for each of the GSD Board Members

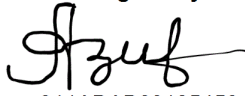
12. Executive Session (*If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes*) – No need for this session

13. Adjournment:

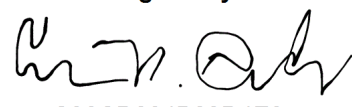
There being no further business, the motion to adjourn the regular meeting was duly made by Trustee HANSEN seconded by Acting President DUTACK, and unanimously approved
Roll Call Vote: Ayes: Trustee HANSEN and Acting President DUTACK. Nays: None

Meeting adjourned at 10:40 AM.

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

DocuSigned by:

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CLERK, Tima Azimova

DocuSigned by:

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ACTING PRESIDENT, Carmen Dutack