

# GLENBROOK SANITARY DISTRICT

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES September 5, 2024

The regular meeting of the Board of Trustees of the Glenbrook Sanitary District was held on September 5, 2024, at 9:30 AM.

1. President Pro Tem Powell called the **Meeting to Order** at 9:37AM.
2. Upon the **Roll being called**, the following answered present:

Marcus Powell	Trustee, President Pro Tem
Jessie Essman	Trustee
Ken Lopez	District Manager
Anastas Shkurti	Attorney, Arrived at 9:41AM
Jean Scher	Operation Superintendent, GHA
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. **June 6, 2024 Board Meeting Minutes**  
Trustee Essman moved to approve the June 6, 2024, Board Meeting Minutes as presented, seconded by President Pro Tem Powell.  
Roll Call Vote: Ayes: President Pro Tem Powell, and Trustee Essman. Nays: None, unanimously approved
  - 4b. **June 28, 2024 Special Board Meeting Minutes**  
Trustee Essman moved to approve the June 28, 2024, Special Board Meeting Minutes as presented, seconded by President Pro Tem Powell.  
Roll Call Vote: Ayes: President Pro Tem Powell, and Trustee Essman. Nays: None, unanimously approved
5. **Items for Separate Action**
  - 5a. **Approve Selection of District President**  
Manager Lopez reported that President Partipilo had submitted her resignation as Board President of Glenbrook Sanitary District and from the Board as of August 8, 2024. Trustee Essman moved to nominate Trustee Powell as Glenbrook Sanitary District Board President, seconded by President Pro Tem Powell.  
Roll Call Vote: Ayes: President Pro Tem Powell, and Trustee Essman. Nays: None, unanimously approved
  - 5b. **Approval of Insurance Quote for General Liability, Umbrella, Public Officials Liability and Employment Practices Liability Policy**  
President Pro Tem Powell 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 \$10,120 with an expiration date of 9/15/25, seconded by Trustee Essman.  
Roll Call Vote: Ayes: Trustee Essman, and President Pro Tem Powell. Nays: None, unanimously approved.

**5c. Approve Proposal from Mid-West Meters in the aggregate amount of \$16,470.00**

Manager Lopez reported that the District has seven (7) commercial accounts with meters have not been replaced for many years. Therefore, it is the recommendation of Manager Lopez to replace the commercial meters at this time. President Pro Tem Powell moved to approve the proposal from Mid-West Meters in the aggregate amount of \$16,470 for seven commercial meters, seconded by Trustee Essman.

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

**5d. Approve Proposal from HBK Water Meter Service, Inc. to install Commercial Water Meters**

Manager Lopez reported that the commercial water meters will need to be installed by a third party. As a result, Manager Lopez reached out to 2 vendors for installation and only HBK responded. Manager Lopez commented that HBK has experience with installing commercial water meters and comes recommended by Midwest Meter. HBK has submitted a proposal to install commercial meters in the amount of \$8,150.00. However, the estimate does not cover the expense should meter installation have to occur after business hours. Therefore, there could be additional cost of “price plus half” should the meters have to be installed after business hours. President Pro Tem Powell moved to approve the proposal from HBK Water Meter Service to install commercial water meters in the amount of \$8,150, and any costs for installing the commercial water meters after business hours (the difference) shall be at the expense of the commercial account holder, seconded by Trustee Essman.

Roll Call Vote: Ayes: Trustee Essman, and President Pro Tem Powell. None, unanimously approved.

**5e. Approve Resolution 2024-01 Authorizing Signatories for the Bank Accounts and Approved Depositories**

Manager Lopez mentioned that with the departure of Daniela Partipilo from the Board, the District will need to update the approved depositories for the District to include the following financial institutions: Charles Schwab; Northbrook Bank & Trust, Fifth Third Bank and The Illinois Funds. In addition, the Board wishes to update the authorized signatories to include the following: Marcus Powell, District President, Jessica A. Essman, Trustee, and Maria Martinez, Finance Manager. President Pro Tem Powell moved to approve Resolution 2024-01, authorizing signatories for the bank accounts and approved depositories, seconded by Trustee Essman.

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

**6. Treasurer’s Reports**

**6a. Ratified of Bills for Payment for Period May 1, 2024 to July 31, 2024**

Trustee Essman moved to ratify the Cash Disbursements Journals for May 1, 2024, to July 31, 2024, in the amount of \$126,670.44, seconded by President Pro Tem Powell.

Roll Call Vote: Ayes: President Pro Tem Powell, Trustee Essman. Nays: None, unanimously approved.

**6b. Financial Reports as of July 31, 2024**

After review of the Financial Reports, it was noted that on the agenda, there was a scrivener’s error showing the incorrect date. The date should be July 31, 2024. Trustee Essman moved to approve the Financial Reports as of July 31, 2024, seconded by Trustee Powell.

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

**7. Engineer's Report**

**8a. GHA Monthly Report**

Jean Scher presented GHA's monthly report for the month of August. Operation Superintendent Scher indicated that he has collected the Lead/Copper water samples for the ILEPA from six (6) sites. Mr. Scher also indicated that he is having issues with collecting Lead/Copper water samples from the remaining sites. Mr. Scher is working with the ILEPA to identify other sites to draw samples from. Mr. Scher will follow up with ILEPA and informed them that Trustee Powell will be the new Official Custodian for the District. Lastly, it was reported that hydrant flushing/flow testing and valve exercising will take place in the near future. No further questions from the Board.

**8. Attorney's Report** – Attorney Shkurti had nothing to report.

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

- 2024 Tax Levy Estimate – Manager Lopez reported that the District is required to file a Tax Levy Ordinance in December to be filed with Cook County by the last Tuesday of December 2024. Last year's approved levy was \$99,338. The allowable CPI for the "tax cap" this year is 3.4% according to the Illinois Department of Revenue. The Board requested that the tax levy for 2024 be \$102,715 which is an increase of \$3,377 (3.4%).
- 2025 Highland Park Rate Increase – Manager Lopez reported that Highland Park will increase their water rates (January 2025) by 3.5% to \$3,851 per 100 CF.
- 2025 GSD Meeting Schedule – Manager Lopez informed the Board that the 2025 meeting schedule will be approved in December. Should the Board wish to make changes to the meeting schedule, Manager Lopez requested the Board inform him.
- Board Appointment Update – Manager Lopez reported that three (3) individuals have submitted an application to the Cook County Board. No action was taken during the month of August, since the County Board did not have any meetings.
- Emergency Interconnect Update – Manager Lopez indicated the redevelopment approval process of Northbrook Court with the Village of Northbrook (VONB) is moving very slowly. There appears to be outstanding issues between VONB and the developer regarding the redevelopment plans.
- Highland Park Master Meter Replacement – Manager Lopez reported that the District is working with Highland Park to replace the master meter. The viable option to replace the master meter without causing loss of water service to the entire District would be to establish a hydrant-to-hydrant connection. Unfortunately, the VONB declined to assist the District with this option. GHA and staff will investigate other options.

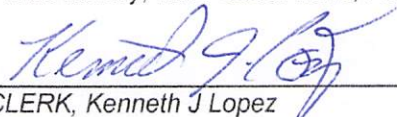
**10. Trustee's Report** – Nothing to report

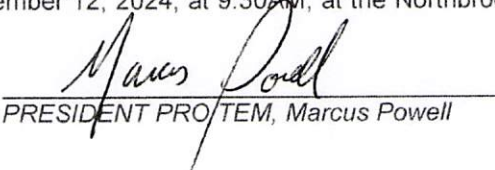
**11. Executive Session** (*If required for Land Acquisition, Threatened/Imminent Litigation, Personnel, or Review of Executive Session Minutes*) – No executive session held

**12. Adjournment:**

There being no further business, the motion to adjourn the regular scheduled meeting was duly made by Trustee Essman, seconded by President Pro Tem Powell.  
Unanimously approved. Meeting adjourned at 11:13 AM.

The next quarterly meeting will be held on Thursday, December 12, 2024, at 9:30AM, at the Northbrook Public Library, 1201 Cedar Lane, Northbrook.

  
CLERK, Kenneth J Lopez

  
PRESIDENT PRO TEM, Marcus Powell