

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY JUNE 2, 2015 AT 3633 WEST LAKE AVENUE  
GLENVIEW, ILLINOIS

**1. ROLL CALL**

The meeting was called to order at 5:00 p.m. by President Beutelspacher of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present.

ALEX BOTVINNIK

ALAN BEUTELSPACHER

Also present were Attorney David Arena, District Superintendent Frank Ness, Accountant Mike Lockett, Administrator Wanda Reid, and Engineer Dave Gewalt.

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the May 5, 2015 regular meeting. Motion passed with all "AYES".

**3. MATTERS TO BE PRESENTED BY THE PUBLIC**

None

**4. UNFINISHED BUSINESS**

**A. ORDINANCE 50 PROJECTS**

**1. Job-07-G, Glenstar Properties LLC (Update)**

Engineer Gewalt stated that there was no further report at this time.

**2. 12-A, North Branch (Ordinance #50 Deposit for Declaration of Restrictions)**

Attorney Arena stated that Attorney Bulmash advised him via e-mail that he was going to follow up with Nick, owner of the North Branch, and advise him that the District is requesting an additional Ordinance #50 amount.

**3. Job 07-D, Greenleaf Manor (Declaration of Restrictions)**

Attorney Arena advised the board that he had reviewed the Declaration of Restrictions and Bill of Sale provided by Attorney Bulmash and stated that upon review, found them satisfactory. Attorney Arena then stated that he advised Attorney Bulmash of his approval via email.

**3. Job 12-F, Axley Place/3250 N. Milwaukee**

Engineer Gewalt advised the Board that the project is still under review by the MWRD, however, the MWRD requested that the District provide a letter stating that the sewers on the property as well as the down- stream sewers are private and will not to be maintained by the District.

**B. CURRENT AND ONGOING**

**1. Update on Status of Overhead Sewers**

Superintendent Ness stated that he spoke with the Village of Glenview regarding the overhead sewers and advised them that the District had very few overhead sewers and did not think that it warranted a letter from the District for that issue, indicating if someone came to the District for help we at that time would address the issue. Superintendent Ness then suggested that this item be removed from the agenda and address the issue on a case by case basis.

Superintendent Ness also recommended that the District increase the sewer user fees beginning January 2016. Superintendent Ness also recommended that the District forward a letter notifying the Sewer User Fee customers of the increase by the District prior to the increase in January 2016. A motion was made by Vice President Botvinnik and a second by President Beutelspacher to increase the Sewer User Fee charge from \$1.00 to \$1.29 per 1000 gallons beginning with the first quarter of 2016.

**C. NEW BUSINESS**

**1. The Electric Charges for Office**

Attorney Arena advised the Board that under the original lease the District was responsible for paying its pro-rata share of electricity. However, the previous landlord did not enforce this obligation. Therefore the District is responsible for the electric charges. Attorney Arena then directed that Administrator Reid provide President Beutelspacher, Vice President Botvinnik, Accountant Lockett, and Superintendent Ness copies of the electric charges for their review and approval.

**2. Review Form Demand letter by Attorney Arena**

Attorney Arena provided the Board a draft of the collection letter for their review and approval. Upon review, the Board advised Attorney Arena that the collection letter was satisfactory.

**3. Document Destruction**

Attorney Arena advised the Board that the Local Records Act regulates the destruction of the District's documents. The district is under the jurisdiction of the Cook County Commission. President Beutelspacher needs to submit an application requesting approval to destroy documents.

The commission will then advise the District how long to keep the District's documents or they will send somebody out to inventory the District's records and classify the District's documents into various classes. The classification determines how long the District needs to retain the document. Once the retention period expires, and 30 days before the District intends to destroy documents, the District will need to submit "Certificate of Destruction", to the Commission 5 days before its monthly meeting for approval. After some discussion ensued, the Board directed that Attorney Arena provide the Board with a memo regarding Document Distruction and its process.

## **5. ADMINISTRATORS REPORT**

Administrator Reid provided the Board with a current listing of the District's Accounts Receivable report through May 29, 2015. Administrator Reid also advised the Board that the Sewer User Fee has been billed in the amount of \$53,414.00 and sent out June 2, 2015.

## **6. ENGINEERS REPORT**

Engineer Gewalt provided the Board with a copy of the letter sent to the MWRD with regards to the request of the proposed interior roadway and parking lot improvements for the Allstate Insurance Company's main campus on Sanders Road, advising them that the District has no objection to the proposed interior paving improvements on the Allstate Property. Engineer Gewalt than stated that the District has the opportunity at this time since we have a contact person at Allstate, indicating that eventually the District will need easement rights from Allstate. Engineer Gewalt then stated that he will contact Jeff Schroeder of Allstate and coordinate a meeting to discuss the easement matter.

Engineer Gewalt also stated that the VOG has a project on Lilac and Magnolia and indicated that the District has a 12" sewer in the back yards of Magnolia and this particular area is the right way of Lilac extended. The VOG is doing a storm water relief project and will be installing a huge concrete box over the District s sewer. After some discussion ensued, Engineer Gewalt recommended that the District replace the sewer. Vice President Botvinnik then inquired how long the District can afford to close its sewer for this construction. Engineer Gewalt stated that whoever does the work would have to do a bypass indicating and it would take a day or two to build, doing some of the work ahead of time and at the last cut over, tie it back together, indicating that the only way to do the cut over is to pump. After some discussion ensued, Engineer Gewalt stated that the District give the VOG two options. The first option is to replace the sewer and provide manhole access, or not installing the huge concrete box over the District's sewer. Engineer Gewalt then stated that he will contact the VOG and advise them of the Board's decision.

**7. PRESIDENTS REPORT**

President Beutelspacher inquired whether the District's Appropriation had been filed. Administrator Reid stated that the Appropriation need to be published in the Glenview Announcements first, prior to filing with the Cook County Clerk's office, which will be filed on June 19, 2015.

Vice President Botvinnik advised the Board that Eder & Casella hosted a Local Government Seminar May 12, 2015 and found the seminar very informative. Vice President Botvinnik stated that the District needs to have a Freedom of Information Officer, the District investment policies be available to the public, we need to make sure that Personal and Districts Financial records are secured, Adopt resolutions that are consistent with new audit requirements. Vice President also stated that there is a class that needs to be taken for all employed by the District called the "Open Meetings Class", and will provide the information for this class via e-mail.

After some discussion ensued the Board directed that Administrator Reid will handle all Freedom of Information requests pertaining to the District.

**8. SUPERINTENDENTS REPORT**

**1. Buildings and Grounds**

Superintendent Ness advised the Board that every other week he checks the manholes behind Johnny's Kitchen & Tap, and found them all satisfactory. Superintendent Ness also stated that he checked the manholes on Magnolia as well as the manhole near Captains Quarters, and found them all satisfactory.

**2. Letter to be sent by Attorney Arena to Building Owner for Captains Quarters**

Superintendent Ness stated that two letters need to be sent by Attorney Arena, one to the previous owner of Captains Quarters, and the other to the Building Owner. After some discussion ensued, Attorney Arena directed that Administrator Reid provide him with current balance due, the address, and the contact information for this account.

**3.Re-Imbursement for Vice President Botvinnik Insurance**

Superintendent Ness advised the Board that the District should re-imburse Vice President Botvinnik for his insurance since he was appointed as Trustee. After some discussion ensued the Board agreed to re-imburse Vice President Botvinnik for his insurance expense beginning when he was appointed as the District's Trustee.

**9. OFFICE , PERSONNEL and PROCEDURES**

None

**10. FINANCIAL REPORT**

Accountant Lockett advised the Board that a current financial report listing the current fund balances, and all invoices approved by the Board of Trustees and paid through May 29th, 2015 will be provided to the Board via e-mail once the Bank Accounts are reconciled for the month of May 29th, 2015.

Accountant Lockett also advised the Board that the District has \$1,400,000.00 invested and stated that the District had received \$50,000.00 worth of Dividends and Interest, however the District did lose \$13,000.00 in market value. Accountant Lockett stated that the District is almost \$38,000.00 ahead for the Fiscal Year. Accountant Lockett stated that he and Superintendent Ness and whomever else would like to join to meet with the District's investment advisor to discuss different options.

**11. ADJOURNMENT**

There being no further business to discuss, upon motion by President Beutelspacher and a second by Vice President Botvinnik, all present voting "AYE", the regular meeting was adjourned at 7:00 p.m.

---

**CLERK**