

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS
SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY, TUESDAY AUGUST 2, 2016, AT 3633 WEST LAKE AVENUE
GLENVIEW, ILLINOIS

1. ROLL CALL

The meeting was called to order at 4:55 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 Superintendent Ness, Attorney David Arena, Accountant Michael Lockett, Engineer Dave Gewalt, and Administrator Wanda Reid.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the July 12, 2016 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-D, Lynwood/Greenleaf Manor (Ord#50 Deposit)

Attorney Arena advised the Board that he spoke with Mr. Zac Pollack, attorney representing Greenleaf Manor and was advised that he had received the finalized draft copy of the Declaration of Restrictions from Greenleaf Manor for review. The owners proposed revisions are not acceptable. Attorney Arena will discuss this issue with Mr. Pollack and advise the Board on the owner's position. Administrator Reid also advised the Board that the escrow deposit in the amount of \$1,500.00 had been received by the District.

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

Parcel 1. Mixed Use Development

Attorney Arena advised the Board that the Declaration of Restrictions have been recorded with the Cook County Recorder on June 13, 2016. Attorney Arena also advised the Board that the escrow #50 deposit in the amount of \$1,500.00 has been received by the District.

Parcel 4. Daycare

Attorney Arena stated that he was advised by Jay Joiner that the original executed Declaration of Restrictions along with the Ordinance #50 Deposit requested by the District in the amount of \$1,500.00 will be sent within a week.

Parcel 6. CVS Pharmacy

Attorney Arena advised the Board that he mailed a draft of the Declaration of Restrictions along with the District's request for an Ordinance #50 Escrow deposit in the amount of \$ 2,000.00 to Stan Klein, one of the managing members of the LLC that owns the property. Attorney Arena stated that he advised Mr. Klein why the District needed the Ordinance #50 Escrow deposit amount. Mr. Klein then advised Attorney Arena that he will have his Attorney Rob Seligman review the documents and contact Attorney Arena within a week regarding the matter. Attorney Arena anticipates completion before the next regularly scheduled meeting.

Parcel 7. Lot 4/Retail Building

Administrator Reid advised the Board that she called Mr. Larry Deb and left a message for Mr. Debb regarding the escrow Ordinance #50 deposit in the amount of \$2,500.00 requested to be submitted to the District.

3. Job-08-E, 1615 N. Milwaukee (Declaration of Restrictions & Ord#50 Escrow Deposit in the amount of \$2,500.00).

Attorney Arena advised the Board that he emailed the revised Declaration of Restrictions to John Park for his review and comments along with a request for an additional Ordinance #50 escrow deposit in the amount of \$2,500.00 requested by the District. Attorney Arena stated that John Park will return within a couple of weeks, which at that time he will follow up on the matter.

4. Job-12-D Tapestry of Glenview (Declaration of Restrictions Update)

Attorney Arena advised the Board that the Declaration of Restrictions have been recorded with the Cook County Recorder on June 15, 2016. Attorney Arena also advised the Board that the Escrow Ordinance #50 deposit in the amount of \$1,500.00 had been forwarded to the District and received by Administrator Reid.

5. Job-12-E, Baymont Hotel (Declaration of Restrictions)

Attorney Arena advised the Board that he is in the process of drafting the Declaration of Restrictions for Engineer Gewalt's review.

6. Job 12F- Axley Place/3235 N. Milwaukee Ave. (Bond Update)

Attorney Arena advised the Board that he has the signed indemnity agreement however it has not been recorded as of this date. Accountant Lockett then suggested that an Ordinance # 50 escrow deposit the amount of \$2,500.00 be submitted to the District and directed that Administrator Reid forward the letter to Axley Place advising them of the Boards decision.

B. CURRENT AND ONGOING

C. NEW BUSINESS

5. ADMINISTRATORS REPORT

1. Accounts Receivable

Administrator Reid provided the Board a current listing of the District's Accounts Receivable report through July 31, 2016. Accountant Lockett stated that he would like to schedule a meeting with the representatives of the Wintrust Wealth & Management Company to discuss the District's investments. After some discussion ensued, the Board determined it would have Accountant Lockett notify Wintrust Wealth & Management and advise them that the District would like to schedule a meeting on September 13, 2016 at 4:00 p.m.

6. ENGINEERS REPORT

Engineer Gewalt passed out a letter to the Board of the summary cost from two consultants for the smoke testing of 20,600 lineal feet, which is required as part of the 3 year inflow infiltration reduction program requirement by the Metropolitan Water Reclamation District. Engineer Gewalt advised the Board that ME Simpson was the lowest proposal in the amount of \$17,554.00. A motion made by Vice President Botvinnik and a second by President Beutelspacher to accept the proposal from ME Simpson in the amount of \$17,554.00 for the smoke testing for the District. Motion passed with all "AYES".

Engineer Gewalt also advised the Board that he provided the Metropolitan Water Reclamation District with the District's system map showing relevant sewer and structure information as requested.

7. PRESIDENTS REPORT

President Beutelspacher advised the Board that the District's audit for the Fiscal Year End 2015/2016 has not been completed by Eder and Casella and requested that Accountant Lockett provide him with an update regarding the status of the District's audit. President Beutelspacher stated that he will review the audit with Vice President Botvinnik prior to finalization. Accountant Lockett advised the Board that he received the adjustments from Eder & Casella stating that he will review them prior to making the adjustments and finalization of the District's audit.

President Beutelspacher also advised the Board that the home owner of 2310 Indian Ridge Drive contacted the District office to advise the District that he had a sewer problem. President Beutelspacher stated that he went to the homeowners address to investigate the matter and popped the 3 manholes and found them satisfactory. President Beutelspacher advised the home owner that it was not a District problem.

8. SUPERINTENDENTS REPORT

1. Buildings and Grounds

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed. Superintendent Ness advised the Board that he spoke with the regional manager of Manor Care who advised him that they are in the process of getting bids for the replacement of the fence around the generators. Superintendent Ness also advised the Board that the homeowner of 4649 Lilac was issued a fine in the amount of \$500.00 for discharging improper substances into the District's sanitary sewer. Superintendent Ness stated that the homeowner will be coming into the District to pay his fine as well as pull a permit for the disconnect.

Superintendent Ness also advised the Board that Donlan Corporation is moving on August 31, 2016 and has a meeting scheduled with them next week to discuss the future plans for the site.

Superintendent Ness stated that he is monitoring the progress 4741 Linden. Superintendent Ness also advised the Board that the Rice Cake Restaurant will notify Superintendent Ness when they will begin the repair on their grease trap.

9. Office Personnel and Procedures

Vice President Botvinnik advised the Board that the Credit Card Option has been put in place and stated that customers making any payment to Northfield Woods will be notified of that option.

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 July 31, 2016, will be provided by Accountant Lockett via e-mail once the Bank Accounts are reconciled for the month of July 31, 2016.

Accountant Lockett also advised the Board that the changes to the District's 2014/2015 Fiscal Year End Audit has been submitted but not posted to the Quickbooks file.

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 6:15 p.m.

CLERK