



MINUTES OF THE REGULAR MEETING

OF THE BOARD OF TRUSTEES

OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS

HELD ON TUESDAY, TUESDAY MARCH 7, 2017 AT 3633 WEST LAKE AVE SUITE 403, 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, Engineer Gewalt, District Superintendent Frank Ness, Administrator Wanda Reid, and Accountant Olga Ovnanyan.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the February 7, 2017 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

None

4. UNFINISHED BUSINESS

A. ORDINANCE 50 PROJECTS

a. Job 07D, Lynwood Glenview/Greenleaf Manor (Update)

Attorney Arena spoke with Attorney Henry Krasnow (supervising Attorney for Greenleaf Manor) again, in regards to the Declaration of Restrictions/Bill of Sale in question. Considered various options to address extensive use of legal funds, including possibility of working with Village of Glenview to turn off utility water and cap sewer access.

Attorney Arena will inform Attorney Krasnow of the District's displeasure with the lack of progress being made in regards to this issue.

b. Job 07G, Glenstar Properties LLC/Parcel #7 (Update)

According to Administrator Reid, Escrow deposit has not been received. Requests for Ordinance 50 have been sent to new owners, CBRE Global, and they have been informed of the Board's decision.

c. Job 08E, 1615 N. Milwaukee (Update)

Attorney Arena stated that this matter has been resolved stating that John Park has complied with the District's requests. Attorney Arena also stated that he received written permission from John Park to combine accounts 08-E, 10-F, and 12-E. Accountant Ovnanyan stated that she combined all three accounts to 10-F and has named it John Park Escrows. Attorney Arena also inquired whether

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she received the copies of the Declaration of Restrictions for 1615 and 1615-1711 N. Milwaukee. Administrator Reid stated that she did, and provided Attorney Arena with the Declaration of Restrictions. Attorney Arena stated that he will have the Declaration of Restrictions recorded with the Cook County Recorder of Deeds before the next regularly scheduled meeting.

d. Job 17A – 4700 W Lake Ave

Discussion began regarding estimated fee for impact of slightly over 4 acres. Since updated, the Estimate of Impact Fee and information is correct. The question of whether or not there will be a grease trap, the size it would be, and if it would be fiberglass, was brought up by engineer Gewalt. Since we have the MWRD permits, Attorney Arena recommended that we sign them subject to whether the Impact Fee is in. Once signed, we can proceed with turning them over to the engineer. Approval by Glenview is unknown. Landscaping, lighting, etc, haven't been approved as of yet. Administrator Reid was to do the request for Ordinance 50 deposit. It is undetermined if that deposit has been received (possibly \$5,000.00 for the Senior Care Facility; should be around \$4,700.00).

e. Job 17B – 4850 Lake Ave Glenbrook Concession Stand

Plans for proposed pump system that belong to GBS High School have been requested to be near concession stand. It is requested to be 700-800ft from sewer. Possible fiber glass, manhole, and lining to arrive within next month. This project will most likely require a grease trap if greasy foods are to be prepared, for use during active months. In off-season, when not in use, the system will be flushed with water so nothing becomes stagnant. We have sewer and site plans showing building location, in relation to pumps. The plans are simple, and not architectural. Letter went out to GBS regarding a deposit for Ordinance 50 by Administrator Reid. We are currently awaiting response or information from the engineer. Funds are not available at this time.

B. CURRENT AND ONGOING

None.

C. NEW BUSINESS

Superintendent Ness advised the Board that he is looking into the freight charged by Neenah Foundry and stated that he will also checking to see if there are any special electrical rates for municipalities for the District's lift stations.

5. ADMINISTRATORS REPORT

Accounts Receivable

President Beutelspacher requested if any progress on determining why there are negatives in accounts receivable report. Administrator Reid indicated that people overpay, adding that she reviewed all accounts, and some are just overpaid, -President Beutelspacher stated double entries have occurred and Vice President Botvinnik inquired as to why so many are occurring, and how it can be prevented. Accountant Ovnanyan referenced the 500 page report that Administrator Reid generated, which is a report of all the accounts she reviewed. Administrator Reid stated that the report is available for anyone that wants to review it.

Tapestry is at 4,900.00 and will pay by the end of the week.

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In regards to Allstate, Superintendent Ness is working with Engineer Gewalt as to whether or not 1/3 should be given off due to evaporation issues. Superintendent Ness indicated that the readings must be inaccurate and that possibly he, Engineer Gewalt, and President Beutelspacher would go to obtain a more accurate estimate.

6. ENGINEERS REPORT

Engineer Gewalt indicated that the 2016 Short Term Annual Summary Report for the MWRD under the infiltration control program is due March 1st and will be submitted this month. Engineer Gewalt reviewed a grading and utility plan for the new home at 3251 Overland Pass. A new service connection permit can be issued when the underground contractor submits the connection/ service application.

Administrator Reed will request the \$2500.00 Ordinance #50 escrow deposit for the proposed Glenbrook South High School concession stand sanitary sewer permit connection.

7. PRESIDENTS REPORT

President Beutelspacher observed that we have a \$110.00 phone bill from Greenleaf Station at Willow Road which indicates that the auto-dialer is malfunctioning. He will call to determine the history and reason for any inaccuracy.

President Beutelspacher questioned if we will do another round of smoke testing this year. Engineer Gewalt stated that we may not have to do smoke testing this year, but the MWRD plan requires testing in the entire district to be completed by 2019, so we will plan on doing the next phase of testing in 2017 in concert with manhole, customer, and cleanup repairs of issues found during 2016 smoke testing.

Timber Trails was done in 2016. Superintendent Ness will go directly to the approximately nineteen homes that require repair work.

Indian Ridge area will likely be next due to unusually high volume of sewer repairs in the area over the last few years. Time frame for this to be done would be in the warmer months such as July or August. Letters to contact homeowners will go out in April or May. If Indian Ridge is done, then that area just north of it should be done as well. Superintendent Ness stated that it should be done this or next year.

Vice President Botvinnik inquired if Allstate will ever be smoke tested. Engineer Gewalt indicated that focus should be on areas of highest risk or ones with the most connections, with higher susceptibility. Requirement is to completely test all areas by 2019.

8. SUPERINTENDENTS REPORT

Buildings and Grounds

At this time, according to Superintendent Ness, all stations are in good running order. The fence repair at Manor Care has been completed. Berryman has been using an insecure combination for their padlock. Superintendent Ness had advised not to do that, and address the situation to use best practices to secure the area.

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Regarding Neenah Foundry, we were billed \$131.65, but that was incorrect, -we should be receiving a credit of \$107.65, so we only owe \$24.00

Sewer breaks in Indian Ridge on Mohawk and others have been taken care of.

Still not authorized is Northern Illinois Municipal Electric Corp to bid on our electric bills, but we are too small to bid on.

The lingering damaged fence by Greenleaf Station has been removed.

9. OFFICE PERSONNEL AND PROCEDURES

Vice President Botvinnik stated that everyone should have their W-2's by now. Banks will prepare the 1099's because they're the ones issuing the checks. Accountant Ovnanyan reminded that 1099's need to be issued to vendors. Tax ID #'s and addresses for incorporated areas are also needed.

10. FINANCIAL REPORT

Accountant Ovnanyan indicated that accounts receivables are in the process of being cleaned up. Administrator Reid printed 500 pages of individual accounts receivable for each client and she make some adjustments. Administrator Reid and Accountant Ovnanyan will resume with the adjustments that have not been completed. Accounts receivable final balance sheet is at \$42,000.00.

Regarding an Ordinance 50 Escrow Accounts: 10% is to be moved to the income statement immediately upon receipt of escrow account funds.

The negative \$300.00 sitting in 10% holdback fees was an old charge which should've been in an old account. Accountant Ovnanyan inquired to Vice President Botvinnik and President Beutelspacher as to what should be done with it, as it was miss-posted from 2014. Olga will post adjustment to account.

PNC Bank credit cards will be added to QuickBooks in the future, and we will reconcile that account with all others monthly. Investment and cash accounts are reconciled, but sometimes checks or deposits have been missing lately. Accountant Ovnanyan stated that all these accounts should be reconciled on a monthly basis.

Superintendent Ness stated that there is \$135,000.00 - \$140,000.00 in the General Corp. Account so he is going to move \$100,000.00 of it into CD account, in order to collect interest.

Accountant Ovnanyan will reconcile QuickBooks Accounts Receivable Sewer User Fees with LOCiS report and adjust the balances.

A check for Zofia was also discussed, as it was written in 2016 but hasn't cleared yet. Alex will reissue after investigating.

11. TIMELINE/IMPORTANT DATES

Vice President Botvinnik indicated that the audit is coming up, as the end of the Fiscal Year is approaching on April 30th. We will need to make plans to ensure we're on track. Appropriation Ordinances are to be drafted in March. A copy of the Publishing Notice of Hearing for Appropriation Ordinance will need to be given to Accountant Ovnanyan by Administrator Reid. No executive session is needed.

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12. ADJOURNMENT

There being no further business to discuss, upon motion by Vice President Botvinnik and a second by President Beutelspacher, all present voting "AYE", the regular meeting was adjourned at 6:10 p.m.

CLERK