



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY FEBRUARY 6, 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:

ALAN BEUTELSPACHER
ALEX BOTVINNIK

Also present were Attorney David Arena, Engineer David Gewalt, Superintendent Frank Ness, Accountant Olga Ovnanyan, Administrator Christine Mazur.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the January 9, 2018 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

None

4. CURRENT ONGOING

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

Attorney Arena has once again attempted to contact Attorney Henry Krasnow to inform him of the required \$3,000.00 Escrow Deposit that is due, in addition to \$2,028.71 which is past due. Attorney Arena also communicated that the District is consulting with The Village of Glenview regarding discontinuing service. He has not heard back, or received any response from Attorney Krasnow. President Beutelspacher will attempt to contact Kenton Williams, the property manager regarding this matter. Superintendent Ness inquired as to whether or not the District can bring a lawsuit against them for non-conformance to ordinances as well as non-payment of sewer user fees. Attorney Arena replied that the District can file an action against them for Violation of Ordinance. Attorney Arena will file the necessary paperwork to initiate the action, and shut-off proceedings.

b. Job 07G, Glenstar Properties LLC Parcel 7

Attorney Arena inquired whether Engineer Gewalt had viewed an e-mail he sent regarding Job 07G. Engineer Gewalt indicated that the PIN #'s are different, but everything else is the same; the description of the building, the flow and ownership. President Beutelspacher inquired if they owe the District any money, to which Account Ovnanyan replied that they do. She will determine the

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amount owed and advise Attorney Arena. Attorney Arena determined that a new Declaration of Restrictions is not required.

Job 17A - 4700 W Lake - Senior Housing (CSH)

Declaration of Restrictions was signed by the purchaser at closing and has been recorded. This property is currently under ongoing construction.

c. Job 17B – 4000 Lake Ave - GBS Athletic Field Concession Building

Engineer Gewalt requested that the water meter readings from the Village of Glenview be provided to him for this project in order to determine the flow rate. Administrator Mazur will provide the information via e-mail.

d. 20 year expired Declaration of Restrictions

Regarding 2100 Sanders, Attorney Arena stated that the Declaration of Restrictions has been finalized, and approved by Engineer Gewalt. It will be sent to them.

In regards to 2335 Sanders, Attorney Arena will follow up with Engineer Gewalt.

5. NEW BUSINESS

None.

6. ADMINISTRATORS REPORT

a. Billing

- i. Sewer User Billing to go out in February.
- ii. Greenleaf Manor Billing continues to be an issue. The District will monitor the situation as the action filed by Attorney Arena progresses.

b. Accounts Receivable

- i. Balance Due as of 1/31/18 is \$6,959.04
- ii. 90 days past due is \$4,265.69

7. ENGINEERS REPORT

No new issues or business to report.

8. PRESIDENTS REPORT

President Beutelspacher received an MWRD Report which he will forward to Engineer Gewalt for review.

All of the necessary OSHA postings are up to date and posted in the office.

The Emergency Protocol/Contact Sheet has been updated.

President Beutelspacher submitted an updated Economic Interest Report to the Cook County Ethics department as is required.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Lift Stations: All are up and running at this time.

b. Other

1. Superintendent Ness received a call from American Excavating regarding 4700 W Lake stating that they want to plug the 6inch sewer from the old building to the manhole. Superintendent Ness consulted with Engineer Gewalt for them look at the construction plans. They will meet together on a date to be determined, to discuss the matter.
2. Superintendent Ness received a call from Cynthia at Bishops Gate on 01/11/18 informing him that the sewers weren't flowing. Superintendent Ness advised her to contact a plumber which she did. She called Accurate Plumbing to check the manholes. Superintendent Ness talked to Egor at Accurate Plumbing, and Berryman who went out to the Greenleaf Lift Station. Berryman discovered that the pumps weren't working. He informed Superintendent Ness that the manholes were full, including the ones on the east side of Sanders. Steve Bennett was contacted and informed of the situation. Berryman assessed the issue and got one pump up and running. They surmised that the reason for all the pumps failure was because the Control Panel was blown out due to a possible power surge. It was concluded that Pump #1 would need to be removed and replaced with a back- up pump. An estimate will be required to rebuild pump #1. Jack from Berryman later found out that the cause of the disruption was due to mop heads, debris and bed sheets entangled in the pump, as well as disrupting the alarms, which never sounded. At this time the pump station is functioning properly and being closely monitored.

NOTE* During the presentation of Superintendent Ness, Vice President Botvinnik excused himself from the meeting due to feeling ill. A discussion ensued as to the legality of continuing, and subsequently closing a meeting with only one trustee present. In addition, Superintendent Ness brought to attention the question of whether or not a trustee can attend a meeting via conference call, when there are only two trustees. Attorney Arena will review the proper proceedings for both circumstances and advise all on, or before next months' meeting.

10. OFFICE PERSONNEL AND PROCEDURES

11. FINANCIAL REPORT

Accountant Ovnanyan filed 1099 tax forms in January. She reconciled all bank and investment statements as well as accounts receivable. Funds for the General Account still need to be moved into investment accounts, which will be done in the near future

12. TIMELINE/IMPORTANT DATES

The next District Meeting will be on Tuesday March 6, 2018.

13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded but not closed, at 6:05pm.

