



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY March 6, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

President Beutelspacher called to re-open and close the 02/06/18 meeting which was interrupted due to Vice President Botvinnik being sick and having to leave the meeting. Vice President Botvinnik moved to close, and President Beutelspacher seconded the motion. All in attendance agreed.

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 February 6, 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 is preparing to file suit against Greenleaf Manor for failure to execute the Declaration of Restrictions and pay the Ordinance 50 Escrow deposit and Sewer User Fee. He is researching whether he needs to file an administrative hearing, or if he can go straight to the Circuit Court. He will then file suit.

b. Job 07G, Glenstar Properties LLC Parcel 7

The District and Accountant Ovnanyan are determining if correct changes were assigned to this job. It was decided that it should have been paid from the General Account Fund and not the Escrow account fund.

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

Attorney Arena sent Engineer Gewalt an e-mail with a track book search. Engineer Gewalt will do the calculation from the water meter readings for CSH and send it to Attorney Arena.

d. 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 e-mailed the updated water meter readings to Steve Bennett.

e. 20 year expired Declaration of Restrictions

i. 2100 Sanders – Attorney Arena sent the Declaration of Restrictions to the property manager on 02/12/18. The property manager sent it to the owner but hasn't heard back. The property manager will follow up with the owner and get back to Attorney Arena.

ii. 2335 Sanders – On 02/20/18 Engineer Gewalt forwarded the engineering calculations to Attorney Arena so that he can prepare the Declaration of Restrictions. Attorney Arena will forward it to the owner in March.

5. NEW BUSINESS

a. A list of residents has been provided to the District from the Village of Glenview, in order to further pursue the acquisition of a third trustee

b. In regards to a letter from the MWRD pertaining to the Watershed Management Ordinance, Engineer Gewalt provided a summary of what the amendments are. It states which articles of the Ordinance are changing, and also that the majority of it has to do with storm water and flood planning regulations.

6. ADMINISTRATORS REPORT

a. Billing

i. Sewer User Billing went out in February.

ii. Collection letters for delinquent accounts were sent out. The next course of action will be to send to collection agency if not paid.

iii. In regards to billing for 2100 and 2335 Sanders, Attorney Arena sent them each a request for a \$2,500.00 Escrow deposit.

b. Accounts Receivable

i. Balance Due as of 02/28/18 \$6,069.43

ii. 90 days past due is \$4,265.69

7. ENGINEERS REPORT

Engineer Gewalt provided the Annual Summary Report for the MWRD to President Beutelspacher to sign and date. It is the annual report that summarizes the Districts efforts to reduce infiltration and inflow. The Report Summary will be submitted to the MWRD along with maps. In addition, an electronic version of it will be produced upon approval.

8. PRESIDENTS REPORT

President Beutelspacher had a conversation with Jeff Sweeno regarding investing money from the Sewer User Fee Account. Mr. Sweeno will review the Districts three funds and will advise accordingly.

The final smoke testing phase is approaching as the 2016-2017 testings are just about complete. Engineer Gewalt will obtain bids for 2018 Smoke Testing. Superintendent Ness mentioned that Maple St. still requires lining of around 300 feet. He will get an estimate from Klopfer Construction for the cost of doing the job.

In regards to the Terra Engineering File, Attorney Arena will complete the necessary forms to have the funds remitted to the Il. Treasury.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Lift Stations: Two of the Lift Stations are in good standing, Greenleaf is not. Superintendent Ness has been in contact with Berryman Equipment regarding the multitude of debris still being accumulated. He also consulted with Engineer Gewalt, Steve Bennett and Klopfer Construction as to the source of the debris, and whether or not it's coming from Allstate. Superintendent Ness discussed with Klopfer Construction the possibility of installing grates to catch debris from the three lines coming out of Allstate. Once the cause is identified the District will determine a course of action to prevent future dumping into the sewer system.

b. Other

1. Superintendent Ness received four sewer backup calls. Three simply required rodding, while the fourth one was regarding Indian Ridge, which was addressed.
2. The Coral Senior Housing project at 4700 W. Lake in Glenview reconnected to the main line from the manhole to the property.

10. OFFICE PERSONNEL AND PROCEDURES

Open Meetings Act

At this time the Districts Meeting recordings are in compliance and being documented properly. President Beutelspacher confirmed with Attorney Arena that we are in compliance with the Open Meetings Act in all areas concerned. It was determined that two trustees must be present for all monthly District meetings. The District is still in the process of acquiring a third trustee. In the case of three trustees per District, one trustee may be allowed to absent from a meeting due to illness or other approved circumstances.

11. FINANCIAL REPORT

Accountant Ovnanyan reconciled all bank and investment accounts, as well as accounts receivable. Transfer of money into investment account still needs to be completed and will be done in the near future.

12. TIMELINE/IMPORTANT DATES

Fiscal Year end is 04/30/18.

The next District Meeting will be on Tuesday April 3, 2018.

13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 5:55pm.

CLERK