



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY APRIL 3, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 5:04p.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 March 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 has prepared the complaint against Greenleaf Manor for failure to execute the Declaration of Restrictions and pay the Ordinance 50 Escrow deposit and Sewer User Fee. He requested Engineer Gewalt provide any engineering fees dating back to September of 2015. Accountant Ovnanyan confirmed that there is a negative balance of \$3,153.50 on the Ordinance 50 Escrow Deposit.

#### **b. Job 07G, Glenstar Properties LLC Parcel 7**

Money owed at this time is \$1,911.01 which Attorney Arena will call the owner to collect.

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

#### **d. Job 17B – 4000 Lake Ave - GBS Athletic Field Concession Building**

Attorney Arena sent the Declaration of Restrictions to Glenbrook South High School on 03/27/18. They did get in touch with Attorney Arena but were on spring break. They will re-contact him after the break.

**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, Sandy sent it to the owner but hasn't heard back. Sandy will follow up with the owner and get back to Attorney Arena.

ii. 2335 Sanders – Attorney Arena e-mailed the Declaration of Restrictions on 03/27/18. He also called Jordan Novak, the contact person, and left a message for him

iii Terra Engineering ORD 50 to be returned – It was determined that an annual report should've been filled out and filed in November. It is being addressed at this time.

iv Accountant Ovnanyan called to attention the fact that CVS also has a refund due to them in the amount of \$1,430.00. The District will contact CVS headquarters about this issue, according to President Beutelspacher.

**5. NEW BUSINESS**

**6. ADMINISTRATORS REPORT**

**a. Billing**

i. Late Fee bills/ notices to go out this month and will be sent out monthly.

ii. Delinquent accounts that received a late notice and failed to reply or pay will be sent to TSI Collections.

iii. Munibilling Update – none

**b. Accounts Receivable**

i. Balance Due as of 03/31/18 is at \$17,717.38

ii. 90 days past due is \$5,116.98

**7. ENGINEERS REPORT**

**a. Miscellaneous** - Engineer Gewalt provided an additional Infiltration Control Form for President Beutelspacher to make revisions to the original submittal, sign and send to the MWRD.

**b. Smoke Testing** - Engineer Gewalt talked to two companies, RMS Utility Services and RJM Group. ME Simpson Co., who did the smoke testing in previous years and had charged \$13,000.00, is no longer doing this type of work. Therefore, the quotes are as follows:

RMS Utility Services \$20,296.00 (last years' quote)

RJM Group \$23,750.00

Engineer Gewalt is recommending RMS Utilities to do the job. Vice President Botvinnik proposed that the District go with RMS Utilities to do the south-east corner in July, and President Beutelspacher seconded the motion.

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**c. Carol Lane** – Originally there were two proposals for the job of lining approximately 280 feet of tenant sewer on Carol Lane, one from American Underground Inc. and the other from Kloefer Construction. The proposal from Kloefer Construction was \$18,770.00 (\$47.00 per linear foot). Superintendent Ness recommended Kloefer Construction for the job. President Beutelspacher proposed to offer 18,770.00 to Kloefer Construction to do the job, and Vice President Botvinnik seconded the motion. Superintendent Ness will schedule with Kloefer to do the job of lining Carol Lane.

Superintendent Ness added that Kloefer Construction is also replacing/repairing the sewer lid in the driveway of a property in Timbers Edge located 1 block north of Lake Ave.

## 8. PRESIDENTS REPORT

President Beutelspacher spoke with Jeff Sweeno and had him transfer \$211,000.00 from the Sewer User Account into a Wintrust account on 03/23/18.

The statement of Economic Interest was done by President Beutelspacher and Vice President Botvinnik.

## 9. SUPERINTENDENTS REPORT

### a. Buildings and Grounds

Lift Stations: Superintendent Ness checked all Lift Stations, and all neighborhood and problem manholes. Willow and Manor Care Stations are good. As far as Greenleaf goes, Jeremy from Kloefer installed four temporary rebar grates to Allstate's sewer connections. Since pinning rebar grates were installed there hasn't been any significant amounts of debris caught. Kloefer also looked at the restaurant on Milwaukee south of Bishops Gate, 12 Oaks, and H Mart. Jeremy suggested possible installation of grinders on our pumps. Jack at Berryman is to determine if a "chopper pump" can fit or retrofit to existing pumps. The rebuild process of the broken pump from the Greenleaf Station is not completed yet.

### b. Other

Superintendent Ness received a sewer backup call from 4721 Larch. They needed rodding, which was done.

## 10. OFFICE PERSONNEL AND PROCEDURES - none

## 11. FINANCIAL REPORT

a. Accountant Ovnanyan reconciled all bank and investment accounts.

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**b. Tax Levy Report Review** – The Cook County Clerk’s Office requires that the correct amount shows up consistently in the Districts Report. Accountant Ovnanyan will correct and e-mail back to the District, who will then send back to the Cook County Clerk’s Office.

**c. IRS Letter** - RE: Credit of \$8,344.78 from 2016. The District needed to file a 941 which Accountant Ovnanyan will do after she receives a breakdown of wages, and payroll tax returns. Administrator Mazur will attempt to locate those files and provide them to Accountant Ovnanyan.

**d. Variable CD Account Statement** – Accountant Ovnanyan hasn’t received a statement since 06/30/16. She is requesting that the District contact the bank for an updated recent statement, which Administrator Mazur will do, and forward to Accountant Ovnanyan.

## 12. TIMELINE/IMPORTANT DATES

**a. Draft Appropriation Ordinance** – Accountant Ovnanyan to do in April before next meeting.

**b. Publish Notice of Hearing**

**c. Audit Dates** – Accountant Ovnanyan to set up Audit dates with Auditors in May for early June. Accountant Ovnanyan will e-mail them in April and follow up in May for June dates.

The next District Meeting will be on Tuesday May 1, 2018.

## 13. ADJOURNMENT

There being no further business to discuss, the meeting was concluded at 5:50pm.

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**CLERK**