



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY August 7, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 5:00p.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 and Administrator Christine Mazur.

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the July 10, 2018 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

No one from the public was present at the meeting.

4. CURRENT ONGOING

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

The suit against Greenleaf Manor is in process as the case is expected in court on 08/14/18. Attorney Arena has been in contact with Attorney Krasnow regarding the delinquent sewer user fee amounts and other related expenses.

b. Job 07G, Glenstar Properties LLC Parcel 7

No new updates.

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

No new updates.

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

Attorney Arena stated that they are compliant at this time. Attorney Arena is to discuss requested edits with the school which are acceptable to the District.

e. 20 year expired Declaration of Restrictions

- i. 2100 Sanders – Attorney Arena sent a demand letter but has not heard back from them.

- ii. 2335 Sanders – Attorney Arena sent a demand letter and they provided him with information for in-house council. They requested the previous recorded Declaration of Restrictions. Attorney Arena provided the requested information from 1986 to them. All of their inquiries have been answered and now Attorney Arena is waiting for a response from them.

- iii. A response letter was received from the resident at 4726 Larch Ave. It was reviewed by the District and determined that no further action is necessary on the part of the District, according to Attorney Arena.

- iv. In regards to the Tax Levy error on the part of the Cook County Clerks Office, they e-mailed the District with an arrearage letter confirming that the shortfall by the County in reporting the District's assessment will be included in the 2017 second installment tax assessment.

5. NEW BUSINESS

Trustee Update – Vice President Botvinnik talked to Eric at Cook County and found out that they have no meetings in August, but they will have two in September. Eric informed Vice President Botvinnik that Jerome Cepa is on their agenda for their meeting on the 12th of September of which Jerome is not required to attend. Jerome Cepa will be sworn in on the 26th of September.

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 07/31/18 is at \$4,609.65.

- ii. 90 days past due is at \$2,277.19.

b. Billing

- i. Sewer User Late Fee Bills went out 08/07/18.

- ii. The TSI Collections account will be renewed in order to address delinquent Sewer User accounts.

c. Munibilling Update – The erroneous Sewer User Fee cap was corrected by Munibilling. The District must now decide if we will back-bill those accounts affected, and determine the time span the past billing will cover from.

7. ENGINEERS REPORT

Smoke Testing – According to Engineer Gewalt the pending Smoke Testing has once again been delayed due to excessive rain. It will be tentatively rescheduled for Monday 08/20/18 and Tuesday 08/21/18.

Other

- a. Regarding Sanders and Greenleaf Pump Station, Superintendent Ness and Kloepfer Construction checked all along Sanders with a metal detector to determine if there is a hidden sewer. Engineer Gewalt suggested possibly having American Underground Utility Company get involved in checking for a blind connection on Sanders Rd. He provided the District with a report that shows the televising from 1996 which shows a section of pipe that the cameras were unable to view. Engineer Gewalt proposed to just focus on that section of pipe for now. That section would get done in the middle of the night.
- b. The subject of different kinds of pumps was brought up by Engineer Gewalt, as he works with someone who specialize in maintenance and operations of sanitary and water systems, who came out to look at the pumps in the District.

Engineer Gewalt called Metropolitan Pump, who originally supplied the pumps for the District, and they stated that their records show that those types of pumps don't have a history of clogging. In addition, they stated that there are pumps that are more susceptible to clogging and some that are less susceptible to clogging, and that it is an older version of pump that doesn't clog up. The newer pumps have different propellers, some of which are less likely to clog. This type of pump allows particles to move through more evenly. Engineer Gewalt stated that this option is much more economical that resorting to a grinder being installed.

Engineer Gewalt stated that at this time the District should continue to try to find the source of the debris. Once that has been discovered the District can explore the other options with different pumps vs grinders, as the grinders would require more maintenance, time and effort.

Superintendent Ness brought up the idea of using rebar baskets. Engineer Gewalt mentioned that wouldn't work because they would then also overflow, and again would require more maintenance because they would need to be checked and cleaned out regularly.

8. PRESIDENTS REPORT

President Beutelspacher inquired as to whether or not the fee to connect to the Districts Sewer line was paid for 3245 Westview Drive unincorporated Northbrook. Superintendent Ness stated that it was paid by the previous owner. The current owner does have the necessary permit and fees paid to proceed with the job.

President Beutelspacher also inquired if the Smoke Testing for 2016 – 2017 are all complete. Superintendent Ness replied that it is. At this time Engineer Gewalt needs a report stating the number of defects that were discovered as a result of that Smoke Testing from Superintendent Ness. The District also requires the paperwork/reports on those 2 years of Smoke Testing.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Manor Care and Willow lift stations are in good standing. At Greenleaf lift station there was a high temperature alarm, but that was resolved.

On the weekend of July 5th and 6th the pump had to be pulled out of Greenleaf lift station. There was a significant amount of rags and debris that had to be removed. The pump was then replaced on 7/9/18, and the lift station has been fine ever since.

b. Other

i. The owner at 4736 had a backup valve installed and a cleanout was done.

ii. 4635 Laurel Ave Demo – The Village of Glenview issued a permit which they shouldn't have. The owner still need a permit from the District for a disconnect and reconnect, as well as other associated fees and requirements.

iii. Smoke Testing – As previously discussed, the smoke testing was delayed, however RMS will be distributing notices to residents on 7/16/18 to inform of proposed testing on Monday 7/20/18 and Tuesday 7/21/18 (weather permitting).

iv. Dunkin Donuts experienced a backup in their sewer line and had difficulty in finding where their cleanout was located. Vice President Botvinnik happened upon the situation and called Superintendent Ness who helped them locate it.

10. OFFICE PERSONNEL AND PROCEDURES

Superintendent Ness submitted phone and mileage receipts.

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all bank and investment accounts for the month of July, except for Accounts Receivable, which she just received.
- b. Accountant Ovnanyan created a separate account to manage the transfer of \$10,000.00 from the General Account into the Escrow Account.
- c. The Auditors sent Accountant Ovnanyan an adjusted trial balance with the adjusted journal entries. One was for depreciation, and one was for changes to accrued sewer user fees, which will remain the same.
- d. Accountant Ovnanyan created Account 124, and moved the accrued sewer user fees of \$77,000.00 from the Accounts Receivable Account 121, and this account will stay constant.

12. TIMELINE/IMPORTANT DATES

- a. Annual Grease Trap Fee Billing will go out in August with Sewer User Bills.
- b. Next District Monthly Meeting is on September 11, 2018.

13. ADJOURNMENT

There being no further business to discuss, Vice President Botvinnik moved to adjourn the meeting and President Beutelspacher seconded the motion. The meeting was concluded at 5:53pm.

CLERK