



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY October 2, 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
JEROME CEPA

Also, present were Attorney David Arena, Engineer David Gewalt, Engineer Michael Grinnell, Accountant Olga Ovnanyan, Administrator Christine Mazur.

2. MINUTES

Trustee Jerome Cepa moved and Vice President Botvinnik seconded a motion to approve the minutes of the September 11, 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)

Attorney Arena presented Greenleaf Manors attorney with an invoice of a breakdown of fees from the District, not including Sewer User Fees. Attorney Arena appeared in court on September 28, 2018 in regards to the suit against Greenleaf Manor. No one representing Greenleaf Manor appeared for the court date so it was defaulted and set for prove-up on 10/17/18. Zack Pollack is the contact for Greenleaf Manor and it is up to them to now contact Attorney Arena.

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 was put in contact with the Glenbrook South High Schools Attorney and they have approved the terms previously discussed. Their board meeting is on 10/22/18 in which they should be signing the necessary papers, unless their board members have issues.

e. 20year expired Declaration of Restrictions

- i. 2100 Sanders – Attorney Arena was in contact with an attorney that represents them. They are confirming the fixture count from Engineer Gewalt to make sure it is accurate.
- ii. 2335 Sanders – They wanted the right to object if the District chooses to amend the Declaration of Restrictions. Attorney Arena stated that the District does not approve of those terms.
- iii. List of Commercial property Addresses
 - Vice President Botvinnik to export the information via an excel file
 - Attorney Arena can use the PIN to find the Declaration of Restrictions

5. NEW BUSINESS – Jerome Cepa has been officially sworn in as Trustee.

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 09/30/18 is at \$3,172.11.
- ii. 90 days past due is at \$3,168.66.

b. Billing

- i. Sewer User Fee Bills to go out this month.
- ii. Grease Trap Bills to go out this month.
- ii. The TSI Collections account will be renewed in order to address delinquent Sewer User accounts.

c. Munibilling Update

The District has determined that it will back-bill for the previous under-billed accounts of which Munibilling erroneously placed a fee cap. The District will issue a notice to the property owners of affected accounts explaining the back-billing of two billing cycles, including the current billing cycle, due to billing error. This means that the District will absorb the cost of 6 months of billing, and the affected account holders will be responsible for the other 6 months.

7. ENGINEERS REPORT

Smoke Testing – Smoke testing letters went out to the residences that require repairs. Engineer Grinnell reported that of the 21 letters that were sent out, four have responded.

He spoke with the owner at 4115 Lake and explained the problems. She will have the repairs done.

He also talked to owner at 1901 Ivy Lane. After further review it was discovered that the issue was actually not her responsibility.

The remaining 2 properties at 3285 Overland Pass and 3435 Crescent made the necessary repairs and were inspected by Engineer Grinnell.

The other properties which haven't responded will have 30 days to comply and then the District will follow up with them before winter.

Engineer Gewalt brought in a zip drive containing the entire report from the Smoke Testing.

Other – The staff at Gewalt Hamilton discussed the option of reviewing the District overall, and possibly proposing the layout of a “several year” budget plan from Lift Station to the collection systems.

8. PRESIDENTS REPORT

President Beutelspacher stated that the Districts Liability Insurance coverage has been renewed.

In regards to the Audit, President Beutelspacher requested that Accountant Ovnanyan review the final audit. After she verifies that it is correct President Beutelspacher will sign it and send it to Cook County.

President Beutelspacher discovered two transactions from Wintrust in which they sent two payments to former Superintendent Ness in August, and no payments to Joe Fagen. President Beutelspacher called Jeff Sweeno and had it rectified.

President Beutelspacher called in the transfer of funds from the Sewer User Account to the General Fund Account on 9/13/18.

On 9/24/18 the owner of BP Gas Station at 2401 Sanders called about a sewer back up and requested that the District allow him to dump the liquids from their full drainage tanks into the Districts sewer line. President Beutelspacher stopped by the station and talked to the owner explaining that the District denied the request.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Manor Care and Willow lift stations are in good standing. At Greenleaf lift station there continues to be issues with debris becoming entangled in the pump equipment.

b. Other

Engineer Mike Grinnell added Jon Zuhr to the Emergency Protocol/Contact List for Gewalt Hamilton.

Engineer Grinnell reported that Berryman Equipment inspects the stations twice per week and would make repairs as they deemed necessary. Engineer Grinnell requested that, in the future they obtain prior approval from him before performing work, in order for him to review costs.

Kloepfer Construction inspects the grease traps monthly, and the manhole pinning two times per week. Engineer Grinnell inquired if the District should continue with this practice as it is very expensive and as of yet there have been no results. Engineer Grinnell recommended that the pinning be removed and the problem be reevaluated. The District can determine the next steps to proceed with once the piping is repaired and the transducer is installed in stilling well. He is currently working on obtaining quotes from Dahme Mechanical and Berger Excavation.

Engineer Grinnell set up a contract with American Underground to do CCTV televising, and also clean the line on Sanders Rd to see if a problem is detected in relation to the Greenleaf Lift Station issues. Quotes for the cost of the job are at around \$50,000.00 or more because of the need to do bypass pumping, which would be required for the job. Ideally the job should be done in November.

There were approximately 3-5 Julie Reports of which Engineer Grinnell responded to two. One was for a service inspection at 4635 Laurel Lane. The other pertained to a grease issue that came up from a monthly inspection. Engineer Grinnell confirmed that there was an issue and contacted American Underground to remove the grease. Lines were cleaned out from manhole #'s C7.7 (Maple), C7.5 (backyard), C7.4 (backyard) up to C7.3 (Magnolia).

Manhole scanning in residential backyards is in progress and Engineer Grinnell should have a preliminary report by next the next District monthly meeting.

Engineer Grinnell suggested standardizing all the locks at the Lift Stations, to which the District agreed.

10. OFFICE PERSONNEL AND PROCEDURES

Trustee Cepa will be added to banking and other items where a signature is required. He will also be informed of various necessary passwords.

11. FINANCIAL REPORT

- a.** Accountant Ovnanyan reconciled some bank and investment accounts for the month of September as she just received the needed information.
- b.** Accountant Ovnanyan received the Auditors Report from President Beutelspacher which she will review and return to him.

12. TIMELINE/IMPORTANT DATES

The next District Monthly Meeting is on November 6, 2018.

13. ADJOURNMENT

There being no further business to discuss, Vice President Botvinnik moved to adjourn the meeting and Trustee Ceba seconded the motion. The meeting was concluded at 5:46 pm.

CLERK