



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY November 6, 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 Engineer David Gewalt, Engineer Michael Grinnell, Accountant Olga Ovnanyan, Administrator Christine Mazur. Attorney David Arena was not present.

### **2. MINUTES**

President Al Beutelspacher moved and Trustee Jerome Cepa seconded a motion to approve the minutes of the October 2, 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)**

- 04/18/18 – The District’s complaint was filed with the court.
- 10/19/18 – The executed DOR is recorded with the Cook County Recorder of Deeds.
- The Owner has paid the District \$1,629.52 in engineering fees and court cost. The Owner is disputing the attorney fees.
- 10/24/18 - The District’s petition for attorney fees is filed with the court.
- 10/29/18 – Order entered setting a briefing schedule on the petition for fees giving the Owner until 11/19/18 to file its reply and a hearing on the petition is scheduled for 11/28/18 at 1:30pm.

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

No new updates.

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

No new updates.

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

- DOR with revisions has been approved by the School’s attorney.
- The DOR was to be addressed and executed by the School Board at the 10/22/18 Board Meeting. For an unknown reason the Board did not address the DOR and it has been moved to the 1/18/18 Board Meeting.

**e. 20 year expired Declaration of Restrictions**

**i. 2100 Sanders**

- The executed DOR was recorded with the Cook County Recorder of Deeds on 10/18/18.
- A copy of the recorded DOR and the \$2,500.00 escrow deposit was mailed to Administrator Mazur on 10/19/18.

**ii. 2335 Sanders**

- The DOR with revisions has been approved by the Owner’s attorney.
- We are waiting on receipt of the executed DOR and \$2,500 escrow deposit which should be received within 1 week.

**iii. List of Commercial property Addresses**

- Vice President Botvinnik to export the information via an excel file

**5. NEW BUSINESS – 3530 Lawrence Lane sewer-back up. See Superintendents Report.**

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

- i.** Balance due as of 10/31/18 is at \$84,405.14.
- ii.** 90 days past due is at \$2,930.37.

**b. Billing**

- i.** Sewer User Fee and Grease Trap Fee Bills went out in October.
- ii.** The issue of what to do about Greenleaf tenants that have moved out but have not paid their bill was addressed. The District confirmed that, ultimately the building owner is responsible for unpaid bills.
- ii.** The TSI Collections account will be renewed in order to address delinquent Sewer User accounts.

**c. Munibilling Update - none**

## 7. ENGINEERS REPORT

### Smoke Testing

- 10 of the 21 residents have completed the necessary repairs.
- 7 residents have not responded.
- Steve Bennett hand delivered second request notice letters to the remaining residents who haven't responded, with a compliance date of 11/24/18.
- There were 14 manhole frame issues of which Kloefer Construction has been notified with addresses and pictures for making repairs.

## 8. SUPERINTENDENTS REPORT

### a. Buildings and Grounds/Lift Station Status

- Manor Care Lift Station good.
- Willow Lift Stations may have an issue with a check valve, alternating switch or pump blockage which is due to the uneven hours in the cycle for the month of October. Berryman Equipment will be contacted to do an inspection.
- Greenleaf Lift Station is still experiencing major problems on discharge piping. Berryman Equipment advised that the base elbow on pump #2 has a hole in it.

### b. Other

#### 1.) Greenleaf Station Update

- i. Engineer Grinnell is working on getting quotes to do the job at hand at Greenleaf.
  - 1. Dahme has quoted \$104,000
  - 2. Berger has quoted \$79,500
  - 3. The District will go with Berger to do the job. Motion to approve was made by Vice President Botvinnik, and seconded by Trustee Cepa.
- ii. Additional cost of Greenleaf repairs.
  - 1. Base elbow assemblies (\$3,000. Each x3 = \$9,000. plus labor to install).
  - 2. Pressure grout 30" pipe.
  - 3. Berryman equipment will do the job after 11/22/18.
- iii. Engineer Grinnell set up a contract with American Underground to CCTV and clean line on Sanders Rd. to determine if that's where the problem is located, pertaining to Greenleaf Lift Station.

#### 2.) Manhole Scanning

- i. Field work has been completed.
- ii. The internal MACP 2 report, new rim elevation, and tying it into GIS system have not been completed.

#### 3.) Locks

- i. Standardization of locks are in progress.
- ii. Engineer Grinnell is working with AAA locksmith in Glenview and is waiting on a return call with a quote to do the job.

#### 4.) Manhole Pinning – Kloefer Construction was contacted to remove pins and the work has been completed.

#### 5.) Back up at 3530 Lawrence Lane

- i. Sewer backed up in home was found to have a blockage at the intersection of Gregory and Lawrence.
- ii. American Underground responded and opened the line and a follow-up CCTV was completed.
- iii. The District reimbursed resident for the cost of the plumber. The resident will submit a list of other damages which the District determined the owner will need to submit to his insurance company.
- iv. Engineer Grinnell reviewed CCTV tape on main line segment that was backed up. No pipe failure was apparent but it appears that there are several encrustations on the sewer main. This is something the District wasn't aware of and should hold limited liability on any damage to resident's home.
- v. Engineer Grinnell to meet with property owner to review existing plumbing to determine if there is a solution to prevent future back-ups.

## 9. PRESIDENTS REPORT

President Beutelspacher followed up with Jeff Sweeno Regarding the overpayment to Frank Ness in September. The matter was rectified

President Beutelspacher inquired if the Terra Engineering check had been refunded yet. Accountant Ovnanyan replied that she needs the address for them. Administrator Mazur will provide her with the necessary information so that she can send it to the State.

President Beutelspacher also inquired about the Levy Tax increase. Accountant Ovnanyan is working on it currently and it will be published once completed and sent to Cook County. The ordinance number is in question. Administrator Mazur will confirm whether it should be 239 or 240.

## 10. OFFICE PERSONNEL AND PROCEDURES – No report.

## 11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all accounts. She also noted that there is a variance between A/R and A/R Aging.
- b. Accountant Ovnanyan is working on the Statement of Receipts and Disbursements which needs to be prepared by the end of December.
- c. Accountant Ovnanyan received a notice from the IRS regarding a credit for FUTA tax paid. She will file Form 940 on behalf of the District to request the refund.
- d. Accountant Ovnanyan noted that the Market went down resulting in a \$24,000 unrealized loss.

## 12. TIMELINE/IMPORTANT DATES

Draft Levy Ordinance – Accountant Ovnanyan prepared 1 ordinance and four letters to be filed with Cook County by the end of December.

The next District Monthly Meeting is on December 4, 2018.

## 13. ADJOURNMENT

There being no further business to discuss, President Beutelspacher moved to adjourn the meeting and Vice President Botvinnik seconded the motion. The meeting was concluded at 6:15 pm.

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***CLERK***