



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY DECEMBER 4, 2018 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 4:58p.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 November 6, 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 a response and the District until 11/26/18 to file its reply. A hearing on the petition is scheduled for 11/28/18 at 1:30pm.
  - 11/28/18 – Attorney Krasnow contacts the Judge's chambers stating that he has a medical emergency. As a result, the Judge reschedules the hearing to 01/10/19 at 11:00am.
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**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**

- 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 next Board meeting in early January 2019.

**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.
- A copy of the recorded DOR was mailed to Administrator Mazur on 11/14/18. The \$2,500 escrow deposit was delivered by the owner directly to the District.

**iii. List of Commercial property Addresses**

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

**5. NEW BUSINESS – None**

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

- i.** Balance due as of 11/30/18 is at \$11,711.56.
- ii.** 90 days past due is at \$3,089.62.

**b. Billing**

- i.** Sewer User Fee Bills to go out this month.
- ii.** TSI Collections – Account needs to be renewed. Vice President Botvinnik will attend to this task.

**c. Munibilling Update - New Munibilling Account Manager is Jai Lewis.**

## 7. ENGINEERS REPORT

### Smoke Testing

- 21 of the 29 repairs have been completed.
- 4 have not responded to either letter – all of these four are clean out caps or stand pipe issues. Two are caps only, the other two are in the stand pipe and additional site review would require confirming the extent of the repair.
- 2 have been in contact, and one has parts ordered (Latterday Saints). The other one is working on their repair.
- Kloepfer Construction has been sent 14 locations to tend to. They have repaired 10, and are waiting for 4 new lids which are “on order”.

## 8. SUPERINTENDENTS REPORT

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

- Manor Care Lift Station – No calls from Berryman during the month of November.
- Willow Lift Station - No calls from Berryman during the month of November.
- Greenleaf Lift Station is still experiencing major problems, but no calls from Berryman for the month of November.
- Engineer Grinnell inquired about whether or not there’s a contractor that performs snow removal at the Lift Stations. In the past it has been Kloepfer Construction that took care of this, however, Vice President Botvinnik stated that he knows a person that he will contact to do the job when needed.
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### b. Other

#### 1.) Greenleaf Station Update

- i. Engineer Grinnell met with the Contractor at Berger on site on 11/27/18 to see if the bypass valve would turn. It was determined that it will not be an option to use. Two additional options are being considered at this time in order to be able to set up a bypass operation. Additional cost will relate to this project to remove and replace the 8” 3-way valve (cost estimates for valve only are at \$4,200, plus labor). The contractor will be onsite the week of 12/04/18 to determine if the valve on an older set of plans can be located. If they cannot, then they will prepare to move the 90 degree fitting in vault for the bypass operation. Berger’s contractor is planning on beginning work on 12/10/18, and will start with a setup of a bypass operation.

#### 2.) Manhole Scanning

- i. Field work has been completed.
- ii. The internal MACP 2 report will be completed when staff becomes available. Collecting the rim elevation will have to wait until weather permits access.

- 3.) **Panel Notification** – On the electrical panel at the 3 Lift Stations there is a note card on who to contact for invoices over \$500.00. Engineer Grinnell inquired if the District should make changes to this card to include the proper contact information.

**4.) Sanders Rd Cleaning/CCTV** – Cost estimate for this work is \$4,275.00. (1.19 per ft., light cleaning and CCTV). This work will have to wait until the Lift Station repairs are complete, and weather allowing. The length of the line is 6200', MH – B12.19 to MH – B12.1A. The largest concern is on the 18" which is 3600'. It is recommended to clean and CCTV the 18". Additional costs incurred may be for disposal fees of material removed, as they are not included in the listed pricing.

**5.) 6 – Month Routine Problem Areas**

- i. These lines will be on a 6-month rotation consisting of March/April – September/October, beginning in the spring of 2019. They will make sure they are part of the overall District review.
- ii. Maple St to Magnolia St – MH – C7.7 to C7.3 backyards (grease)
- iii. Gregory Dr. – MH – C15.3 to end of line (grease).
- iv. On Lawrence Ln from Lurilane Dr. to Gregory Dr MH – C15.5 to MH – C15.3 (encrustation).

**6.) Locks**

- i. Standardization of locks are in progress.
- ii. Engineer Grinnell met with AAA locksmith in Glenview and has selected new locks which are on order and will be ready for pick up on Monday 12/03/18. In addition to this process Engineer Grinnell will request for them to make a repair to the door lock at Greenleaf, as it is falling apart.

**7.) Back up at 3530 Lawrence Lane**

- i. Engineer Grinnell talked to owner Phillip Yong on 11/27/18 at which time he stated that he has decided to submit the claim to his own insurance company for review of the damages, and they will place a value to it.
- ii. Engineer Grinnell advised the District to be aware that Mr Yong's insurance company will probably be in contact regarding this issue soon.

**8.) Emergency Sewer Backup Pamphlet** – Gewalt Hamilton put together an initial draft for review by the District. Input and suggestions are requested for the next District Meeting on 01/08/19.

## 9. PRESIDENTS REPORT

President Beutelspacher inquired as to how to remove Frank Ness from current bank mailings. He consulted with Jeff Sweeno about doing an amendment. Attorney Arena will contact Jeff Sweeno regarding this issue.

President Beutelspacher also inquired about the fund availability upon his probable departure. Attorney Arena will also look into this matter.

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

## 11. FINANCIAL REPORT

- a. Accountant Ovnanyan is in the process of reconciling all accounts. She also noted that there is a continued variance between A/R and A/R Aging which needs to be addressed.
- b. Accountant Ovnanyan noted that the Unclaimed Property Report in regards to Terra Engineering was filed in the amount of \$1,826.50. Administrator Mazur will mail the check.
- c. Vice President Botvinnik did a transfer of \$70,000 to the General Funds account on 12/04/18.

## 12. TIMELINE/IMPORTANT DATES

Vice President Botvinnik moved to pass Ordinance 240 which was seconded by Trustee Cepa.

Vice President Botvinnik moved to approve, as written, the Statement of Receipts & Disbursements. Trustee Cepa seconded the motion with updates. Statement of Receipts & Disbursements will be published by Administrator Mazur in the Glenview Lantern.

Vice President Botvinnik moved to approve the final Dates of Meetings for 2019, and Trustee Cepa seconded the motion. Meeting Dates will also be published in the Glenview Lantern by Administrator Mazur.

The next District Monthly Meeting is on January 8, 2019.

## 13. ADJOURNMENT

There being no further business to discuss, Trustee Cepa moved to adjourn the meeting and Vice President Botvinnik seconded the motion. The meeting was concluded at 6:16 pm.

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**CLERK**