



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY January 8, 2019 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 December 4, 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 hearing on petition of attorney fees was scheduled to go to court on 01/10/19. However, Attorney Henry Krasnow requested yet another continuance. Attorney Arena did not agree with the continuance stating that Mr Krasnow would need to have someone present in court.

b. Job 07G, Glenstar Properties LLC Parcel 7

- Attorney Arena noted that as of April 2018 there was a Declaration of Restrictions recorded. That declaration runs with the land, so if ownership has transferred, a new Declaration of Restrictions would not be required, unless there were construction of improvements on the property which would impact the sewer system. If that were the case, then Engineer Gewalt would become involved.

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

No new updates.

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

- 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.
- Attorney Arena will make sure it's on the agenda of the school's January 15 meeting.

e. 20 year expired Declaration of Restrictions

- i. 2100 Sanders – no new updates
- ii. 2335 Sanders – no new updates
- iii. List of Commercial property Addresses
 - Vice President Botvinnik to export the information via an excel file

f. Attorney Arena approved the Emergency Sewer Backup pamphlet.

g. Attorney Arena spoke with Jeff Sweno about the trust which does not need to be amended. He stated that it's only an issue of who has authority to sign. A letter from the District President stating who to remove and who to add, would be sufficient to make changes.

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 12/31/18 is \$5,364.86.
- ii. 90 days past due is at \$2,296.65.

b. Billing

- i. Sewer User Fee Bills to go out this month.
- ii. Collections letter for delinquent Greenleaf Residents that have moved out given to Vice President Botvinnik to review and approve.

c. Munibilling Update - None

7. ENGINEERS REPORT

a.) Smoke Testing

- o 23 of the 29 repairs have been completed.
- o 2 have not responded, 3280 Pleasant, 4429 Laine Ct which are cleanout issues. Repairs consist of 1-6" Threaded PVC cap to be installed at each location. Kloefer Construction could make repairs to the clean out caps for \$150.00 each.
- o 4315 Hammersmith Ln – Homeowner talked to Steve Bennett, and he will CCTV the service line to see what will need to be fixed.

- Engineer Grinnell will follow up with a letter to 4306 Westview as this homeowner just received the notice in early December informing him of the problem. The original problem was thought to be the house across the street.
- Kloefer Construction has been sent 14 locations to tend to. Ten have been repaired and are waiting on 4 new lids which are on order. Engineer Grinnell talked to them on 01/03/19 and at that time they have not received the new manhole covers.

b.) Greenleaf Lift Station Interior Rehab Work

Berger Construction was able to complete the work on 12/21/18. The project went very well, but a few issues were incurred as the project went on.

- The valving on the force main and discharge pipes had issues. 2 ½ days were spent on working on valve issues outside of the original contract to allow the station to be placed on a bypass. Once the bypass was in place, they installed a new valve.
- There was a large leak that had to be addressed on the 30" gravity pipe. This took a full day to get under control, and a portion of another day to finally stop the leak completely. This problem was realized prior to the work starting but was not found until after the contract was released.
- Berryman Excavators informed that there was a major problem with a base elbow after the contract was released. Gewalt Hamilton had the contractor replace all three base elbows and increasers. They also included the 3-90 degree fitting on the top, as they showed heavy wear once the old pipe was removed.
- Misc. items: Repair the exterior outlet that was damaged while they were on site, and repair a lock tab on the valve hatch that was broken during the work.
- Gewalt Hamilton received Invoice #1865.01 in the amount of \$69,342.50 from Berger Construction. Engineer Grinnell's estimate for the remaining 20% of the contract, and extras will be around \$40,000. Overall, he estimates the project to come in under \$110,000, probably between \$105,000 and \$115,000.
- Run time hours – The difference between before and after run times is significant. Prior to the work starting the average run time per day was as follows:
 - October – 18.7 hours per day
 - November – 11.1 hours per day
 - First few days after repair was completed average was 3.5 hours per day which shows that the pumps were running 3-5 times more than needed.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- Manor Care Lift Station – Berryman was contacted to make repairs to the generator as it didn't test run for the month of November. Work was completed under a warranty

with the timer they installed. Engineer Grinnell was informed that Manor Care does their own clean up on a quarterly basis. Engineer Grinnell advised the District that Manor Care may require repairs to the Lift Station in the spring.

- Willow Lift Station – Berryman was contacted to make repairs to the generator as it didn't test run for the month of November. They replaced the battery on the generator and back flushed the pump to see if it would correct the runtime concerns.
- Greenleaf Lift Station – Berryman removed one pump as it failed and replaced the transducer. They have supplied a quote on repairs to the pump. Engineer Grinnell addressed the Trustees with the issue of the cost of repairs vs getting a new pump. They all agreed that getting a new pump would be the best decision.

b. Other

1.) Greenleaf Station Update

- Berryman responded to a high-water alarm call and found that the pump in position 1 had failed. They removed the pump to find that it was shorted internally and would need to be rebuilt. This pump was placed in service in 1991, SN – S26769. The cost to rebuild this pump is \$11,529.75. A new preplacement pump would cost \$16,328.00. The cost differential is \$4,798.25. Rebuild of failed pump is 71% of the cost of a new pump without including any depreciation value of the existing 28-year old pump. The pump that was installed on 12/04/18 SN-10010845 was purchased in 2013 and Engineer Grinnell does not know if it was ever in service before. If the District has the funds, Engineer Grinnell recommends the purchase of a new pump.
- President Beutelspacher brought up the idea of having Berryman check and turn the valves annually to make sure they're functional. Engineer Grinnell will add this to Berryman's annual duties.
- Engineer Grinnell approved invoice #1865.01 in the amount of \$69,342.50 from Berger Construction. Engineer Gewalt added that when paying this invoice, Administrator Mazur should request a General Contractor Waiver from Berger Construction.

2.) Manhole Scanning

- i. No changes on this work at this time as the field work has been completed.
- ii. Staff will start to process MACP 2 reports next week. Collecting the rim elevation will start next week, weather permitting. The final documents should be ready for review by the next District Meeting in February.

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 provided the District with an updated sheet with contact information for each Lift Station.

4.) Sanders Rd Cleaning/CCTV – Gewalt Hamilton has given American Underground permission to begin the work. They plan on starting day-time cleaning on 01/16/19, and will follow up with night-time work on 01/19/19.

5.) Grease Issues at Johnny's Tap Restaurant - Engineer Grinnell was made aware of a grease build up in the manhole and pipe leaving the location of Johnny's Tap Restaurant, from the grease trap inspection report for December. He has contacted American Underground to clean up the issues again. Currently Gewalt Hamilton plans on visiting this location to review their grease trap cleaning records, and talk to them about the continuous grease problem that is ending up in the District's sewers. If no improvements are observed over the next few months Engineer Grinnell suggests that the District discuss what the next course of action should be.

6.) Locks

- Standardization of locks has been completed. Engineer Grinnell brought remaining locks and keys to the January District Meeting.
- There will be a field service call for the door lock repair at Greenleaf Lift Station, which will require payment.

7.) Back up at 3530 Lawrence Lane

- Engineer Grinnell was contacted by Phillip Yong who informed him that he didn't want to go through his own insurance due to a rate increase if he did. He is looking for a settlement of \$7,500. Engineer Grinnell forwarded the NWSD insurance information to him so that he can contact them directly, and work through them

8.) Emergency Sewer Backup Pamphlet – Engineer Grinnell talked to Lake County HR Department about the District using the proposed Emergency Sewer Backup pamphlet. They see no problem for the District to use this document as there are no copy rights on the document that they are aware of.

9. PRESIDENTS REPORT

- President Beutelspacher informed the District of a letter of discontinuation of services that was received from JMB Insurance's Brenda Cranmer.
- The Statement of Economic Interest was updated by President Beutelspacher.
- President Beutelspacher talked to Jeff Sweno regarding the transfer of funds to the General Fund Account to cover the Greenleaf Lift Station costs.
- President Beutelspacher informed the District that the Village of Glenview will be raising their water and sewer rates. The increase for sewer will be from \$1.29 to \$1.39 per 1,000 gallons used.

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 corrected. Vice President Botvinnik, Accountant Ovnanyan and Administrator Mazur will address this issue.
- b. Accountant Ovnanyan noted that there was a transfer of \$100,000. from the Investment Account to the General Funds Account.
- c. The Terra Engineering check was cashed and is at a zero balance.
- d. Accountant Ovnanyan inquired as to whether BS/BS payments will process automatically, to which Administrator Mazur responded that no, Vice President Botvinnik did not set it up for auto pay.

12. TIMELINE/IMPORTANT DATES

The next District Monthly Meeting is on February 5, 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 6:07 pm.

CLERK