



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY February 5, 2019 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 5:01p.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 January 8, 2019 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)**

- This case was set for hearing on Wednesday January 30, 2019, however due to the extreme cold weather court sessions were cancelled. The court date was rescheduled to Friday February 8, 2019. Attorney Arena submitted updated attorney fees.

#### **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**

- Glenbrook South High School had their Board Meeting on January 15, 2019 to address the DOR. Attorney Arena talked to their attorney Trisha Olson several times. She reported that they haven't sent the Escrow check yet. Attorney Arena reviewed the details with her again about the difference between the Escrow Deposit and the Developer Fee.

**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. Review of new Ordinance #241 for Sewer User Fee rate increase**

- Once approved, the ordinance will need to be published and will become effective 10 days after publication.

- Vice President Botvinnik moved to approve the proposed Ordinance and Trustee Cepa seconded the motion. Motion passed with all ayes. President Beutelspachher and Administrator Mazur signed the necessary paperwork.

- Administrator Mazur will contact Munibilling with update of \$1.39 per 1,000 gallon increase, and flat rate of \$30.00 to \$40.00 increase.

- The new fees will be applied to the next billing cycle.

**g. Gibson Property** – This property needs to be annexed into the Northfield Woods Sanitary District. Attorney Arena drafted an Annexation Application. There is a bundle of documents in the Petition for Annexation Application that will need to be submitted. Engineer Gewalt will need to review the application a well. Vice President Botvinnik requested that digital plans be submitted.

Attorney fees are estimated to be around \$6,000 - \$8,000 and Engineering fees are estimated to be around \$5,000. The total of the Escrow deposit will be around \$15,000. There is also a Reimbursement of Fees Agreement, where the petitioner states that the District is retaining professionals and that they will pay the Escrow Deposit of \$15,000, and will pay more if need be, any unused escrow deposit will be returned to the petitioner.

**5. NEW BUSINESS – None**

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

- i. Balance due as of 01/31/19 is at \$61,889.15.
- ii. 90 days past due is at \$4,552.96.

**b. Billing**

- i. Sewer User Fee Bills went out in January.
- ii. Get collections letter for delinquent Greenleaf Residents that have moved out without paying, back from Vice President Botvinnik if approved.

**c. Munibilling Update – Contact Munibilling regarding rate increases.**

## 7. ENGINEERS REPORT

**a.) Berger Excavating** - Two invoices were paid with Waiver of Liens having been submitted for both. Certified payrolls should be arriving via e-mail soon according to Engineer Grinnell.

**b.) Smoke Testing**

- No progress on Smoke Testing final items since January's report.
- 23 of the 29 repairs have been completed.
- 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.
- 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**

Repair of the exterior outlet that was damaged while Berger Excavating was on site, and a lock tab on the valve vault hatch, which was broken during their work, still need to be repaired. Work has not been completed as of 2/4/19.

**c.) Glenview Park District**

New work expected to begin by the Glenview Park District for a new Ice Center.

## 8. SUPERINTENDENTS REPORT

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

- Manor Care Lift Station – Berryman was contacted to review why there is a large run time difference between pumps. Engineer Grinnell also requested for them to confirm the working status of the valves and check valves. This has been delayed due to the snow.
- Willow Lift Station – Berryman contacted Engineer Grinnell to make repairs to the speed sensor on the generator, which they found during their weekly inspection. The cost estimate for this repair was \$540.00.
- Greenleaf Lift Station – The replacement pump has been ordered by Berryman Equipment and will be delivered in 5 to 6 weeks.

**b. Other**

**1.) Greenleaf Station Rehabilitation Update**

- This project as submitted by Berger Excavating Contractors of Wauconda , Il. Is now completed.
- Change Order #2 includes additional work to replace the base elbows on all three pump discharge lines. In addition, the wet well was sealed and grouted and a new bypass valve was installed.
- With Change Order #1, the new contract amount increased to \$85,242.50. With Change Order #2, the final contract amount increased to \$118,042.50.

**2.) Manhole Scanning** – Preliminary report of scanning results on phase 1 were delivered to the board for review. Collecting the rim elevation will start when weather permits.

**3.) GIS /Mapping** – In 2018 the Districts existing CAD mapping system was converted to GIS mapping system. Part of this conversion was the need to enhance the attributes and location information of the District assets. Some of this work began when they started scanning the manhole structures. The overall goal of using GIS is to tie all the projects and planned projects to one source. By moving in this direction all the data can be stored and located, and have it tied to the assets itself. This will, not only allow for better organization of data, but it gives the Sanitary District a way that it can access this data if needed.

**4.) Sanders Rd Cleaning/CCTV** – Work has begun on this section of pipe, but due to unfavorable weather conditions it has been put on hold.

**5.) Grease Issues at Johnny’s Tap Restaurant** – On 01/17/19 Gewalt Hamilton performed a site visit to this plaza and inspected 5 grease traps on site. They located the source of the grease problem to be coming from Johnny’s Tap Restaurant. It appears the out-flow tee had corroded away allowing the grease to free flow into the main line sewer. They met with the restaurant manager/owner and showed her their finding and forwarded the pictures they took. She was going to contact her grease hauler to see if they could recommend someone to make the repairs.

A follow up inspection was performed on 02/04/19 and found that no repairs have been made. Engineer Grinnell stopped by and left his card for the owner to call him to provide a time frame of when the work would be completed. A follow-up letter may be required

**9. PRESIDENTS REPORT**

- President Beutelspacher drove by Allstate and observed that they’re under heavy interior construction. He will check with their superintendent to see what they’re doing with their rags.
- Myung Ga Restaurant is now Iron Age Chef Korean Steakhouse, with a new name but same owner. President Beutelspacher checked with Joe Footlick of the Village of Glenview to advise that the restaurant should not be allowed to open for business until they pay their sewer user fee bill.
- President Beutelspacher addressed the Salem Walk snow issue of pile up blocking entrance to Lift Station. He advised that he will get a sign with a concrete base installed so that snow is not plowed in front of the entrance.
- All bank accounts have been updated with the proper information pertaining to current trustees.

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

**11. FINANCIAL REPORT**

- a. Accountant Ovnanyan reconciled all accounts.
- b. Accountant Ovnanyan issued and mailed 1099 R's.

**12. TIMELINE/IMPORTANT DATES**

**a. Statement of Economic Interest**

- President Beutelspacher revised his, and saw to it that Trustee Cepa will receive his from Cook County via e-mail.

**b. MWRD Annual Summary Report for Infiltration Reduction**

- Engineer Gewalt advised that the MWRD is overwhelmed and not current with at least the last three years reports. He will do this year's report once the MWRD signs off on last years report, as they are connected to each other with information.

**c. Sewer User Fee Billing**

- Meter readings are expected from the Village of Glenview this month.

- d. The next District Monthly Meeting is on March 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 5:52 pm.

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**CLERK**