



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY March 5, 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 February 5, 2019 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

Hal Frank, who is representing Lexington Homes/Gibson Property, attended the meeting. He provided answers to questions regarding the proposed annexation into the Village of Glenview. See Job 19C for more information.

4. CURRENT ONGOING

a. Job 07D, Lynnwood Glenview/Greenleaf Manor (Update)

- Attorney Arena advised that the court had the hearing for Petition of Fees. The Judge granted 2/3 of fees of the Petition. Attorney Arena received the check from them and submitted it to Administrator Mazur. This case is now resolved.

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 received and recorded the signed Declaration of Restrictions. Administrator Mazur noted that she spoke with Alexandra Gan of the accounting department at Glenbrook South High School on 03/04/19. Ms. Gan stated that they will send a check.

e. Job 19A – Glenview Ice Center

1. An Escrow check for \$5,000 was received by the District.
2. Engineer Gewalt received a permit Application and plans to review. Engineer Gewalt stated that an updated Restrictive Covenant may be required.

f. Job 19B - Brookview Village Clubhouse

1. Escrow Deposit of \$2,500 was received by the District.
2. Engineer Gewalt received an Application for Construction of a new 2 story 8,000 square foot Clubhouse to be built next to the existing pool. He stated that they will need to re-route the sanitary sewer.
3. A revision to the Restrictive Covenant may be required. Engineer Gewalt will include all the necessary information in his review so that they can plan for it.

g. Job 19C – Lexington Homes LLC/Gibson Property

1. Attorney Arena stated that the District is still waiting for 2 Plats; the Plat of Survey and the Plat of Annexation. The parcel is in the planning jurisdiction of the Village of Glenview, and will be annexed into Glenview.
2. Attorney Arena stated that no court action is required to do the annexation. An Annexation Agreement will be prepared by Attorney Arena. Once approved an Ordinance will be prepared and will need to be published no more than 30, or less than 15 days before the District meeting.

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 02/28/19 is at \$12,176.75.
- ii. 90 days past due is at \$4,552.96.

b. Billing

- i. Water meter readings were received from the Village of Glenview. Vice President Botvinnik and Trustee Cepa will get together to import the readings into Munibilling so that the Sewer User Fee bills can go out this month.
- ii. Vice President Botvinnik mentioned that the District will need to send a note with the current bills advising that there will be a rate increase at the next billing cycle.

c. Munibilling Update – Contact Munibilling regarding rate increases.

7. ENGINEERS REPORT

a.) Smoke Testing

- No progress on Smoke Testing final items since the last 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.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- **Manor Care Lift Station** – Berryman Equipment Co. contacted Engineer Grinnell regarding a few items at this station as the generator failed and needs major repairs. They are preparing an estimate for cost of repair verses replacement. Engineer Grinnell received a cost estimate on a replacement generator from Midwest Power Industries. The concern at this time is, that the existing unit may not have enough value to invest too much money into the repair. Berryman confirmed that the valves and check valves no not operate correctly, or are not sealing and will need replacing. This is reflective the high run time hours on the pumps. Engineer Grinnell will work on getting quotes from Berryman and Berger Excavating Contractors for replacement. Engineer Grinnell will also work on securing a minimum of 2 quotes on valve and check valve replacements and send them to President Beutelspacher for final approval, as this was deemed a high priority project. He will also secure two additional quotes on a replacement generator and installation costs, and will send them to President Beutelspacher for review, as well.
- **Willow Lift Station** – Overall the station is running fine according to Engineer Grinnell. He met with Midwest Power Industry to review the generator maintenance and they supplied him with the cost on a yearly maintenance recommendation.

- **Greenleaf Lift Station** – Overall this station is running fine. A replacement pump has been ordered by Berryman Equipment and they are waiting for delivery. Regarding the rehab work, all punch list items have been completed.
- Engineer Grinnell met with Midwest Power Industry to review the generator maintenance and they supplied him with the cost on a yearly maintenance recommendation.
 - o In regards to Generator Preventative maintenance Engineer Grinnell has secured quotes from Midwest Power Industry to perform annual preventative maintenance load banking to establish full condition assessment, and make the repairs that were obvious when they inspected the units on 2/27/19. The yearly cost for generator preventative maintenance at 3rd location is \$1,800.00
 - o Cost on repairs, preventative maintenance, and load banking for Greenleaf and Willow Lift Stations is \$3,253.33.
 - o The District can move forward with this work to secure reliable secondary power. The overall cost reflects no charges for Manor Care for the first year as this generator is in the process of being replaced and will be under warranty during this time.
 - o Engineer Grinnell contacted Kloepfer to reinstall the manhole next to the driveway after snow melted and he found that the frame was pushed off. They placed it back and will bolt the frame to concrete in the coming weeks.

b. Other

- 1.) Manhole Scanning** – Preliminary report of scanning results on phase 1 were delivered to the board for review at the last District meeting. Collecting the rim elevation has been completed. Gewalt Hamilton is working on a breakdown of repairs and recommendations and will present them at the Districts April board meeting.
- 2.) GIS /Mapping / Multi-year Maintenance Plan** – Regarding the GIS mapping system upgrades, some preliminary work has begun. Engineer Grinnell has a preliminary spread sheet completed with cost estimates only. He is waiting to adjust annual cost estimates and cycle times for multiple year project.
- 3.) Sanders Rd Cleaning/CCTV** – Work has begun on this section of pipe, but due to unfavorable weather conditions it has been put on hold. Currently there are no changes.
- 4.) Grease Issues at Johnny's Tap Restaurant** – Engineer Grinnell finally received a reply from Mary, the owner of Johnny's Tap on 02/26/19. She has been having issues trying to get a plumbing contractor to do the work. She finally got a plumber that will make the necessary repairs. They met on Thursday 02/28/19 and Engineer Grinnell is waiting for a confirmed date for when the work will begin. He sent a follow up e-mail and is still waiting for a response on whether the work has been scheduled. Engineer Grinnell will keep pursuing them to make sure the repairs are complete. He will also monitor the out-flow sewer line to make sure the grease hasn't created any issues.
- 5.) Grease Trap Reports** – Engineer Grinnell brought up the question of whether or not the District should review who is, or isn't supplying the District with their grease trap contractors' names and cleaning reports. He inquired if this information could be part of their annual fee requirements and be reviewed. Engineer Grinnell stated that he thought this can be enforced by Ordinance 92 under Section 5 of Issuance of

Regulation. The District will be including a note on the bill to grease trap owners to supply the District with their vendors name, and a receipt showing that the work was completed.

9. PRESIDENTS REPORT

- President Beutelspacher stopped by Allstate to talk to the Superintendent about them not dumping rags into the Districts sewer system. The Superintendent told President Beutelspacher that he would pass the information on to their Chief Engineers. President Beutelspacher also discovered that the top 2 floors are being occupied by PEAK Antifreeze Co. who do testing on terry cloth towels. With this information the District will know where the rags are coming from, if they're terry cloth.
- President Beutelspacher had a new sign placed at the Greenleaf station about snow plowing, to prevent plowed snow from blocking the entrance to the Lift Station.
- President Beutelspacher spoke with Van Guard Energy Services about switching to them as our provider for Com Ed, in place of MC Squared who is our current provider. This change will possibly save the District \$1,500 per year. Administrator Mazur is in the process of obtaining the necessary information to expedite that change.
- Emergency Protocol Contact List has been updated.

10. OFFICE PERSONNEL AND PROCEDURES – No report.

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all accounts, and financials have been updated. Accounts Receivable is in balance.
- b. Accountant Ovnanyan reported that \$79,000 is available in the Sewer User Account and can be moved to the General Fund Account. Vice President Botvinnik will transfer funds accordingly.
- c. Accountant Ovnanyan will need to prepare the 2019 projected budget to be presented at the next District Meeting. President Beutelspacher requested for Gewalt Hamilton to provide the cost amounts of work required at Lift Stations. Engineer Grinnell will provide her with the figures before the next District meeting.

12. TIMELINE/IMPORTANT DATES

- a. **MWRD Annual Summary Report for Infiltration Reduction** - Engineer Gewalt received feedback from the MWRD on the Annual Reports. There are minor changes to the reports required.
- b. **Sewer User Fee Billing** - Sewer User Bills to go out this month.
- c. The next District Monthly Meeting is on April 2, 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 6.11 pm.

CLERK