



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY June 4, 2019 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 5:02 p.m. by President Botvinnik of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present:

ALEX BOTVINNIK
JEROME CEPA

Also, present were Attorney David Arena, Accountant Olga Ovnanyan, Administrator Christine Mazur. Engineers David Gewalt and Mike Grinnell were not present.

2. MINUTES

Vice President Jerome Cepa moved and President Botvinnik seconded a motion to approve the minutes of the May 7, 2019 regular meeting. Motion passed with all "AYES".

Minutes of 5/28/19 Special Meeting were approved with a motion by Vice President Cepa, and seconded by President Botvinnik.

3. MATTERS TO BE PRESENTED BY THE PUBLIC - None

4. CURRENT ONGOING

a. Job 07G, Glenstar Properties LLC Parcel 7

- No new updates.

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

- No new updates.

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

- The District is still waiting for payment of \$2,164.25 for remaining legal fees.

d. Job 19A – Glenview Ice Center

- No new updates.

e. Job 19B - Brookview Village Clubhouse

- Attorney Arena noted that the Declaration of Restrictions has been prepared and sent. It was sent back. Attorney Arena contacted Engineer Gewalt to see if there was another

contact email he could use, if not then he will send it to Steven via US mail. Administrator Mazur will see if there is any contact information in Munibilling and, if so, will forward to Attorney Arena.

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

1. Lexington Homes now owns the Gibson Property.
2. Attorney Arena put together the Annexation Application and it has been presented to Lexington Homes. Attorney Arena is now waiting for them to contact him.

g. 20year expired Declaration of Restrictions – Vice President Cepa is working on how to determine the PIN's in order to put the data into Munibilling.

h. List of commercial property addresses – Vice President Botvinnik to provide.

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 05/31/19 is \$86,601.63.
- ii. 90 days past due is at \$8,891.35.

b. Billing

- i. Sewer User Fee Bills went out last month.
- ii. Munibilling Update – Customers have been notified of rate increase for upcoming billing cycle.
- iii. Billing for Sybaris – The Sybaris contacted the office and stated that they will pay the past due balance with three payments over the next three months, in addition to the current billing cycle invoice due in June.

7. ENGINEERS REPORT

a.) Smoke Testing – 4306 Westview sent information and agreed to proceed with American Underground to perform the lateral inspection on 05/09/19.

b.) Other – Gewalt Hamilton is still working with the MWRD on getting them to approve the Districts infiltration and flow control program. Signatures are required on four documents.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- **Manor Care Lift Station** –
 - o Generator is out of service.
 - o Gewalt Hamilton has reviewed three pump models from three different manufactures and have determined to stay with the same make and model. The other two manufactures' they looked at would fit the application nicely,

but the cost to modify the existing starter and breakers would have to be done. This brought the cost of the lower price pumps over the cost listed below.

- 2 pumps and accessories \$13,608, not to exceed \$3,000.00 for installation.
- The recommendation is to move forward to purchase these replacement pumps from Metropolitan Pump Company.
- Generator Replacement – The delivery date is set for July. Administrator Mazur completed all the paper work on upsizing the gas meter. The contractor is trying to install a new transfer switch and wants to begin working on the concrete pad and electrical upgrades. The weather has been an issue for them to complete the work. Gewalt Hamilton has assigned Steve Bennett to oversee this while Engineer Grinnell is out of town.
- Vice President Cepa moved to approve Metropolitan Pump Company to do the job for \$16,618.00 at Manor Care LS. President Botvinnik seconded the motion.
- **Willow Lift Station** – Still having issues with one pump as it appears it might need some additional work on the impeller and wear ring. On 05/23/19 Engineer Grinnell asked Berryman to review uneven pump hours in order to see what will need to be done to correct the issue.
- **Greenleaf Lift Station** – Overall this station is running fine with no issues.
- **Generator Preventative Maintenance** – All work has been completed as Engineer Grinnell received the final report from the contractor. The only major item still to be addressed is additional repairs to the radiator at Willow Rd Lift Station. This work will wait until summer when we know the weather is stable.
- **Electrical Preventative Maintenance** – This work was completed at all three sites. There will be a follow up report coming soon. In discussion with the contractor there will need to be additional work completed, but they will review their recommendation and make determination at that time on severity.

b. Other

- 1.) **Manhole Scanning** – Engineer Grinnell forwarded the 26 manholes that need to be located to raise to grade for Kloefer Construction to take care of. Once they have completed this work Gewalt Hamilton can come in and finish the scanning.
- 2.) **GIS /Mapping / Multi-year Maintenance Plan** – Regarding the GIS mapping system upgrades, some preliminary work has begun.
- 3.) **Sanders Rd Cleaning/CCTV** – Engineer Grinnell is still waiting for CCTV report from American Underground.
- 4.) **Grease Issues at Johnny's Tap Restaurant** – The sewer line that was affected by the grease trap issues has been cleaned up by American Underground and shouldn't be a grease concern. Gewalt Hamilton will monitor it over the next few months to make sure there aren't any additional problems.
- 5.) **10 – Year Operation and Maintenance Program** – Gewalt Hamilton converted the final draft report and will review prior to each budget year to adjust any changes and review how its matching up to the Sanitary District needs. Engineer Grinnell will bring the final version to the July board meeting.
- 6.) **Support Service and weekly pump Inspection Services**
 - Engineer Grinnell is proposing to perform the weekly pump station checks that presently are being completed by Berryman Equipment. It would be his

recommendation to inspect and collect the pump hour readings on Monday and Thursday of each week. Gewalt Hamilton has put together a form that their staff will be using. The form submitted shows a detailed list of the requirements they will collect when on site. Some of the work is required at every visit and others will be weekly or monthly checks. Along with a detailed list, a place for comments will be included to report unusual findings. This will allow anyone to confirm that the inspections are being completed correctly. This will help the District use this data to detect any pattern that might be developing over the entire month.

- The work to be completed will take approximately 4 hours per week. Once a month they will have to spend an additional 2 hours to inspect all the monthly items on the form.
- Gewalt Hamilton expects to spend 248 hours per year (4.76 hrs per week average) performing the operational duties.
- The summary of the expected charge is listed below:

| | |
|--|----------|
| Previously yearly charges (Berryman) | \$23,400 |
| Current yearly charge of Mike Grinnells LS oversight(2 x per wk) | \$26,208 |
| Current Total | \$49,608 |

| | |
|---|----------|
| GHA yearly operational charges | \$31,248 |
| Reduction of the GHA LS oversight (Mike Grinnell) | \$20,160 |
| Proposed total | \$51,408 |

| | |
|--|---------|
| Increase in annual operational charges | \$1,800 |
|--|---------|

- If the District agrees to move forward, there will be a need to secure additional contractors that would be willing to respond to pump problems or electrical outages in an emergency or planned preventative maintenance.
- Gewalt Hamilton has put together the following list of vendors. They will be working on securing other vendors as well.
 - Electrical and Controls – OKEH Electric Co. – Shawn Fergus
 - Controls and Maintenance – Xulem Inc. Flygt – Denny Weber

7.) Sybaris Update – Engineer Grinnell was contacted by the corporate accountant on 05/15/19 to see how the District could account for the water use from their well. An e-mail has been sent to the Northbrook office to work with us to determine the best practice going forward. He met with Natalie Rivera – Assistant Director of Operations on 05/28/19 and reviewed the best way to proceed. All Sanitary sewer is pumped off site using a lift station which has an hour meter. They will perform a 30-day test in

June to determine what usage is pumped off site. Once they have the data they will be able to compare pricing structure moving forward

8.) 3530 Lawrence Update – Information was forwarded to Engineer Grinnell from Phillip Yong, the homeowner on 05/12/19, which he forwarded to Administrator Mazur. She provided the information to the insurance company. They supplied the follow-up information that was requested on 05/23/19. Engineer Grinnell was contacted once again by Mr Yong who expressed his displeasure with the denial notification from the insurance company on 05/23/19. Engineer Grinnell told him that it was in their hands and the District would follow the recommendation of the insurance company on the claim. His statement was that he will take it to his lawyer and notify neighbors to file claims if they had issues at the time of the original back up. At this time Engineer Grinnell knows of no other residents complaining of sewage in their homes from the backup on 10/20/18.

9.) Storm Sewer Project / Village of Glenview

-Gewalt Hamilton met with Village of Glenview on 05/30/19 to review their 2019 storm sewer project on Magnolia St. from Lilac Ave to Linden Ave. There are 3 sanitary conflicts that will require the Village of Glenview to change the material of the sanitary pipe to ductile iron, and install 2 conflict manholes. The project is set to start in June if all permits are approved. They will have staff on site when work is being performed on the Sanitary District pipe.

9. PRESIDENTS REPORT

- Audit to begin on 6/11/19.
- President Botvinnik noted that all banking contact info has been updated to remove Al Beutelspacher as former President and Alex Botvinnik as new President of Northfield Woods Sanitary District.

10. OFFICE PERSONNEL AND PROCEDURES – No report.

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all accounts.
- b. Accountant Ovnanyan provided all necessary information to auditors for upcoming audit.
- c. Accountant Ovnanyan mentioned that the District never received the payment from Cook County from 06/25/18. Administrator Mazur will follow up on this by calling them again.
- d. Property Tax Reports will be done by Administrator Mazur and Vice President Botvinnik.

12. TIMELINE/IMPORTANT DATES

- a. **Sewer User Fee Billing** - Sewer User Bills went out last month.
- b. The next District Monthly Meeting is on July 9, 2019.

13. ADJOURNMENT

There being no further business to discuss, President Botvinnik moved to adjourn the meeting and Vice President Cepa seconded the motion. The meeting was concluded at 5:35 pm.

CLERK