



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY August 6, 2019 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

### **1. ROLL CALL**

The meeting was called to order at 5:01 p.m. by President Botvinnik of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present:

PRESIDENT ALEX BOTVINNIK  
VICE PRESIDENT JEROME CEPA

Also, present were Attorney David Arena, Engineer David Gewalt, Engineer Mike Grinnell, Accountant Olga Ovnanyan and Administrator Christine Mazur.

### **2. MINUTES**

- a. Vice President Jerome Cepa moved and President Botvinnik seconded a motion to approve the minutes of the August 6, 2019 regular meeting. Motion passed with all "AYES".
- b. Approval of Lexington Homes LLC Annexation Meeting Minutes. Vice President Cepa moved to approve the minutes of the 07/22/19 Annexation meeting, and President Botvinnik seconded the motion.

### **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 19A – Glenview Ice Center**

- No new updates.

**c. Job 19B - Brookview Village Clubhouse**

- No new updates

**d. Job 19C – Lexington Homes LLC/Gibson Property**

- No new updates

Engineer Gewalt approved the engineering aspects of this annexation.

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- e. 20 year expired Declaration of Restrictions – Vice President Cepa is working putting the PIN data into Munibilling.

## 5. NEW BUSINESS – None

## 6. ADMINISTRATORS REPORT

### a. Accounts Receivable

- i. Balance due as of 07/31/19 is \$6,634.65.
- ii. 90 days past due is at \$6,456.03

### b. Billing

- i. Sewer User Late Fees went out last month.
- ii. Accounts to collections
- iii. Grease Trap Billing to go out upcoming billing cycle.
- iv. Munibilling update – None
- v. Billing for Sybaris – Paying as agreed

## 7. ENGINEERS REPORT

**a.) Smoke Testing** – The owner of 4306 Westview is Tsekouras Dimitrius. Engineer Grinnell left a message on 08/05/19 as to the status of the repair.

### b.) Other

- **Franklin Drive Sewer Main issues/ Sinkhole** – The District approved \$28,000 for these repairs. The lining work was completed on 07/31/19 and everything went very smoothly. Engineer Grinnell reviewed the final CCTV and the liner went in very well. There were no ripples or soft spot noted after his review. The service cut outs were done cleanly. Engineer Grinnell received the invoice from Kloepfer for the work and signed off for payment. The curb and blacktop contractors have been contacted and they will work with the Village of Glenview on how they want to oversee the restoration.
- **MWRD – Long Term Operations and Maintenance Program** – The MWRD has responded that they received the documents and will respond on a later date with a follow up recommendation, if any.

## 8. SUPERINTENDENTS REPORT

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

#### - Manor Care Lift Station -

- The Generator has been installed and is operational.
- One of the two pumps have been installed. The other one is on back order. After the first 3 days of operating they are seeing an 80% decrease in run time hours on the replacement pump.

- **Willow Rd Lift Station -**
  - Pump inspection/base line condition assessment is setup on both pumps for 08/08/19
  - Engineer Grinnell has also found a large leak in the wet well that needs to be addressed in a timely manner. He has asked Berger and Kloepfer if they could grout this leak. He's waiting on a response and time frame for completion.
- **Greenleaf Lift Station**
  - The transducer failed at this site, with the lack of cleaning as required it became stuck in the tube. Berryman has not removed it since December 2018 so American Underground responded with a rodding device to help remove the old transducer. Gewalt Hamilton had the spare unit installed and it will need some additional material to finalize the installation. Engineer Grinnell supplied the District with a quote from USA Blue Book for items needed.
  - Pump inspection/base line condition assessment is setup on all pumps and is scheduled for 08/08/19.
- b. 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 they know the weather is stable.
- c. Electrical Preventative Maintenance**
  - 1.) Greenleaf Lift Station**
    - a.) Gewalt Hamilton recommended the following items of concern to be addressed.
      - Lighting and convenience outlets are double lugged on one breaker.
      - Exterior GFI receptacle needs replacement.
      - Exterior fixture above door is out.
      - Exhaust fan not working.
      - Interior fixture needs new lamps.
      - Connect air filter control panel.
      - Intake louver needs a motor replaced.
    - b.) Engineer Grinnell will be requesting a quote to do a full interior LED bulb conversion.
  - 2.) Manor Care Lift Station** – Replace sump pump only and hold off on all other items.
  - 3.) Willow Road Lift Station** – Engineer Grinnell recommends doing everything that is proposed for the Greenleaf Lift Station and also replace backup floats, as well as reworking conduits from building to wet well junction box.
- d. Site Clean up**
  - Greenleaf Lift Station – Brush and debris clean up (branches and wet well material left behind from previous vendor).
  - Manor Care Lift Station – Clean up inside fence area leaves. Cut and remove growing trees.

**Sanders Rd Cleaning/CCTV** – No additional reviews were done on this CCTV report this month.

**Manhole Scanning** – No follow up recommendation on this project this month.

### **Support service and weekly pump Inspection services**

- Engineer Grinnell submitted a draft of Standard Operating Procedure (SOP) for the District to follow. This will give the Sanitary District an oversight on how they plan on operating the complete sewer system.
- Engineer Grinnell submitted a draft of Pump Station Standard Operating Procedure (PSSOP). These procedures show how they plan on operating the lift stations and duties that will require staff to perform throughout the year.
- Engineer Grinnell drafted a new Emergency Contact list which will be Gewalt Hamilton's main contact list and will show how the lift station dialers will call staff members for any emergency.
- Engineer updated the Emergency Contractor list on who can be contacted and the duties they perform.
- A monthly pump report and inspection check list that staff will be completing to make sure items are being completed as required was submitted by Gewalt Hamilton.

### **Storm Sewer Project / Village of Glenview**

- All work on the 3 Sanitary District sewers' conflicts have been completed as designed. Gewalt Hamilton will stay in contact with the project manager as needed to make sure no additional conflicts arise.

## **9. PRESIDENTS REPORT**

- President Botvinnik spoke with Vice President Cepa about possibly switching banks to Glenview State Bank. Vice President Cepa is investigating the Districts options.

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

## **11. FINANCIAL REPORT –**

- a.) Accountant Ovnanyan reconciled all accounts for June and July.
- b.) Accountant Ovnanyan reported that there is surplus of \$122,000 in the Sewer User Account that can be moved to the General account or Investment Account.
- c.) Accountant Ovnanyan received the Audit Draft and is reviewing it, as are President Botvinnik and Vice President Cepa.
- d.) Accountant Ovnanyan noted that there is a positive balance of \$1,307.00 for Job 12D Tapestry Glenview. President Botvinnik recommended that Administrator Mazur try to find out where to send the refund. Attorney Arena added that the Declaration of Restrictions

was done around two years ago. Once this issue is resolved, Job 12D for Tapestry Glenview can be closed out.

President Botvinnik inquired about Job 12G Mirim Rice Cake. They also have a positive balance in escrow. Administrator Mazur will investigate whether or not they are still in business.

## 12. TIMELINE/IMPORTANT DATES

- a. **Review of Audit** – President Botvinnik & Accountant Ovnanyan reviewed. Vice President Cepa to review.
- b. **The next District Monthly Meeting is on September 10, 2019.**

## 13. ADJOURNMENT

There being no further business to discuss, Vice President Cepa moved to adjourn the meeting and President Botvinnik seconded the motion. The meeting was concluded at 5:42 pm.

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**CLERK**