



## **MINUTES OF THE REGULAR MEETING**

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

### **1. ROLL CALL**

The meeting was called to order at 5:00 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, Engineer David Gewalt, Engineer Mike Grinnell, Accountant Olga Ovnanyan and Administrator Christine Mazur. Attorney David Arena was not present.

### **2. MINUTES**

a. Vice President Jerome Cepa moved to approve and President Botvinnik seconded the motion to approve the minutes of the October 8, 2019 regular meeting. Motion passed with all "AYES".

### **3. MATTERS TO BE PRESENTED BY THE PUBLIC - None**

### **4. CURRENT ONGOING**

#### **a. Job 07G, Glenstar Properties LLC Parcel 7**

- Glenstar owes escrow money. An invoice will be prepared in the amount of \$2,500.00.

#### **b. Job 19A – Glenview Ice Center**

- No new updates.

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

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

Attorney Arena stated that the original Annexation Agreement has been signed by the developer and has been delivered. The Annexation Agreement was signed by President Botvinnik and a copy went to Attorney Harold Franke and one copy went to the District, in addition a scanned copy was sent to Attorney Arena. President Botvinnik moved to adopt the ORD 243 Lexington Homes Annexation and Vice President Cepa seconded the motion. President Botvinnik signed Ordinance 243 which is contained in the document. Engineer Gewalt noted that the Engineers submitted their plans to the Village of Glenview and stated that the Village of Glenview approved the design.

---

- e. 20 year expired Declaration of Restrictions – Ongoing, as Vice President Cepa will create a procedure protocol with Attorney Arena regarding expired Declaration of Restrictions.

## 5. NEW BUSINESS –

## 6. ADMINISTRATORS REPORT

### a. Accounts Receivable

- i. Balance due as of 10/31/19 is \$11,607.65
- ii. 90 days past due is at \$7,834.43

### b. Billing

- i. Water meter readings due from Village of Glenview this month.
- ii. Munibilling update – None
- iii. Delinquent Greenleaf Manor Accounts – There are approximately seven delinquent accounts for Greenleaf Manor in which the tenants have moved out without paying off their balance with the District. Administrator Mazur provided Attorney Arena with the contact information for Greenleaf Manor along with the information for the delinquent accounts. Going forward Attorney Arena offered the following suggestions:

- a.) Send duplicate copies of Late Fee Notices, one copy to the tenant, and one copy to Greenleaf Manor property owner.
- b.) Request deposits from tenants.
- c.) Send invoice to property owner and have them bill tenant as they see fit.

. Attorney Arena drafted a letter that will go out before the next billing cycle. The District will proceed with Option C, to bill the Greenleaf Manor building owner.

## 7. ENGINEERS REPORT

### a.) Smoke Testing – Done

### b.) Other

- **3565 Carol Lane** – Contact # is 847-422-3562. The homeowner called stating that the connection at the main was damaged and causing problems with her sewer service. Engineer Grinnell contacted American Underground to CCTV the main and inspect her service connection to see if the District needed to repair the problem. Upon review of the CCTV video and report Engineer Grinnell determined that the Sanitary District is in good shape. The problem is a severe root problem in the homeowner's service line, as shown in the report Engineer Grinnell submitted.
- **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.
- **Sybaris** – No reduction in pump run time, there was a +30.4 hour increase from last month. Engineer Grinnell reported that there has been three

months of data collected for the Sybaris. If the District moves forward with using their pumping run times as the way to bill the client, the price would be almost four times as high as it is currently. Engineer Grinnell provided the District with a report of Pump Run Time Readings and the District will bill accordingly for the next billing cycle.

**d.) 2019/2020 CCTV and cleaning project PHASE 1**

- Proposed 28,600 LF (linear feet) in PHASE 1.
- Budget set at \$40,000.
- Increase in cost due to majority of work being done is in back yards requiring a higher price per foot.
- Recommendation to proceed with a “not to exceed \$40,000”.
- GHA estimate is that they will be able to CCTV and clean 20,000 LF.
- Remainder of footage will be covered in PHASE 2 during next budget cycle.
- Quote submitted from American Underground which President Botvinnik proposed to approve and Vice President Cepa seconded to approve.
- Work should begin in January 2020.

## 8. SUPERINTENDENTS REPORT

- a. Buildings and Grounds/Lift Station Status** – Control Upgrades Quote for all Lift stations was submitted by Engineer Grinnell.
- **Manor Care Lift Station** - Presently no problems at this lift station.
  - **Willow Rd Lift Station** -
    - Preventative Maintenance work was completed and GHA is waiting for final inspection report. They removed pump #2 and replaced it with a spare pump from the building. The contractor removed the pump from site for inspection and will be quoting GHA for the recommended repairs.
    - Status is the same, and also there is a large +/-leak in the wet well that needs to be addressed in a timely manner. Engineer Grinnell asked Berger if they were able to grout this leak and is waiting for a response and time frame.
  - **Greenleaf Lift Station**
    - Preventative pump maintenance is scheduled for 11/8/19.
- b. Signs** - President Botvinnik will check with Al Beutelspacher about who originally made the 10 x 17 wooden signs for the Sanitary District for possible replacement next year along with enhanced landscaping work.
- c. Electrical Preventative Maintenance** – Work is about 2/3 complete.
- d. Mechanical Preventative Maintenance** – The contractor is about 50% complete, all other parts are in stock and they are still waiting for the louver motor to arrive.
- e. Site Upgrades** – Engineer Grinnell met with Metropolitan Pump on electrical cabinet upgrades and future SCADA technology for the Sanitary District’s 3 sites. They are putting together recommendations on each site for upgrades. It appears that the cost might not be as high as anticipated for 2 out of the 3 sites.

- f. **Sanders Rd Future Design** – Work has started on collecting and planning for information on manhole scanning, setting up flow monitoring and utilities location identification.
- g. **Storm Sewer Project / Village of Glenview – Magnolia St and Laurel Ave**
  - This project has been completed. Engineer Steve Bennett did the final walk-through.

## 9. PRESIDENTS REPORT –

- a.) President Botvinnik inquired about an e-mail from JMB Ins. as to whether or not the Workers' Comp. Ins is up to date. Administrator Mazur replied that it is up to date.
- b.) President Botvinnik also inquired as to whether or not all the vendors the District works with have a Certificate of Insurance active and on file with the District. Administrator Mazur commented that some, but not all are on file. President Botvinnik noted that they should all be on file with the District. Administrator Mazur will attend to this matter.

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

## 11. FINANCIAL REPORT –

- a.) Accountant Ovnanyan reconciled all accounts for October.
- b.) Accountant Ovnanyan noted that a transfer of \$1,148.14 from the General Fund Acct. needs to be made into the ORD 50 Acct. due to a difference in balances.
- c.) Accountant Ovnanyan completed the Workers' Comp. Annual Audit.
- d.) Accountant Ovnanyan prepared the Annual Proposed Tax Levy. This will be ORD 244 for an increase of the usual 3%.
- e.) Accountant Ovnanyan also completed the Annual Statement of Receipts and Disbursements which came from the Audit Report.

## 12. TIMELINE/IMPORTANT DATES

- a. **Job 12 D Tapestry and Job 12 G Miram Rice Cake** – The District owes a refund to both accounts and will be discussed with Attorney Arena at the next monthly meeting.
- b. **Meeting Dates for 2020** – Tentatively the dates for 2020 Meetings are as follows:  
  
1/7, 2/4, 3/3, 4/7, 5/5, 6/9, 7/7, 8/4, 9/9, 10/6, 11/3, 12/8  
  
Final revision to be reviewed at next monthly District Meeting and will be published.
- c. **The next District Monthly Meeting is on December 3, 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 5:55 pm.

---

**CLERK**

