



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY FEBRUARY 4, 2020 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 4:58 p.m. by Vice President Cepa 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 Mike Grinnell, Accountant Olga Ovnanyan and Administrator Christine Mazur. Engineer David Gewalt 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 January 7, 2020 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. Attorney Arena provided the necessary contact information as CPUS Glenpoint LP and Chris Potaczek at State Street Chicago, Il. as the contact person in 2016-2017. Attorney Arena will confirm this and e-mail Administrator Mazur all the complete information.

b. Job 19A – Glenview Ice Center

- President Botvinnik stated that one rink will be open by the end of May or beginning of June 2020.

c. Job 19B - Brookview Village Clubhouse

- No new updates.

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

-No new updates

e. 20 year expired Declaration of Restrictions – Vice President Cepa will meet with Administrator Mazur to discuss the declaration of restrictions, then he will proceed with his process.

5. NEW BUSINESS – Attorney Arena is no longer with Di Monte, Lizak LLC effective Jan. 1, 2020. He now operates under the name "Arena Law Office, LLC".

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 01/31/20 is at \$12,702.42
- ii. 90 days past due is at \$6,847.57

b. Billing

- i. Sewer User Late Fee Bills went out in January.
- ii. Munibilling update – None
- iii. Greenleaf Manor Accounts – Administrator Mazur to check with them again regarding status of payment as we have still not heard anything from them. Attorney Arena may need to become involved in the near future if no response or payment is received.

7. ENGINEERS REPORT

a.) Glenview Place LLC (Sanders Rd N. of Greenleaf Lift Station) – GHA will be redesigning the sewer making it larger and hopefully getting an easement. The subdivision has a Declaration of Restrictions that won't expire until 2028. They also have zero lot lines so GHA will be able to deal with the Home Owners Association instead of each homeowner in order to work on the survey side to get the info they require to begin.

b.) Other

- **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.
- **2019/2020 CCTV and cleaning project PHASE 1** – GHA is waiting for American Underground to start. They have been in contact with them and they should begin when the project in Prospect Heights is completed.

8. SUPERINTENDENTS REPORT

Buildings and Grounds/Lift Station Status

- **Manor Care Lift Station** - Presently no problems at this lift station.
- **Willow Rd Lift Station** -
 - o There is a large +/-leak in the wet well that has been repaired by Berger Construction.
 - o Uneven run times on Pump # 1. Engineer Grinnell is waiting on cost estimate of the pump they pulled out. There should only be lower end repairs such as, impellor, wearing, and lower seal.
- **Greenleaf Lift Station**
 - o Pumps are not alternating at the present time. Engineer Grinnell is waiting for electrical contractor to troubleshoot. Presently no other problems at this Lift Station.

- a. **Signs** – Placards have been received by Engineer Grinnell and now only need to be installed.

b. Electrical Preventative Maintenance – Follow up on repair status is that the contractor is about 75% complete. All other parts are in stock but still waiting for the louver motor as it’s an obsolete motor and they are working on a cross reference.

c. Mechanical Preventative Maintenance - Field work is 100% complete. GHA has switched the two spare pumps into rotation and they’re operating as expected. The contractor took both pumps back for evaluation and will be sending a quote out on repair recommendation.

- Full reports have been received from the work they performed, and a copy has been submitted.
- The pump that was removed from Greenleaf during the Preventative Maintenance work and has been disassembled. Cost of the repair is very high due to the water in the motor housing and heavy wear on the lower portion.
 - Rebuild present pump and motor estimate \$17,947.00
 - Replace with same manufacture – Hydromatic \$19,270.00
 - Replace with a Flygt Pump \$17,422.68
 - Engineer Grinnell inquired if the District would like to continue the practice of stocking a pump for each site as a practice to continue? The delivery time on a replacement pump is a minimum of 8 weeks. At the present time the station averages 4.9 hours per day, which translate to 1.63 run time hours per day, per pump.
 - It was determined that the District will not keep one in stock. GHA will track the age of each pump and repair or replace as is required.

d. Mechanical Pump Maintenance follow up Repairs – There will be a few additional repairs that are noted from the pump inspection reports. Engineer Grinnell will be working on the cost associated with these repairs. These are typical repairs and are not unusual to find when performing preventative maintenance.

e. Electrical/SCADA Upgrades and Installation –

● Manor Care	Control Panel	\$38,526.00
	Field electrical work	\$15,825.00
	Concrete removal & replacement	\$10,975.00
	Total Cost	\$65,326.00
	2021-2022 Budget	\$95,000.00
	Under Budget	\$29,674.00
● Greenleaf	Control Panel	\$24,851.00
	Wet Well gasket hatch	\$6,965.00
	Field electrical work	\$12,800.00
	Hatch installation	\$1,500.00
	Total Cost	\$46,116.00
	2020-2021	\$75,000.00
	Under Budget	\$28,884.00
● Willow Rd	Control Panel	\$17,416.00
	Total Cost	\$17,416.00
	2022-2023	\$50,000.00
	Under Budget	\$32,584.00

- **Total monthly Verizon Cellular service with SCADA Metro Cloud**

Monthly per station	\$45.00
Annual Cost	\$540.00

Regarding Metro Cloud, the updates would be done in the order of Manor Care first, Greenleaf second, and Willow Rd third. President Botvinnik inquired if there's any incentive or benefit/discount to doing all three at one time, beginning in May and ending in June or possibly doing all by the end of August in 2020? Engineer Grinnell Grinnell will check on these options.

- 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. **Grease issues at Willow Rd Lift Station** – GHA has reviewed this area and it appears that there are two grease traps that aren't on the Master List which could potentially be part of the grease problem present at the Lift Station. Astellas and Tapestry Apartments both have grease traps installed. GHA will be following up with site visits to them to see if there's a problem coming from these sites. Engineer Grinnell will contact the building managers to confirm if they have a program in place for cleaning them. Once this done, they will be added to the Master List for future inspections.

9. PRESIDENTS REPORT – No updates.

10. OFFICE PERSONNEL AND PROCEDURES

11. FINANCIAL REPORT –

- a.) Accountant Ovnanyan reconciled all accounts.
- b.) Accountant Ovnanyan submitted copies of the 1099 Forms and completed the financials.

12. TIMELINE/IMPORTANT DATES

- a. **Job 12 D Tapestry** – Attorney Arena reported that the developer does not want the refund. After the District receives Attorney Arenas last invoice regarding this job, the Escrow money will escheat to the State.
- b. **Statement of Economic Interest** – President Botvinnik updated Trustees and emailed Vice President Cepa about it.
- c. **The next District Monthly Meeting is on March 3, 2020.**

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 5:40 pm.

CLERK

