



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY September 11, 2018 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

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

2. MINUTES

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the July 10, 2018 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

No one from the public was present at the meeting.

4. CURRENT ONGOING

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

Attorney Arena is in the process of resolving the amount of the balance due that is owed by Greenleaf Manor. Attorney Arena emailed an invoice from the District to Greenleaf Manor in which he gave the attorney for Greenleaf Manor a breakdown of the Districts fees. These fees include Attorney Arena's legal fees for the last two years, as well as the Sewer User Fees and Gewalt Hamilton's engineering fees.

Due to past unresponsiveness from the Greenleaf Manor Building management, in which they never clarified where the bills should be going, the District determined that it would do the billing in the same manner as the Village of Glenview. Therefore, at some point the bills were sent to each individual tenant. At this time, it needs to be determined which portion of the Sewer User Fee is the responsibility of Greenleaf Manors Building owner, and which portion belongs the tenants.

Attorney Arena will proceed with the suit in relation to the Declaration of Restrictions, excluding the amount due for the Sewer User Fee. Attorney Arena advised that the current point of contact for Greenleaf Manor is Zachary Pollack.

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 was put in contact with the Glenbrook South High Schools Attorney and they discussed the Districts position on waiving the development and attorney fees. They will get back to Attorney Arena.

e. 20year expired Declaration of Restrictions

- i. 2100 Sanders – Attorney Arena hasn’t had any contact with them, as the property manager Sandy has stopped speaking with him. There is no voicemail or answer when Attorney Arena calls her. The next step would be to file a suit or prepare a complaint as one last effort in communication with them. The District agreed to follow through with filing a complaint.
- ii. 2335 Sanders – Attorney Arena has been communicating back and forth with their attorney. They just wanted one edit, it being the provision of their written consent to any modifications of the Declaration of Restrictions, to which the District disagreed.

5. NEW BUSINESS

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 08/31/18 is at \$3,028.34.
- ii. 90 days past due is at \$2,152.75.

b. Billing

- i. Sewer User Fee Bills to go out this month.
- ii. Grease Trap Bills to go out this month.
- ii. The TSI Collections account will be renewed in order to address delinquent Sewer User accounts.

c. Munibilling Update

The District has determined that it will back-bill for the previous under-billed accounts of which Munibilling erroneously placed a fee cap. The District will issue a notice to the property owners of affected accounts explaining the back-billing of two billing cycles, including the current billing cycle, due to billing error. This means that the District will absorb the cost of 6 months of billing, and the affected account holders will be responsible for the other 6 months.

7. ENGINEERS REPORT

Smoke Testing – Engineer Gewalt reported that he received the 2018 Smoke Testing Results from RMS Utility Services. The Summary of the results consist of 37 total defects. Approximately 50% concerned the Districts manholes while the other 50% pertained to private property defects. The breakdown is as follows: for the District there were 18 manhole gaskets; for private property owners there were 3 down spout tie-ins, and 17 cleanouts were required.

Engineer Gewalt will forward an electronic copy of the report to the District.

Engineer Gewalt advised that the District should be receiving an invoice from RMS Utility Services/Midwest Water in the amount of \$20,296.00.

Other

- a. Sanders and Greenleaf Pump Station is still having problems with rags and debris especially on the control system, the transducer and the floats. Engineer Gewalt talked to Berryman about the repairs that are needed. It has been determined that there's a cracked pipe in one of the pump risers. Engineer Mike Grinnell proposed to replace all three pipes involved. Berryman Equipment and Kloepfer construction concluded that it's beyond their capabilities to address this issue. Engineer Gewalt suggested getting 2-3 proposals from contractors to do the job. They will also evaluate the problem of debris wrapped around the transducer. Engineer Gewalt will get 3 prices and submit them to the District to choose from. The project will take 1-2 days to do the repair, preferably before it's too cold outside and ideally before the end of November.

Vice President Botvinnik inquired if flow meters or surveillance devices can be installed while they're down there, since there is internet available at the Lift Stations. Engineer Gewalt responded that we have the pump data. Vice President Botvinnik also inquired about real-time meter readings, to which Engineer Grinnell replied that they can look into the pricing of it, but he'll need to do more research.

- b. Engineer Gewalt signed on for filling the position of Superintendent on behalf of Gewalt Hamilton.

8. PRESIDENTS REPORT

President Beutelspacher addressed the chain of command for Gewalt Hamilton in case of emergencies or other sewer related issues. Engineer Grinnell replied that he would be the initial point of contact, followed by Steve Bennett and then Engineer Gewalt. Engineer Grinnell also requested that he will always be informed of any issues or concerns involving Gewalt Hamilton.

President Beutelspacher suggested to Engineer Grinnell that they get in touch with Kloepfer Construction to see how often they check the lines that are pinned on Sanders.

9. SUPERINTENDENTS REPORT

a. Buildings and Grounds

Manor Care and Willow lift stations are in good standing. At Greenleaf lift station there continues to be issues with debris becoming entangled in the pump equipment.

b. Other

Engineer Mike Grinnell with Gewalt Hamilton will assume responsibilities of the Superintendent position. Engineer Grinnell stated that he will visit and review the status of all three Lift Stations.

Engineer Grinnell inquired about the role of Berryman and how often they do routine maintenance. President Beutelspacher responded by recommending that Engineer Grinnell also call Berryman to introduce himself and find out more about what they do and how frequently.

10. OFFICE PERSONNEL AND PROCEDURES

Policies and Procedures Manual – President Beutelspacher stated that he has 2 samples for the District to consider. Vice President Botvinnik mentioned that there is already one in progress that needs to be completed.

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all bank and investment accounts for the month of August, except for Accounts Receivable due to two deposit discrepancies which will be addressed.
- b. Accountant Ovnanyan noted that there is an excess amount of \$88,452.00 in the Sewer user account. She advised transferring some of those funds to the General Funds account. It was agreed that the District should transfer approximately \$85,000.00 to the General Funds account of which either President Beutelspacher or Vice President Botvinnik will attend to.
- c. The Auditors sent Accountant Ovnanyan requests for legal bills for July and August of 2018, as well as the minutes for the July Monthly Meeting in order to complete the audit. Administrator Mazur will provide the requested information to Accountant Ovnanyan.

12. TIMELINE/IMPORTANT DATES

- a. Annual Grease Trap Fee Billing will go out in September with Sewer User Bills.
- b. Next District Monthly Meeting is on October 2, 2018.

13. ADJOURNMENT

There being no further business to discuss, President Beutelspacher moved to adjourn the meeting and Vice President Botvinnik seconded the motion. The meeting was concluded at 5:58pm.

CLERK

