



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY April 2, 2019 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
JEROME CEPA

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

2. MINUTES

Trustee Jerome Cepa moved and Vice President Botvinnik seconded a motion to approve the minutes of the March 5, 2019 regular meeting. Motion passed with all "AYES".

3. MATTERS TO BE PRESENTED BY THE PUBLIC

4. CURRENT ONGOING

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

- Attorney Arena advised that this case is now resolved. Vice President Botvinnik mentioned to Accountant Ovnanyan that this account can now be inactivated in Quickbooks.

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

- Accountant Ovnanyan noted that there is still a negative balance for the school. Attorney Arena will review his legal fees to confirm if this is accurate and if they do still owe more money.

e. Job 19A – Glenview Ice Center

- No new updates.

f. Job 19B - Brookview Village Clubhouse

- No new updates.

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

1. Attorney Arena stated that the District is requesting more details in order to put together the Annexation Agreement.
2. Attorney Arena stated that no court action is required to do the annexation. An Annexation Agreement will be prepared by Attorney Arena once the detailed information is received from them.

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 03/05/19 is at \$11,947.91.
- ii. 90 days past due is at \$5,02615.

b. Billing

- i. Vice President Botvinnik and Trustee Cepa will get together to import the readings into Munibilling so that the Sewer User Fee bills can go out this month.
- ii. Administrator Mazur inquired about the billing process for the Sybaris as it appears that they haven't been billed since the end of 2016. Since they are on a well there are no water meter readings. Engineer Grinnell will go over there and see if there is an output meter of readings for them to provide to the District. They will be informed of the last two years missed payments in a letter from the District.

c. Munibilling Update – Contact Munibilling regarding rate increases.

7. ENGINEERS REPORT

a.) Smoke Testing

- There are still two properties 3280 Pleasant, 4429 Laine Ct which are cleanout issues that have not complied with the necessary repairs. According to Engineer Gewalt they need to repair the clean out covers. It was suggested that the District send Kloepfer Construction out to perform the repairs and then bill the resident since they are not cooperating with the past communications from the District. Engineer Gewalt noted that it is a violation of an Ordinance for the rain water to be allowed to flow into the sanitary sewer. There is one other property in which the home needs to be investigated due to a probable small crack.
- Kloepfer has been sent 14 locations of which all have been completed.

- 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** – Berryman Equipment Co. contacted Engineer Grinnell regarding a few items at this station as the generator failed and needs major repairs. At this time the generator is out of service. For valves and check valves parts cost (rough estimate on parts only is \$4,760). They are preparing an estimate for cost of repair verses replacement.
 - o Received quote from Berger Construction of \$24,500 (quote reflects 2 days labor and equipment, but may be completed in one day).
 - o Berryman Equipment original quote - \$1,970.00 from an October quote. Engineer Grinnell asked them to review their quote as it doesn't appear to be correct. Berryman responded on 04/02/19 stating that the quote is for check valves only. They did want to switch to different check valves because of piping conflicts.
 - o Generator replacement – Engineer Grinnell was able to secure 4 equipment, and only 2 installation quotes.
 - Midwest Power – Blue Start \$16,844.00
 - 3E Electrical – Kohler \$18,041.00
 - Zonatherm – Generaic \$18,500.00
 - Berryman Equipment – Kolher \$15,125.00
 - o Labor for Installation and site improvements.
 - Berryman Equipment – waiting for estimate
 - Midwest Power - \$8,500.00
 - The District will go with one company for both the purchase and labor and installation.
 - Vice President Botvinnik moved to accept the Midwest Power – Blue Start proposal which President Beutelspacher and Trustee Cepa seconded the motion.
- **Willow Lift Station** – Engineer Grinnell sent an e-mail to Berryman on uneven run times of pumps on 03/26/19. Berryman back flushed the pumps.
- **Greenleaf Lift Station** – Overall this station is running fine. The replacement pump that was ordered by Berryman Equipment should be received on 04/01/19. Once it arrives Berryman will install it.
- **Generator Preventative Maintenance** – Oil changes have been performed on both units. As far as the Greenleaf Station goes the radiator hoses, oil leaks, and block heater have been addressed.
- For the Willow Station, Midwest Power received the wrong parts and will return to load bank test both locations, and replace hoses at Willow Rd.

b. Other

- 1.) **Manhole Scanning** – Preliminary report of scanning results on phase 1 were delivered to the board for review at the last District meeting. Collecting the rim elevation has been completed. Gewalt Hamilton is working on a breakdown of repairs and recommendations and will present them at the Districts April board meeting.
 - 2.) **GIS /Mapping / Multi-year Maintenance Plan** – Regarding the GIS mapping system upgrades, Engineer Grinnell has a preliminary spread sheet completed with cost estimates only. He is waiting to adjust annual cost estimates and cycle times for the multiple year project.
 - 3.) **Sanders Rd Cleaning/CCTV** – Tentative start date on this cleaning and CCTV work to begin on 04/23/19.
 - 4.) **Grease Issues at Johnny’s Tap Restaurant** – Repairs have been completed on 03/28/19. Engineer Steve Bennett was on site to oversee the project and reported that the wok was done correctly. Gewalt Hamilton will need to follow up on grease clean up on downstream manholes. They will set up this work with American Underground.
 - 5.) **10 – Year Operation and Maintenance Program** – Engineer Grinnell supplied the District with the first draft of a multiyear program for review. It includes the collection system, as well as a full rehabilitation suggestion for the lift station. In addition, it includes background, detailed summary report, system condition and 10 year maintenance program, budget and possible limitations. As with any long-term plans there will be suggestions and changes as progression continues through the years. Engineer Grinnell placed the projects in an order that he feels would best fit the District assets, and which would need to be completed first.
 - 6.) **Berryman Support Services** – Engineer Grinnell received a list of services Berryman provides to the District. They charge \$1,950.00 monthly to perform the following items (the monthly cost is a higher price when you include all the items they have listed).
 - Twice a week
 - Physical inspection of site.
 - Logging of hours.
 - Confirm active alarms.
 - Confirm active pumps.
 - Generator checks.
 - Address any issues identified.
 - Every other week
 - Visual check of wet well.
 - Monthly
 - Check AMP draw.
 - Clean Floats or transducer.
 - Annual
 - Pull pumps, check oils, impeller, wear ring, and gasket.
 - Exercise valves.
- As can be seen from the problems found over the last several months it appears, they have been doing very little check work, especially on the check valves and gate valves.

- As Engineer Grinnell spot checked the Lift Stations once per week, he found many of these items unchecked. The problems with gate valves, check valve, site condition, uneven run times, and generators not working will be brought to their attention over the next few months.
- Engineer Grinnell has reviewed the hourly runtime logs and they average 9 to 10 visits per month on random days during the week.

9. PRESIDENTS REPORT

- President Beutelspacher noted that the District has terminated MC2 as the supplier of energy through Commonwealth Edison, and signed up with Van Guard for the next three years. This change is expected to save the District between \$1,000-\$1,500 in charges.
- President Beutelspacher signed the renewal contract for Gewalt Hamilton.
- The District is waiting on Kloepfer Construction, Berryman and American Underground to provide their proofs of insurance. We're also waiting on updated pricing rates from American Underground.
- President Beutelspacher is working on a new actuary for the next audit.
- President Beutelspacher noted that Magnolia and Laurel are to get new sewer and water. The District will need to give them notice of crossover lines.

10. OFFICE PERSONNEL AND PROCEDURES – No report.

11. FINANCIAL REPORT

- a. Accountant Ovnanyan reconciled all accounts, and financials have been updated. Accounts Receivable is in balance.
- b. Accountant Ovnanyan reported that \$80,000 is available in the Sewer User Account and can be moved to the General Fund Account. Vice President Botvinnik will transfer funds accordingly.
- c. Accountant Ovnanyan noted that there are certain escrow accounts that can be inactivated. The list of possible accounts to inactivate are 11A,12D 12F,12G, 7D, but not 7G because Attorney Arena stated that it is not finalized yet.

12. TIMELINE/IMPORTANT DATES

- a. **Sewer User Fee Billing** - Sewer User Bills to go out this month.
- b. The next District Monthly Meeting is on May 7, 2019.

13. ADJOURNMENT

There being no further business to discuss, Trustee Cepa moved to adjourn the meeting and Vice President Botvinnik seconded the motion. The meeting was concluded at 6:41 pm.

CLERK

