



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY SEPTEMBER 10, 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 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".

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

- Engineer Gewalt noted that they got their MWRD permit.

c. Job 19B - Brookview Village Clubhouse

- The Declaration of Restrictions has been signed and recorded, and the ORD 50 Escrow deposit has been received.

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

- Attorney Arena received the revised version of the Annexation agreement which contains edits from the Special Annexation Meeting that was held of 7/22/19. Engineer Gewalt provided the Improvement Bond and Warranty Bond amounts, and approved the engineering aspects of this annexation. The District is ready to go with the annexation and is waiting on them.

e. 20 year expired Declaration of Restrictions – Ongoing

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 08/31/19 is \$88,707.46
- ii. 90 days past due is at \$8,901.06

b. Billing

- i. Sewer User Bills went out this month
- ii. Grease Trap Billing went out this billing cycle
- iv. Munibilling update – Rate increase was implemented for this billing cycle
- v. Billing for Sybaris – Paid back-pay as agreed

7. ENGINEERS REPORT

a.) Smoke Testing – The owner of 4306 Westview, Dimitrius (Jim) Tsekouras, returned Engineer Grinnell’s call on 09/09/19. They discussed the details of the repair, and he is planning on doing the repair soon. Engineer Grinnell advised him that he will need to obtain a permit application from the Northfield Woods Sanitary District prior starting the work.

b.) Other

- **Franklin Drive Sewer Main issues/ Sinkhole** – All work has been completed.
- **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** – 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 performed some comparisons with other hotels in the area and included a spread sheet showing the run time in comparison to the other hotels. The contact person that Engineer Grinnell has been dealing with at the Sybaris is John Baghdasarian. At this time, it is uncertain as to how the District will proceed with the billing of the Sybaris.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- **Manor Care Lift Station** -
 - o The second pump arrived, and the installation date from Metropolitan Pump is scheduled for 09/12/19.

- March 2019 was averaging 12.8 hours per day pump run times. Currently it is averaging 4.5 hours per day for pump run times. There has been a 65% decrease in run times per pump.
- **Willow Rd Lift Station -**
 - Engineer Grinnell also found a large leak in the wet well that needs to be addressed in a timely manner. He asked Berger if they could grout this leak. He's waiting on a response and time frame for completion.
- **Greenleaf Lift Station**
 - No new or past problems exist at this location this month.
- b. **Sanders Rd Cleaning/CCTV** – Engineer Grinnell completed the review of the 18' sanitary line on Sanders Rd. This line shows significant problems. Within the next 3-5 years these problems will need to be addressed or a major failure may occur. The most concerning problems are the first 4 sections(1500LF) of pipe closest to the lift station. Engineer Grinnell provided a summary sheet and recommendation moving forward.
- c. **Electrical Preventative Maintenance** – The contractor started on the repairs as have been approved at last month's District Meeting.
- d. **Mechanical Preventative Maintenance** – Engineer Grinnell presented the Xylem TotalCare Preventative Maintenance Agreement Proposal for review. Pricing came in lower than the budgeted \$5,000.00 per year. The Bronze service is \$4,116.00 (average is \$1,372.00 per site). The Proposal was approved by the District and signed.
- e. **Support Services and Weekly Pump Inspection Services**
 - Standard Operating Procedure (SOP) was submitted for staff to follow which will give the District an oversight on how Gewalt Hamilton plans on operating the complete sewer system.
 - Pump Station Standard Operating Procedure (PSSOP) on how Gewalt Hamilton plans on operating the Lift Stations and duties that will require staff to perform throughout the year was also submitted.
 - Emergency contact list. This will be GHA's main contact list and how the Lift Station dialers will call any staff members in the case of an emergency.
 - Emergency Contractor Listing was submitted regarding who can be contacted and the duties they can perform.
 - Monthly pump report and inspection check list that staff will be completing to make sure items are being completed as required was submitted.

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

Storm Sewer Project / Village of Glenview – Magnolia St and Laurel Ave

- All underground work has been completed. The paving work started, and GHA will perform a walk through on all District assets once the restoration work is complete.

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.

- President Botvinnik will again try to contact the Village of Glenview's Insurance Broker to obtain a competitive quote for the District.

- President Botvinnik brought up the possibility of annexing non-district areas into the Northfield Woods Sanitary District. It was discussed that there are certain criteria that must be met in order for this to happen.

10. OFFICE PERSONNEL AND PROCEDURES – No report.

11. FINANCIAL REPORT –

- a.) Accountant Ovnanyan reconciled all accounts for August.

- b.) Accountant Ovnanyan received and IRS Letter stating that the employer ID # is wrong for Berryman. She provided the correct 1099 Form to them.

- d.) Accountant Ovnanyan noted that there is a positive balance of \$1,307.00 for Job 12D Tapestry Glenview. Attorney Arena advised that the refund goes to the developer, which he will investigate. Once this issue is resolved, Job 12D for Tapestry Glenview can be closed out.

- e.) President Botvinnik inquired about Job 12G Mirim Rice Cake. They also have a positive balance in escrow. Administrator Mazur investigated whether or not they are still in business, and they are. Attorney Arena will look further into this issue.

12. TIMELINE/IMPORTANT DATES

- a. **Final Audit Report** – Signed Final Audit to be sent to Eder Cassella.

- b. **Insurance** - Signed Insurance renewal will be sent via Fed Ex to Grundy Ins.

- c. **The next District Monthly Meeting is on October 8, 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 6:15 pm.

CLERK