



## **MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY DECEMBER 3, 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 to approve and President Botvinnik seconded the motion to approve the minutes of the November 5, 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**

- No new updates.

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

Attorney Arena stated that the Escrow deposit in the amount of \$5000.00 should have been received by the District. Administrator Mazur confirmed that it was received.

According to Engineer Gewalt each home in Lexington Homes/Parkside will have its own cleanout. President Botvinnik inquired if there's a backflow requirement to which Engineer Gewalt replied "no".

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- e. 20 year expired Declaration of Restrictions – Vice President Cepa prepared a list of businesses that require a new DOR. This list included the name of the business as well as the PIN number for each party requiring a new Declaration of Restrictions. Vice President Cepa went through the site to find deeds on several that were 20 years or older. 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 11/30/19 is \$8,486.08
- ii. 90 days past due is at \$11,627.29

### b. Billing

- i. Water meter readings received from Village of Glenview last month.
- ii. Sewer User Bills to go out this month.
- iii. Munibilling update – None
- iv. Greenleaf Manor Accounts – The District will now bill the owner of the building.
- v. Sybaris Billing – Engineer Gewalt found the original documentation on how the cost for billing was figured. Engineer Grinnell forwarded this information to John Baghdasarain at the Sybaris with a note stating that the Sanitary District will be increasing the rate to match actual pumped water based off of the hour meters. Engineer Grinnell explained to him the importance again of the need to confirm if the lift station is working correctly. Engineer Grinnell hasn't received any response yet.

## 7. ENGINEERS REPORT

### a.) Smoke Testing – Done

### 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** – Work is still planned for January 2020.
  - 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** -
    - The electric heater fan motor is making a lot of unusual noise. OKED Electric will investigate replacing fan vs replacing complete unit.
    - Generator failed to start during the weekly exercising cycle. GHA had Midwest Power Co. on site to repair as needed. They found that a low water sensor failed. They bypassed the failed sensor until the replacement part arrives. The Generator is currently operational.
    - 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**
    - Presently no problems at this Lift Station.
- b. **Signs** - President Botvinnik will be ordering new emergency contact placards for each site which will be installed once received. Also, after the site visit President Botvinnik was going to talk with former President Allen Beutelspacher about who originally made the wooden signs for the Sanitary District. The replacement of these signs and possibly enhancing the landscaping will be determined next year.
- c. **Electrical Preventative Maintenance** – Follow up on repair status is that the contractor is about 75% complete. All other parts are in stock still waiting for the louver motor as it's an obsolete motor and they are working on a cross reference.
- d. **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.
- e. **Site Upgrades** – Engineer Grinnell met with Metropolitan Pump Co. 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. They are working on concept and cost over the next couple of months.
- 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.

**9. PRESIDENTS REPORT** – 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.

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

## 11. FINANCIAL REPORT –

- a.) Accountant Ovnanyan reconciled all accounts for October and November.
- b.) Accountant Ovnanyan completed the Workers' Comp. Annual Audit.
- c.) Accountant Ovnanyan prepared the Annual Proposed Tax Levy. This will be ORD 244 for an increase of the usual 3%. President Botvinnik moved to approve ORD 244 and Vice President Cepa seconded the motion. Administrator Mazur will file Levy Ordinance with Cook County Clerk's Office.
- d.) Accountant Ovnanyan also completed the Annual Statement of Receipts and Disbursements which came from the Audit Report. President Botvinnik and Administrator Mazur signed the documents and Administrator Mazur will have them published.

## 12. TIMELINE/IMPORTANT DATES

- a. **Job 12 D Tapestry** – Attorney arena will provide contact information as to where their check should be sent.
- b. **Job 12 G Miram Rice Cake** – Administrator Mazur will contact them to determine where to send their payment.
- b. **Meeting Dates for 2020** – The dates for 2020 Meetings have been approved by all and 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  
  
Dates will be published by Administrator Mazur.
- c. **The next District Monthly Meeting is on January 7, 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 5:41 pm.

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**CLERK**