



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY JANUARY 7, 2020 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 4:59 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 David Gewalt, Engineer Mike Grinnell, Accountant Olga Ovnanyan and Administrator Christine Mazur.

2. MINUTES

a. President Botvinnik moved to approve and Vice President Jerome Cepa seconded the motion to approve the minutes of the December 3, 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. Attorney Arena will provide the necessary contact information as to where to send the invoice.

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

According to Engineer Gewalt plans are in for review at the Water Reclamation District. The MWRD is requesting a letter from the Sanitary District stating that all of the sewer mains which are on the property are going to be owned and maintained by the Northfield Woods Sanitary District. Engineer Gewalt will draft this letter so that they will be able to get their MWRD Permit.

- 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 –

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 12/31/19 is \$27,832.45
- ii. 90 days past due is at \$6,588.92

b. Billing

- i. Sewer User Bills went out last month.
- ii. Munibilling update – None
- iii. Greenleaf Manor Accounts – Administrator Mazur to check with them regarding status of payment as it's late.
- iv. Sybaris Billing – Paid balance in full. Engineer Grinnell did not receive any pump data for the month of December and recommends that the District continues to bill at the new rate.

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** – Work is still planned for January 2020.

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 Generator failed to start on the weekly exercising cycle. GHA had Midwest Power Co. on site 12/26/19 and they installed a new sensor and corrected the problem with the controller. It appears that everything is working fine now.

- 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.
- a. **Signs** - President Botvinnik ordered new emergency contact placards for each site which have been received and will be installed. Also, after the site visit President Botvinnik was going to talk with former President Alan 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.
- b. **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.
- 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 it 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 – Hydromantic \$19,270.00
 - Replace with a Flygt Pump \$17,422.68
 - Engineer Grinnell inquired if the District would like to keep 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** – GHA should have all the information and contractors cost estimates for the February Board Meeting for review. 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.
- g. **Grease issues at Willow Rd Lift Station** – GHA had the wet wells cleaned at both stations on Sanders Rd. The Willow Rd Lift Station has heavy grease build up. Engineer Grinnell inquired

about if the present grease trap inspection list includes all the sites north-east of this station or if they are all private? Would NWSD have any oversight of these grease traps? Engineer Grinnell requested a list of all the businesses Kloefer services in order to determine where the excessive grease is coming from. Administrator Mazur will provide this list to Engineer Grinnell.

9. PRESIDENTS REPORT – President Botvinnik stated that Quick Books online will be established soon.

10. OFFICE PERSONNEL AND PROCEDURES – Administrator Mazur will have a few dates off in February of which Engineer Grinnell will be informed of prior to the day off.

11. FINANCIAL REPORT –

- a.) Accountant Ovnanyan reconciled all accounts.
- b.) The Sewer User Account has funds accumulated that can be transferred into the Investment Funds Account or the General Fund Account.
- c.) Accountant Ovnanyan inquired if the District is doing any capital expenditures as opposed to repairs. It will continue to be under repairs.

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 echeate the State.
- b. **Job 12 G Miram Rice Cake** – Administrator Mazur contacted them to determine where to send their Escrow refund check and will mail it out to them.
- c. **The next District Monthly Meeting is on February 4, 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