



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY July 9, 2019 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS**

1. ROLL CALL

The meeting was called to order at 5:05 p.m. by President Botvinnik of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present:

ALEX BOTVINNIK
JEROME CEPA

Also, present were Attorney David Arena, Engineer David Gewalt, Engineer Mike Grinnell, and Administrator Christine Mazur. Accountant Olga Ovnanyan was not present.

2. MINUTES

Vice President Jerome Cepa moved and President Botvinnik seconded a motion to approve the minutes of the June 4, 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 17A - 4700 W Lake - Senior Housing (CSH)

- No new updates.

c. Job 17B – 4000 Lake Ave - GBS Athletic Field Concession Building

- The District is still waiting for payment of \$2,164.25 for remaining legal fees.

d. Job 19A – Glenview Ice Center

- No new updates.

e. Job 19B - Brookview Village Clubhouse

- Attorney Arena finally got in touch with someone representing the ownership regarding the Declaration of Restrictions and the Escrow Deposit request in the amount of \$2,500.00. They will sign and get back to him this week or next at the latest.

f. Job 19C – Lexington Homes LLC/Gibson Property - The annexation is in process. Publication has occurred and a special meeting to approve the annexation agreement is scheduled for Mon 7/22/19 at 6:30 p.m. at the Northfield Woods Sanitary District office.

Vice President Cepa inquired if there were any specific items that were different than previous annexations. Attorney Arena replied “no”, but added that the NWSD has final inspection and approval in conjunction with the Village of Glenview.

Engineer Gewalt approved the engineering aspects of this annexation.

g. 20 year expired Declaration of Restrictions – Vice President Cepa is working putting the PIN data into Munibilling.

h. List of commercial property addresses – President Botvinnik to provide.

5. NEW BUSINESS – None

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 06/30/19 is \$21,728.04
- ii. 90 days past due is at \$8,553.30.

b. Billing

- i. Sewer User Late Fees to go out this month.
- ii. Grease Trap Billing to go out next billing cycle.
- iii. Munibilling Update – Vice President Cepa entering DOR info.
- iv. Billing for Sybaris – The Sybaris has begun their payments as agreed.

7. ENGINEERS REPORT

a.) Smoke Testing – 4306 Westview sent a follow up letter to the homeowner with a copy of the CCTV video. The homeowner had a hard time understanding that the problem was his. Gewalt Hamilton will have a follow up meeting with the homeowner in late July.

b.) Other

- **Franklin Drive Sewer Main issues/ Sinkhole** - It was brought to the attention of Gewalt Hamilton that the road at Franklin Drive was failing over this section of sewer pipe. They have, through CCTV confirmed by American Underground, that the road failure has a direct relationship to the leaking joint in the sewer main. It is the recommendation of Gewalt Hamilton to install a full liner in two sections of pipe (B25.5.2 to B25.4.3 and B 25.4.3 to B25.4.4) at a cost estimate of 380' x 100.00 per Lift Station = \$38,000.00. Once the sewer lining work is completed, they will need to remove the pavement over the sinking area and make a full depth repair to restore the pavement back to the proper grade. The cost estimate is \$5,000. The District has budgeted \$47,000 in the CIP for 2019.

- **MWRD – Long Term Operations and Maintenance Program** – Engineer Grinnell provided a copy to the District. See Long Term O & M Program handout.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- Manor Care Lift Station -

- Generator is out of service. Delivery of new generator is planned for late July. The transfer switch and generator pad has been installed. The Gas Meter upgrade is scheduled for 7/11/19 by NICOR.

- Willow Rd Lift Station -

- Still having issues with one pump as it appears it might need some additional work on the impeller and wear ring.
- Engineer Grinnell has also found a large leak in the wet well that needs to be addressed in a timely manner. He has asked Berger and Kloefer if they could grout this leak. He's waiting on a response and time frame

- Greenleaf Lift Station – No issues with the pumps at this site.

- The exhaust fan has a bad bearing and will need to be repaired. Engineer Grinnell will contact OKED Electric to remove the exterior housing in order to determine what will be needed in making the repair or replacement of the fan assembly.

b. Generator Preventative Maintenance – All work has been completed as Engineer Grinnell received the final report from the contractor. The only major item still to be addressed is additional repairs to the radiator at Willow Rd Lift Station. This work will wait until they know the weather is stable.

c. Electrical Preventative Maintenance – Gewalt Hamilton received the information needed. It is showing that the stations are functional but have some problems that will need to be addressed. As they were aware, Manor Care Lift Station has most of the problems. Engineer Grinnell will need to break down what should be done at this time, and how to proceed with the other items over the next few years.

d. Other

1.) Manhole Scanning – 23 out of 26 manholes have been found and raised to grade, or the covers have been removed. Gewalt Hamilton completed the scan from phase 1 and 2 this week. They will bring their recommendations to the board on how they plan on making some of the needed repairs. The 3 manholes that are still missing will be located when they have the CCTV work done.

2.) GIS /Mapping / Multi-year Maintenance Plan – Regarding the GIS mapping system upgrades, some preliminary work has begun.

3.) Sanders Rd Cleaning/CCTV – American Underground was able to finish the last section on Friday 7/5/19, and they received the CCTV report. Engineer Grinnell did a quick review of the data and it is showing that some work will be needed on the 18" line in the next few years. There is heavy deterioration on the concrete pipe and gaskets are coming into the pipe, and there are lots of leaks, sags, and dips.

4.) 10 – Year Operation and Maintenance Program – Gewalt Hamilton completed the final draft report and will review prior to each budget year to adjust any changes and review

how its matching up to the Sanitary District needs. Engineer Grinnell brought the final version to the July board meeting.

5.) Support Service and weekly pump Inspection Services

- Engineer Grinnell is proposing to perform the weekly pump station checks that presently are being completed by Berryman Equipment. It is his recommendation to inspect and collect the pump hour readings on Monday and Thursday of each week. Gewalt Hamilton has put together a form that their staff will be using. The form submitted shows a detailed list of the requirements they will collect when on site. Some of the work is required at every visit and others will be weekly or monthly checks. Along with a detailed list, a place for comments will be included to report unusual findings. This will allow anyone to confirm that the inspections are being completed correctly. This will help the District use this data to detect any pattern that might be developing over the entire month.
- The work to be completed will take approximately 4 hours per week. Once a month they will have to spend an additional 2 hours to inspect all the monthly items on the form.
- Gewalt Hamilton expects to spend 248 hours per year (4.76 hrs per week average) performing the operational duties.
- The summary of the expected charge is listed below:

Previously yearly charges (Berryman)	\$23,400
Current yearly charge of Mike Grinnells LS oversight(2 x per wk)	\$26,208
Current Total	\$49,608
GHA yearly operational charges	\$31,248
Reduction of the GHA LS oversight (Mike Grinnell)	\$20,160
Proposed total	\$51,408
Increase in annual operational charges	\$1,800

- If the District agrees to move forward, there will be a need to secure additional contractors that would be willing to respond to pump problems or electrical outages in an emergency or for planned preventative maintenance.
- Gewalt Hamilton has put together the following list of vendors. They will be working on securing other vendors as well.
 - Electrical and Controls – OKEH Electric Co. – Shawn Fergus
 - Controls and Maintenance – Xulem Inc. Flygt – Denny Weber

- It was determined by the board that the District would discontinue services from Berryman as of August 1, 2019. Gewalt Hamilton will assume the responsibilities.

- **Sybaris Update** – Engineer Grinnell was contacted by the corporate accountant on 05/15/19 to see how the District could account for the water use from their well. An e-mail was sent to the Northbrook office to work with the District to determine the best practice going forward. Engineer Grinnell met with Natalie Rivera – Assistant Director of Operations on 05/28/19 and reviewed the best way to proceed. All Sanitary sewer is pumped off site using a lift station which has an hour meter. They will perform a 30-day test in June to determine what usage is pumped off site. Once they have the information they need, they will be able to compare pricing structure moving forward.
 - It has been shown that the actual gallons pumped in the month of June is much higher than was originally expected.
 - Engineer Grinnell recommended that they check a full 3-month cycle and see how the numbers match up over the same time period versus the actual billed.

6.) Storm Sewer Project / Village of Glenview

-There was no work done at the site visit on 07/05/19. The Village of Glenview is completing the watermain replacement first and will follow up with storm sewer installation. There will be three locations that this project has, which conflict with the Sanitary District sewer lines. The work was being done on Magnolia and Laurel streets. Gewalt Hamilton will be onsite when this work is scheduled to make sure the Sanitary District assets are protected.

9. PRESIDENTS REPORT

- Worldpay terminated the Districts contract with them. Jill Hines found a new provider for the District to use so that customers can complete payments online.

10. OFFICE PERSONNEL AND PROCEDURES – No report.

11. FINANCIAL REPORT - Accountant Ovnanyan will do report at next meeting.

12. TIMELINE/IMPORTANT DATES

- a. **Review of Audit**
- b. **Special Meeting for annexation of Lexington Homes will be on Mon 07/22/19 at 6:30pm**
- c. **Insurance Quote – Accountant Ovnanyan will review at next meeting.**
- d. **The next District Monthly Meeting is on August 6, 2019.**

13. ADJOURNMENT

There being no further business to discuss, President Botvinnik moved to adjourn the meeting and Vice President Cepa seconded the motion. The meeting was concluded at 5:49 pm.

CLERK

