



MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON TUESDAY MARCH 3, 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 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 February 4, 2020 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 provided the necessary contact information as CPUS Glenpoint LP and Chris Potaczek at State Street Chicago, Il. as the contact person in 2016-2017. Attorney Arena confirmed this information and informed Administrator Mazur who will proceed with preparing an invoice for them.

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

-No new updates

e. 20 year expired Declaration of Restrictions – Vice President Cepa will met with Administrator Mazur to discuss the declaration of restrictions. Administrator Mazur provided Vice President Cepa with more information on various businesses for him to proceed with.

5. NEW BUSINESS

March 3, 2020

4732 Lilac - This property is in the beginning stages of being torn down and a new larger house is proposed. The owners will be required to obtain a permit in the near future according to Engineer Grinnell. Administrator Mazur will watch for the JULIE report on this project and follow up on the permit application process.

6. ADMINISTRATORS REPORT

a. Accounts Receivable

- i. Balance due as of 02/29/20 is at \$8,456.05
- ii. 90 days past due is at \$6,148.45

b. Billing

- i. Water Meter Readings due from Village of Glenview – received.
- ii. Munibilling update – None
- iii. Greenleaf Manor Accounts – The contact person at Greenleaf Manor is unresponsive to e-mails or phone calls regarding their past due invoice. Administrator Mazur will forward the contact information and invoice to Attorney Arena. Attorney Arena will draft a demand letter.

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.

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.
- **1750 Milwaukee Ave – Dunkin Donuts** – Engineer Grinnell was notified by the Village of Glenview of a potential sewer back up at this location as they found they had a backup in their service line. The Sanitary Districts main line was flowing freely. Engineer Grinnell has been in contact with the property owner and they will be meeting on 3-5-2020 at 3:00pm. They will review the CCTV footage of their service line, as well as addressing their concerns about whose responsibility it is to make repairs.
- **2019/2020 CCTV and cleaning project PHASE 1** – Start date for CCTV work to begin March 30, 2020. After reviewing the old CCTV reports from 1996 and 2000, during the Dunkin Donuts issue, Engineer Grinnell will expand the area where American Underground will begin to CCTV on West Lake St. These previous reports show heavy corrosion in the area where the Greenleaf Lift Station discharges into. He has major concerns that this pipe has additional deterioration since the last inspection.

8. SUPERINTENDENTS REPORT

a. Buildings and Grounds/Lift Station Status

- **Manor Care Lift Station** – The existing pump alternator failed and is irreparable. GHA is waiting on the contract to find a low-cost replacement as a temporary fix until a new panel is installed.
 - **Willow Rd Lift Station** -
 - o There is a large +/-leak in the wet well that has been repaired by Berger Construction.
 - o Uneven run times on Pump # 1. Engineer Grinnell is waiting on cost estimate of the pump they pulled out. There should only be lower end repairs such as, impellor, bearing, and lower seal. Engineer Grinnell is concerned that this might be a check valve problem which is masking the problem of the worn pump. Once the pump is replaced a final determination will be made to confirm the status of the check valves.
 - o Cost estimate on the lower pump repairs – there has been some confusion from Flygt Pump, but they are working out their problems.
 - **Greenleaf Lift Station** - Presently no problems at this station.
- b. Signs** – Placards have been received by Engineer Grinnell and now only need to be installed.
- c. Electrical Preventative Maintenance** – Follow up on repair status is that the contractor is about 75% complete. All other parts are in stock but they're 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.
- o Full reports have been received from the work they performed, and a copy has been submitted.
 - o The pump that was removed from Greenleaf during the Preventative Maintenance work and has been disassembled. Cost of the repair 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 – Hydromatic \$19,270.00
 - Replace with a Flygt Pump \$17,422.68
 - Engineer Grinnell inquired if the District would like to continue the practice of 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.
- e. 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.
- 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. Electrical/SCADA Upgrades and Installation –

• Manor Care	Control Panel	\$38,526.00
	Field electrical work	\$15,825.00
	Concrete removal & replacement	\$10,975.00
	Total Cost	\$65,326.00
	2021-2022 Budget	\$95,000.00
	Under Budget	\$29,674.00
• Greenleaf	Control Panel	\$24,851.00
	Wet Well gasket hatch	\$6,965.00
	Field electrical work	\$12,800.00
	Hatch installation	\$1,500.00
	Total Cost	\$46,116.00
	2020-2021	\$75,000.00
	Under Budget	\$28,884.00
• Willow Rd	Control Panel	\$17,416.00
	Total Cost	\$17,416.00
	2022-2023	\$50,000.00
	Under Budget	\$32,584.00
• Total monthly Verizon Cellular service with SCADA Metro Cloud		
	Monthly per station	\$45.00
	Annual Cost	\$540.00
• Cost savings – Overall Project		\$128,858.00
	Less 5% saving	-\$6442.00
	New overall project cost	\$122,415.00

- The updates would be done in the order of Manor Care first, Greenleaf second, and Willow Rd third, but all at one time as there's a 5% discount to doing all three at once. It is hopeful that Manor Care can be done in the current Fiscal Year and the other two Lift Stations in the next Fiscal Year. The District agrees to proceed with doing all 3 at one time.

h. Grease issues at Willow Rd Lift Station Follow up

- GHA inspected and contacted management at both of these locations, Astellas and Tapestry. The only grease trap is at Astellas and they have supplied GHA with the records of their maintenance reports. GHA will have to monitor other pipe segments to see if they can see any traces of grease.
- Tapestry does not have a grease trap. Astellas will be added to the Master List and to Munibilling as having a grease trap and will receive the annual grease trap fee accordingly.

9. PRESIDENTS REPORT – President Botvinnik noted that the District will need to start getting ready for this year’s audit soon.

10. OFFICE PERSONNEL AND PROCEDURES – No Report

11. FINANCIAL REPORT – Accountant Ovnanyan will reconcile all accounts by the next meeting.

12. TIMELINE/IMPORTANT DATES

a. Job 12 D Tapestry – Attorney Arena reported that the developer does not want the refund. The money will go the District as income according to Accountant Ovnanyan.

b. Budget – Accountant Ovnanyan will present the budget at the next District Meeting in April.

c. The next District Monthly Meeting is on April 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 5:35 pm.

CLERK