***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JANUARY 6, 2021 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:00 p.m. by President Botvinnik of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present via remote video access:

PRESIDENT ALEX BOTVINNIK

VICE PRESIDENT JEROME CEPA

Also, present via remote video access 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 December 8, 2020 regular meeting. Motion passed with all “AYES”.

**3. MATTERS 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 –** No new updates.

 **c.** **Job 19B - Brookview Village Clubhouse -** No new updates.

 **d. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** **–** Engineer Grinnell inquired if the Village of Glenview pulled Permits for all locations. Engineer Gewalt replied that he’s not sure, but if there are outstanding fees it should go to the developer using the ORD 50 funds. Vice President Cepa inquired if the Sanitary District could use the ORD 50 account, and if we need to request more funds from them. Engineer Gewalt suggested that the Sanitary District request an additional deposit since their account is currently negative and there will be more expenses in the future. $5,000. needs to be requested on of top of the connection fees. Engineer Grinnell will provide an address where the request needs to be sent.

* A field inspection oversite will be done as the construction takes place. Gewalt Hamilton will monitor the construction site to make sure none of the Sanitary Districts new assets are damaged and will be able to take on excessive water during construction.
* Homes are starting to be built. So far two foundations have been poured.

  **e.** **20 year expired Declaration of Restrictions** – Attorney Arena has the Declaration of Restrictions for LDS Church at 4151 N. Milwaukee Ave, and it’s almost complete. Engineer Gewalt provided his input and Attorney Arena is waiting on Vice President Cepa for the PIN #’s for other properties. Vice President Cepa was looking them up by address, not PIN #, but will work on obtaining them by PIN numbers.

**5. NEW BUSINESS**

 **4809 W. Lake Ave. –** Sewer Repair is done. Engineer Bennett submitted the Site Visit Report to the Sanitary District

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 12/31/20 is at $25,366.85.

 **ii.** 90 days past due is at $17,501.24.

**b. Billing**

 **i.** Invoices for 07/10/20 – 10/12/20 to be prepared for Billing. Grease Trap Bills to go out this Billing Cycle.

 **ii.** Munibilling update – Import Meter Readings for billing.

 **iii.** Rate Increase – The Sanitary District will increase sewer user fees from $1.39 per 1,000 gallons of water used to $1.49/1,000 gallons of water used. This rate increase is in accordance with the Village of Glenview’s water rate increase. This proposal was approved by the Sanitary District Board and an Ordinance will be drafted and published by next Board Meeting. This rate change will be effective as of the next Billing Cycle 10/12/20 – 1/14/21 and notifications will go out with the bills, informing customers of the rate change.

 **7. ENGINEERS REPORT –**

**a.) Sanders Rd Sewer Line Project –** Location is coming out of Greenleaf Lift Station to the North.

* No additional information for the January Sanitary District Board Meeting.
* Gewalt Hamilton’s plan going forward will be:
* Monitor the Lift Station flows over the next 4 months to determine flows and pipe size needs.
* Decide the present and long term needs for the Sanitary District for these pipe segments.
* Continue with concept plans and options to see if they need to install a new pipe.
* Review the option for pipe installation and cost, then determine which option could be used when installing the pipe with minimum slope.
* Once some of the above items are decided Gewalt Hamilton can put an engineering cost estimate to the project with a design and build a time frame.
* In regards to this project Engineer Grinnell sees a project that won’t be ready for construction until late 2021 or Spring 2022, and that is based on waiting for flow data to complete the best concept and design.

**b.) Elevation Monitor System Forest Dr. –**

* Gewalt Hamilton is inquiring of the Sanitary District if the Board of Trustees would like them to proceed with this project starting in March as was discussed.
* If approved to move forward the first steps will be to finalize the costs, time frame for equipment, installation dates, and who and how will they get the data and notification.
* Gewalt Hamilton will obtain final quotes. President Botvinnik and Vice President Cepa will check with the Home Owners Associations about obtaining information.
* Gewalt Hamilton still expects that the Sanitary District will need to install a minimum of 3 devices, with two being located in the Forest Drive area, near the MWRD interceptor connection, and one possibly near Magnolia and Larch.
* The Board determined to table this project until they can efficiently communicate warning to the residents in the event of an emergency.

 **8. SUPERINTENDENTS REPORT**

 **a. Buildings and Grounds/Lift Station Status**

 **1. Manor Care Lift Station**

* There is a problem with the fence at this site. The high winds in November knocked down a few panels and a rotten post. They are temporarily stood back up but will need to be repaired.
* Engineer Grinnell obtained 2 quotes on replacing the damaged fence.
* Star Fence

OPTION 1 – Replace 51’ of damaged section for $2,630.00.

OPTION 2 – Replace 43’ of last old section for $2,280.00.

* Durabilt Fence

OPTION 1 – Replace 51’ of damaged section for $2,250.00.

OPTION 2 – Replace 43’ of last old section for $1,225.00.

* Engineer Grinnell’s recommendation is to move forward with Durabilt Fence using OPTION 1 for repairing the damaged area only. The Sanitary District Board agreed to proceed with Engineer Grinnell’s advice, and President Botvinnik signed the quote to approve.

 **2. Willow Rd Lift Station -** 3880 Willow Road Northeast corner of Sanders and Willow Rd, by LA Fitness.

* Pump #2 – Still waiting on pump to be returned and working through issues with the vendor.
* Sump pump discharge was looked at by Mergenthaler Plumbing. To make the repairs, which include removing corroded steel sump pump discharge pipe, installing 1 ½” PVC pipe, rerouting the discharge pipe and correcting the interior piping. The cost to reroute and replace discharge pipe is $1,225.00. Engineer Grinnell provided the quote to be signed upon approval by the Sanitary District Board. The Sanitary District Board approved quote and President Botvinnik signed it.
* Engineer Grinnell is waiting on OKED Electric to repair exterior light on the front of building.

 **3. Greenleaf Lift Station**

* Presently no problems at this station.
* Engineer Grinnell is waiting on OKED Electric to repair 2 ceiling lights on the inside of the building.
* The storage cabinet was cleaned out and restocked with current parts. There were some parts that the Sanitary District had, and some parts that were recently received which are recommended to keep as spare parts included in the rehab.
* The annual pump inspection contract with FLYGT Services was signed and sent to them. Gewalt Hamilton is waiting on a confirmed date to perform the work.
* **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.
* **Parkside of Glenview (Lexington Homes LLC) –**
* A field inspection oversite will be done as the construction takes place. Gewalt Hamilton will monitor the construction site to make sure none of the Sanitary District’s new assets are damaged, and will be able to take on excessive water during construction.
* At the present time two homes have been built, one Model home, 1 house in progress and 2 foundations are started.
* **Larch Ave Glenview 2021 Street Project –**
* No additional information for the January Sanitary District Board Meeting.
* Gewalt Hamilton was notified from the Village of Glenview to review their proposed plan for rehabilitation of the dead-end section of Larch Ave, which they did. Gewalt Hamilton found that the Sanitary Districts assets will have no conflict with their work. Engineer Grinnell reviewed the CCTV video and determined that there will be 3 areas that the Sanitary District should consider excavating prior to this street work beginning. Gewalt Hamilton asked Village of Glenview if they would, or could add this work to their project and then have the Sanitary District reimburse them for the cost. Once this work is completed, Gewalt Hamilton will plan to have these pipe sections lined in the future.
* Vice President Cepa questioned whether the Sanitary District should look into getting our own quotes. Engineer Gewalt mentioned that he could get a quote from Kloepfer Construction to do the job. Engineer Grinnell will obtain a couple of quotes and submit them to the Sanitary District.
* **NWSD Mapping upgrades**
* The new link to the active GIS mapping system is:

 <https://gis.gha-engineers.com/nwsd/>

* Gewalt Hamilton is working on integrating data collected from maintenance operations like, CCTV and MH Scanning Reports, more accurate structure locations from GPS data, identifying pipe attributes (size, material, elevations, etc.), tracking system maintenance, plus other items in the collection system.
* At the next Sanitary District board meeting, or at an alternate meeting Engineer Grinnell would like to have Greg Newton, the GIS Manager, give a presentation and tutorial on the workings of this Mapping System and help answer any concerns or ideas the Sanitary District has going forward.
* **Electrical/SCADA Upgrades and Installation**
* The generator run time meter and failure alarm on all three stations wasn’t part of the original scope. Engineer Grinnell is working on a quote to make these improvements, and will present them to the Sanitary District Board in February. If approved and installed, their hour meters and alarms will be tied into the SCADA controls.
* **-** The SCADA System is working very well.
* **MWRD Sanitary Manhole Surcharge Detection System**
* Gewalt Hamilton solicited two proposal for the 3 Smart Cover units for the manhole monitoring System to detect early warning if the MWRD Sanitary System backs up into the NWSD local collection system. Engineer Gewalt secured 2 quotes, one from Sun Source and the other from Smart Flow which is more detailed.
* The cost of purchasing three of these devices is $17,022.00. The proposal covers the 3 units and includes a one-year warranty on the equipment, and 2 years on the battery.
* Gewalt Hamilton contacted the area manufacturer’s local area representative for the purchase proposal which is in Michigan. The additional costs to install and modify the manhole lids will add approximately an additional $6,000.00. Total estimated first year cost is $23,000.00.
* The unit reliability is very good, and batteries are easy to replace. Gewalt Hamilton is recommending a full warranty, with replacement parts, a package that costs approximately $1,800 per unit per year after the first year of service. This covers any replacement of batteries, defective antennas, flow controllers, etc.
* Gewalt Hamilton still recommends that the Sanitary District buys 3 devices, with two being located on the Forest Drive area, near the MWRD interceptor connection, and one near Magnolia and Larch Ave.
* The anticipated timeframe for the installation and startup of these devices would still be early March 2021.

Regarding informing residents of early warning of Sanitary System backups, Attorney Arena inquired if the Sanitary District has mailing addresses for residents within the District. The District does not. He suggested reaching out to residents and giving them the option to sign-up by e-mail to receive notifications. Vice President Cepa stated that the Sanitary District would have to draft a mailing notification to send out.

President Botvinnik stated that the Sanitary District needs an easy way to communicate issues that are happening in the Sanitary District to the residents.

Attorney Arena suggested to send out a flyer to the residents stating what the Sanitary District goals are, and then the residents can opt in by providing their e-mails in order to be included in the notification system

President Botvinnik and Vice President Cepa will draft a notice which Attorney Arena will review to be sent out as a flyer. President Botvinnik mentioned that the Village of Glenview should be able to provide addresses.

* **2019/2020 CCTV and Cleaning Project Phase 1** - Engineer Grinnell contacted Hoerr Construction and is waiting for a response as to whether they will honor the MPI bid with the Sanitary District. Gewalt Hamilton will need to secure an approval from the Sanitary District Board if they want to go forward with this “several year” project starting in 2021. If the Board approves and Hoerr won’t perform the work under the MPI bid Gewalt Hamilton will need to put together a bid package to complete the work. Engineer Grinnell will revise and submit to the Sanitary District**.**
* **2020/2021 CCTV and Cleaning Project Phase 2**
* Gewalt Hamilton gave American Underground approval to begin the work in Phase 2 at the farthest North part of the project, which is the Indian Ridge subdivision starting around MH B5.3.
* Engineer Grinnell gave them a maximum range to spend between $18,000 to $20,000, which will allow them to clean and CCTV to an acceptable stopping point this year.

**9. PRESIDENTS REPORT - Audit Update** – President Botvinnik talked to Andrew and Kevin at Eder, Casella about the final audit results. Nothing stood out as unusual. Vice President Cepa and Attorney Arena will review the final audit.

**10. OFFICE PERSONNEL AND PROCEDURES –** No updates.

**11. ACCOUNTANT’S REPORT**

 **a.** Accountant Ovnanyan reconciled all accounts, as well as financial statements.

 b. The following escrow deposit requests will be done by Administrator Mazur.

 - Job 19C Parkside of Glenview in the amount of $5,000.00.

 - Job 20A Fire House in the amount of $5,000.00.

 - Job 7G Glenstar in the amount of $2,343.95.

**12. TIMELINE/IMPORTANT DATES**

a**.** Statement of Receipts and Disbursements are signed and ready to publish, which Administrator Mazur has attended to.

b. The Levy Ordinance has been filed With Cook County Clerk’s Office by Administrator Mazur

c. Sewer User Fee Billing to go out as soon as the readings are imported.

d**.** The next District Monthly Meeting is on Wednesday February 3, 2020 at 4:00 pm via video remote access.

**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 5:15 pm.

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***CLERK***