***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY FEBRUARY 3, 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, Administrator Christine Mazur and Engineer Patrick Glenn.

**2. MINUTES**

 Vice President Jerome Cepa moved to approve the minutes provided amended to include the decision to draft and approve Ordinance 247. President Botvinnik seconded the motion to approve the minutes of the January 6, 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 *–*** Pending escrow deposit.

**b. Job 19A – Glenview Ice Center –** Per Accountant Ovnanyan there is $3,327.00 in ORD 50 Escrow for this job. Attorney Arena stated that the amount in ORD 50 Escrow is more than enough to do the Declaration of Restrictions update. Vice President Cepa will look into whether they need an updated Declaration of Restrictions and let Attorney Arena know if they do or not.

 **c.** **Job 19B - Brookview Village Clubhouse –** Per Accountant Ovnanyan there is $434.80 remaining in their Escrow Account. Attorney Arena suggested that someone reach out to them to see if there will be any more construction, and if not then refund the remaining Escrow Deposit and close out this job. Administrator Mazur will see if they want to keep it open, or close it out.

 **d. Job 19C –** Parkside of Glenview/Lexington Homes LLC/Gibson Property – All sanitary sewers and services are run up to the “right of way” line. Engineer Gewalt talked to developer John Angelini, who was contacted by the Sanitary District regarding a $5,000 request for an additional Escrow Deposit. Mr. Angelini advised that the check is in the mail, and he’s going to be getting the MWRD to sign off on the project. This project will then go from the Construction Phase to the Maintenance Phase and they want to reduce the security bond from $200,000 to $100,000 for maintenance security until the project iscompleted. The MWRD needs to sign off on this project after the field inspection is done by the Sanitary District.

  **e.** **20 year expired Declaration of Restrictions** – 4151 W. Lake is drafted by Attorney Arena and he’s waiting for the track book search from Chicago Title to have proper owner and legal description. The Declaration of Restrictions which includes the structures on the parcel. He needs what the property is improved with. Engineer Gewalt will provide the requested information. Vice President Cepa has information for Attorney Arena regarding the other three properties. Vice President Cepa will also check to see if there’s any expired Declaration of Restrictions for 2021.

**5. NEW BUSINESS – Larch Ave. –** Engineer Patrick Glenn mentioned that Gewalt Hamilton identified some sanitary repairs to be made on the Village of Glenview’s Larch Ave project. Gewalt Hamilton inquired whether the Village of Glenview could include these sanitary repairs in the work they’re going to do. They agreed to this proposal. Once the bids were reviewed it was apparent that the job would be more economical to the Sanitary District if the Village of Glenview did the job. Engineer Glenn recommends proceeding with Village of Glenview doing the work, and also mentioned that the contractor will probably request a portion of the cost to be paid up front. The request for Village of Glenview to do the job is on their Agenda for their next meeting and they will need to approve it. For the Sanitary District, Vice President Cepa moved to approve the job and President Botvinnik seconded the motion to proceed. Engineer Grinnell, Engineer Bennett or Engineer Rob Ullrich will do the inspection.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 01/31/21 is at $78,508.46

 **ii.** 90 days past due is at $24,150.71

**b. Billing**

 **i.** Invoices for 07/10/20 – 10/12/20 including Grease Trap Bills went out.

 **ii.** Munibilling update – Rate increase letter to go out with next Billing Cycle.

 **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 01/14/21 – 04/15/21 Billing Cycle, and notifications will go out with the bills for the 10/12/20 – 1/14/21 Billing Cycle, informing customers of the rate change.

 **c. ORD 50 Deposit Requests Update**

 **i.** Glenstar Job 7G and Fire Station Job 20A have been drafted and sent.

 **ii.** Parkside/Lexington Job 19C was e-mailed and the check from them is in the mail.

 **7. ENGINEERS REPORT –**

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

* Engineer Pat Glenn was in contact with CCDOT (Cook County Dept. of Transportation) on a potential reconstruction of Sanders Rd. in 2024 or 2025, and about a separate meeting regarding the Sanitary District. Gewalt Hamilton is looking into the extent of the project to see if it has any impact on the Sanitary District’s sewers, and if there is any potential impact on the sewer they have been looking into for rehabilitation. Cook County is close to done with Phase I from Lake to Willow.
* 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 states that it 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**

* Presently no issues at this station.

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

* The present exterior light is past the point of repair. Engineer Grinnell had OKED Electric look at the only exterior fixture, and it was determined “not repairable”. He will have them replace it with a new LED to match the ones installed last year at the Greenleaf Lift Station.

 **3. Greenleaf Lift Station**

* Originally there were two ceiling lights that were not working. Since the time Engineer Grinnell asked OKED Electric to make the repairs, two additional lights have failed. It was decided to remove all ceiling fixtures, 9 in all, and replace them with 6 two-bulb LED fixtures. The 6 LED fixtures have higher lumens than the original 9 two-bulb florescent fixtures.

General items – The annual pump inspection contract was signed and sent out. 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) –**
* The Parkside of Glenview project completed the installation of all the sanitary sewer mains and services up to the “ROW” line. The MWRD, however, has not completed their inspection and approval.
* The developer is currently requesting that the construction security be converted from the $200.000 Letter of Credit, to a $100,000 maintenance security. Gewalt Hamilton’s recommendation is to do this after the MWRD has approved the installation and states that the sewers are ready for use.
* Based on the agreement, the process to reduce the current $200K LOC (Letter of Credit) per Exhibit D of the Annexation Agreement requires approval of the sanitary sewers by the MWRD. After the MWRD’s approval, the transition from the “Construction Phase” to the “Maintenance Phase” can take place including the “Warranty Security Per Exhibit E” of the Annexation Agreement for the amount equal to $100K.
* In addition, the Utility “As-Built” Plans and Sanitary Sewer Televising, are needed by the Northfield Woods Sanitary District to transition from the “Construction Phase” to the “Maintenance Phase”.
* **Larch Ave Glenview 2021 Street Project –**
* Gewalt Hamilton received 2 additional quotes for comparison to the original proposal, working through Glenview’s road project. Engineer Grinnell submitted a spread sheet showing the three vendors and their cost comparisons.
* It is the recommendation of Gewalt Hamilton to proceed with Glenview’s road contractor, and they have submitted the agreement to President Botvinnik and the Village of Glenview for final review. Some minor changes have been made by the Village of Glenview and Engineer Glenn resubmitted the information back to President Botvinnik.
* **MWRD Report 2021 – 01 25 Northfield Woods Sanitary District LTOMP PSP R1**
* **LTOMP – Long Term Operation and Maintenance Program**
* **IICP – Infiltration/Inflow Control Program**
* **PSP – Private Sector Program**
* **Follow up items from MWRD**
* **Page 1 – Training:** Since the Sanitary District uses outside contractors, they are required to be licensed, bonded, and insured.
* Response: This is not an issue as Gewalt Hamilton typically always use vendors with these requirements. They will confirm, going forward that each vendor have met these requirements.
* **Page 2 – Customer Service:** It is specified that information is provided by phone service and website availability, but Engineer Grinnell did not see any IICP information on the Northfield Woods Sanitary District’s website. Engineer Grinnell is asking for clarification on how information will be provided to customers, generally they see satellite entities meet this requirement by providing information via brochures, newsletters, or mailings.
* Response: Review how to show these details on the website. Additional details on what program the Sanitary District has in place may need to be added. It’s up to the Sanitary District to decide if direct information should be provided to each customer, or just show a link on the website. Engineer Glenn recommends to continue to do the minimum that is required.
* **Page 2 – Management Information System:** Includes the following, “Records of all activities and work completed under the LTOMP, and information used to manage the sewer system so that it is maintained in perpetuity by a computerized maintenance management system.” These records are available for review upon request.
* Review – It is Engineer Grinnell’s recommendation to have all work to be done in the Sanitary District, be put on a work order. This would enable the District to have a paper trail which is required. Presently, Gewalt Hamilton are only making reports for sewer repair inspections. It will be up to the Sanitary District going forward to decide if they want them to create work orders for all inspections, field calls, and Lift Station projects. Gewalt Hamilton is in the process of using their GI format to create a paperless work order that can be created and completed in the field.
* **Page 2 – Sanitary Sewer Overflow/Basement Back-up:** The customer should be provided with information on basement backups, the causes, and methods to reduce future backup occurrences. For a lateral service connection problem, please replace “the resident shall contact a reputable plumber” with “the resident should be provided with a list of bonded/insured contractors in the area that are capable of performing the work and of providing information regarding funding assistance”.
* Review – The Sanitary District already has this information, and should review the documents to see if any changes are recommended on the provided information. The master list of plumbers and who the Sanitary District wants to give out as recommended plumbers should be reviewed and discussed. Attorney Arena stated that the Village of Glenview probably has a list of all plumbers licensed by the Village to possibly provide to the residents in the case of an occurrence. This information could conceivably be put on the website or an additional flyer could be sent out, according to Engineer Grinnell. Attorney Arena mentioned that the list should only consist of contractors that are bonded and insured, so that the Sanitary District is not assuring the quality of the work. Also, to be reviewed is what they are asking about funding assistance.
* **Page 3, and/or Emergency Preparedness & Response – Equipment and Collection System Maintenance:** Although there is a 24-hour phone number available, there should be a method to verify that emergency maintenance is available 24-hours a day. In addition, that there are procedures in responding to routine and catastrophic emergencies related to sewer breaks/collapse, power outage, failure of pump stations, force mains SSO’s and basement backups.
* Review – Add language on how our response will work, and have a list of contractors and their responsibilities. Gewalt Hamilton does have a small list but will need to enhance the list with additional contractors.
* **Page 4, Capital Improvement Program (CIP):** The CIP needs to be updated annually.
* Review – This currently in place and Gewalt Hamilton is working on the update.
* **Page 5, PSP, Public Information:** Engineer Grinnell did not see PSP information available on the Northfield Woods Sanitary District’s website and is requesting clarification as to how information will be provided to customers.
* Review - A link will need to be added to the website.
* **PSP: Long Term I/I Source Correction:** According to Engineer Grinnell this doesn’t entirely pertain to the Sanitary District, but should be mentioned. It is being requested to please include the following and explain when corrective action will occur: “high-flow, high-cost I/I sources including footing drains, driveway drains, area drains and leaking laterals. When these sources cannot be immediately corrected, they are documented and tracked for long-term correction within an appropriate time frame, depending on the correction method. Corrective action will occur prior to, or during (property transfer) (tear down) (significant building improvement) (participation in a cost-share program) (other).”
* Review – Additional wording to the report is recommended. The Sanitary District is already doing this with the requirements for permits. Gewalt Hamilton’s field inspection are making sure none of the above items are an issue.
* **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.
* **West Lake Street Lining Project**
* This was originally a 4-year period. Engineer Grinnell moved the projected cost over a 6-year period, this will place the estimated cost at about $150,000 per year. This is only based on MPI cost, changes and adjustments, and will be made to accommodate the actual cost going forward.
* Gewalt Hamilton is looking into the option for lining this project. Engineer Grinnell had Hoerr come out to the site to review the option and inquired if it could be part of the MPI bid. The concerns and cost to bypass the pump at the road crossing on Milwaukee Ave. has the potential to be very costly. The bypass alone, from their review will exceed $100,000 plus the cost for the lining work.
* The second option is installing a spiral wound liner that can be installed with no bypass requirements. The product is made by Sekisui, using their SPR-EX liner. Gewalt Hamilton is working on cost estimates for comparison of these two sections of Milwaukee Ave. and West Lake Ave. crossing.
* Engineer Glenn will have a bid package put together with recommendations for the Sanitary District at the Sanitary District’s March monthly meeting.
* **Electrical/SCADA Upgrades and Installation**
* The cost related to have the generator run time meters and generator fail, to start to be on the SCADA/HMI screen is $5,970.00. Engineer Grinnell submitted a quote from Metropolitan Pump as not to exceed cost. In discussion with them, they believe the field work will be less, and their final invoice will only reflect the actual time it will require.
* Gewalt Hamilton’s original 3-year rehabilitation budget plan for Lift Station upgrades was $355,000, with the changes and plan to do all in the same year, the Sanitary District spent $140,000 on all three upgrades. Moving forward with the additional cost will keep the Sanitary District well within the O/M (Operation/Maintenance) and capital program budget.
* Vice President Cepa moved to approve the amount of the quote, and President Botvinnik seconded the motion.
* **MWRD Sanitary Manhole Surcharge Detection System**
* This proposed work is on hold until it is determined on how the best means of communication to customers is established. If there is any possibility of a heavy rain event, Gewalt Hamilton will dispatch staff to perform monitoring and report their findings to Engineer Grinnell and the Sanitary District Trustees. This will allow the Sanitary District the means to notify residents in the areas of concern.

President Botvinnik stated that he would like to see a plan in place for processes and procedures. Engineer Grinnell will put something together for the March monthly Sanitary District Meeting.

* 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 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**
* Full assessment of Phase 1 CCTV project is complete.
* The submitted spread sheet shows that almost all the major problems are already being reviewed or approved for repairs. The O/M and capital program budget for gravity pipe rehab is $47,000. After Engineer Grinnell’s review it is his recommendation to perform root treatment on 7,200 LF, clean and remove grease from 4,100 LF and continue moving forward with the repairs on Larch Ave. If Gewalt Hamilton follows this path the Sanitary District will stay below the annual projected budget for this work.
* Project cost:
* Root Treatment $13,000
* 3 Repairs on Larch Ave $11,000 (already approved)
* Cleaning and grease removal $4,100

 TOTAL COST $28,100

Engineer Grinnell will get a final quote on the job and submit it at the next Sanitary District Meeting for approval. The Sanitary District will definitely move forward with this job.

* **2020/2021 CCTV and Cleaning Project Phase 2**
* Gewalt Hamilton gave American Underground approval to begin the work on Phase 2 at the farthest North part of the project, which is the Indian Ridge subdivision starting around MH B5.3. American Underground plans on starting in February 2021, weather permitting. They will start at Landwehr up by Willow and will work down to the lower half.
* 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 stated that some of the wording needed to be revised. He talked to Kevin Smith of Eder, Casella and he agreed. The verbiage and changes will apply to the next audit.

**10. OFFICE PERSONNEL AND PROCEDURES –** Patrick Glenn is now part of the Gewalt Hamilton engineering team for servicing the Northfield Woods Sanitary District.

**11. ACCOUNTANT’S REPORT**

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

 b. Accountant Ovnanyan still doesn’t have bank statements for the new Northbrook Money Market Account. She will reach out to them to see why there aren’t any statements.

**12. TIMELINE/IMPORTANT DATES**

a**.** Statement of Economic Interest – Prepared by each Trustee, submitted via website. President Botvinnik and Vice President Cepa haven’t received e-mails about this yet.

b. Ongoing: To respond to what the MWRD is asking. Engineer Grinnell state that Ken Meeks of Gewalt Hamilton is working on this.

c**.** The next District Monthly Meeting is on Wednesday March 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 5:13 pm.

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***CLERK***