***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MARCH 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 Mike Grinnell, Accountant Olga Ovnanyan, Engineer Patrick Glenn and Administrator Christine Mazur. Engineer David Gewalt was not present.

**2. MINUTES**

 Vice President Jerome Cepa moved to approve the minutes of the February 3, 2021 regular meeting and President Botvinnik seconded the motion to approve. 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. Administrator Mazur reached out to them and found out they are under new management, Grey Star Management. President Botvinnik advised to send the Escrow Refund check to them.

 **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. The $5,000 Escrow Deposit was received by the Sanitary District. Developer John Angelini advised that he is 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 in final draft format. Attorney Arena sent it to Engineer Glenn and Engineer Gewalt to see if they have any final changes. If everything is acceptable, he will send it out. Engineer Glenn will be main point of contact for this job. 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 –**

1. **2814 Pawnee Circle Indian Ridge –** Sewer back up on 02/05/21.
* It was confirmed that the sewer was backing up at manhole B46.6A.1. Engineer Grinnell contacted American Underground and opened the line. It was determined that the problem was related to heavy root growth in the manhole. The sewer line was cleared and is flowing fine currently. No other residents in the area had any issues.
* Engineer Grinnell talked to the homeowner who was concerned with his plumber’s cost and thought it should be covered by the Sanitary district. Engineer Grinnell explained to him the Sanitary District’s position on the issue but suggested he could submit the invoices for discussion at the next Sanitary District Board Meeting. The owner submitted 2 invoices totaling $1,587.15. The owner also added that he has an ejector pump system, so it is assumed that all the remaining town homes in this area were built the same way. President Botvinnik noted that Indian Ridge has this known problem where every year 10-15 properties incur this problem dating back to when the properties were constructed.
* On 02/14/21 the same homeowner called with the sewer backing up again. Engineer Grinnell sent American Underground to the site to confirm if there was a backup going on. They did not see an issuebut were able to remove the root that was hanging in the manhole**.**
* Engineer Grinnell contacted the homeowner who was still having issues with his ejector pump to which Engineer Grinnell informed him that he would need to contact his plumber, as it was not an issue with the Sanitary District’s sewer line.
* On 02/15/21 a JULIE Report was received by the Sanitary District for the above address from Bishop Plumbing. Engineer Grinnell performed the locate as requested. He drove by the address on 02/22/21 and saw there was a completed excavation by the house for what appeared to be a broken pipe near the house foundation.
* Gewalt Hamilton proposed to deny the claims because the problem was the homeowners right from the start, and that they never even applied for the required Permit from the Sanitary District to perform the sewer repair. The problem was found to be with the property owner’s pipes and not with the Sanitary District. Gewalt Hamilton will draft a letter to respond to the request for reimbursement being denied.
* Going forward Engineer Grinnell will check with the plumbers about obtaining the necessary Permits when JULIE Reports are received.
1. Intergovernmental Agreement between Village of Glenview & NWSD for Sanitary Improvements was signed & the original copy was sent to Village of Glenview by Administrator Mazur as requested.
2. 4520 S. Seminole – On 02/24/21 the homeowner contacted the Sanitary District regarding toilets bubbling up. Engineer Grinnell talked to the homeowner and confirmed that no water came out of the toilet. She was concerned why there was bubbling and just needed an explanation of what was going on as she saw a truck in front of her house.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 02/28/21 is at $37,381.29

 **ii.** 90 days past due is at $24,407.81

**b. Billing**

 **i.** Meter Readings from Village of Glenview due for 10/12/200-001/15/21 Billing Cycle. Administrator Mazur e-mailed them about when we would be receiving them.

 **ii.** Munibilling update – Rate increase letter to go out with next Billing Cycle. Administrator Mazur will contact Munibilling about changing the rate in the system before next readings are imported.

 **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 Ordinance 247 was drafted and published. 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 – Pending legal & engineering invoices to be sent to them for the past several years.

 **ii.** Fire Station Job 20A – This job is on hold per Tony De Rosa of the Village of Glenview. They will not be sending the Escrow Deposit at this time.

 **iii.** Parkside/Lexington Job 19C – Escrow Deposit for $5,000.00 was received by the Sanitary District.

 **7. ENGINEERS REPORT –**

**a.) West Lake Street Lining Project**

* This was originally a 4-year period project. 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 Construction 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 the next monthly meeting.
* According to Engineer Glenn the bypass plumbing will be a large part of the expense.

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

* Engineers Pat Glenn & Mike Grinnell were in contact with CCDOT (Cook County Dept. of Transportation) who are proposing a new side walk along the East side of Sanders Rd, right about where the sewer is. They are hoping the work that the Sanitary District needs to have done take place before they do theirs, so that their work isn’t torn up. They didn’t commit to a date but it will probably be a 2023-2024 construction project.
* Engineer Glenn recommends getting in touch with Allstate to see if they have any interest in discussing the installation of a larger pipe and if so, how will they contribute to the cost. He also suggested that the Sanitary District do “spot repairs” before the County does their construction in 2023 & 2024 because, coming in later and doing the lining won’t disrupt their work.
* 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.
1. **MWRD Report 2021 – 01 25 Northfield Woods Sanitary District LTOMP PSP R1 –** Responses provided to MWRD.

**d.) MWRD Sanitary Manhole Surcharge Detection System –** Gewalt Hamilton is developing an emergency plan that will address Gewalt Hamilton’s response and notification needs for the Sanitary District to address potential surcharges from the MWRD Interceptor. This is also a requirement of the LTOMP (Long Term Operation & Maintenance Program).

**e.) 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 “Right of Way” line. The MWRD, however, has not completed their inspection and approval due to the weather.
* 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”.

**f.) 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.

 **g.) 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**

* Uneven hours over the last few weeks. Engineer Grinnell had the pumps back flushed, exercised check valves, and determined that the issue is with pump #2. He confirmed amp draw and they are the same on both pumps. He will have the pump company diagnose the issues when they come out in mid-March.

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

* No operational issues.
* Waiting on OKED Electric for the exterior light to be replaced.

 **3. Greenleaf Lift Station**

* No operational issues.

General items – The annual pump inspection contract was signed and sent to Flygt Pump. Gewalt Hamilton is waiting until mid-March to complete 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.
* **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 final work on the generator run time hours has been planned for mid-March
* **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. 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.

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 next monthly Sanitary District Meeting.

* **2019/2020 CCTV and Cleaning Project Phase 1 - Follow-up Tasks**
* Gewalt Hamilton submitted the root treatment portion of this project to the MPI bidding group. They should have the bid results for the April Sanitary District Board Meeting. Engineer Grinnell included a map showing the proposed location and footage that was submitted to the MPI group.
* Engineer Grinnell submitted the proposal from American Underground for additional cleaning and grease removal of 4,100 LF. This work will not exceed $4,000.00 for heavy cleaning and disposal.
* Gewalt Hamilton recommends that the Sanitary District Board authorize American Underground to clean approximately 4,100 LF of sewers for an amount not to exceed $4,000.00. Vice President Cepa moved to approve the proposal, and President Botvinnik seconded the motion.
* **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. 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 –** President Botvinnik & Vice President Cepa need to complete their Statement of Economic Interest.

**10. OFFICE PERSONNEL AND PROCEDURES –** Patrick Glenn’s Direct # is (847) 821-6223 and his cell phone # is (847)-344-4504.

**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. Administrator Mazur 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 to do.

b. MWRD Annual Summary Report for Infiltration Reduction – Prepared by District Engineer & submitted to MWRD. Engineer Glenn will look into completing this task.

c. Begin Budget – Will start in May by Accountant Ovnanyan.

d**.** The next District Monthly Meeting is on Wednesday April 7, 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 4:58 pm.

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***CLERK***