***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY APRIL 7, 2021 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:03 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.

**2. MINUTES**

 Vice President Jerome Cepa moved to approve the minutes of the March 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 –** No new updates**.**

 **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, Church of Latter Day Saints, is in final draft format. Attorney Arena was in touch with the attorney for the church and received the old and new Declaration of Restrictions. He was told that there were some changes with the property which reduced the scope of any sewer usage due to an abandoned commercial kitchen from around 10 years ago. Their attorney reviewed the Declaration of Restrictions and returned it to Attorney Arena who will now review it. They will have their engineers look at the numbers and will return it to Attorney Arena who will forward it to Engineer Glenn and Engineer Grinnell. By the next Sanitary District meeting this matter should be completed.

 Vice President Cepa mentioned that he hasn’t found any more expired Declaration of Restrictions for 2020, but he does have some properties with a PIN # but no Declaration of Restrictions. Attorney Arena replied that there may not be a Declaration of Restrictions, or that the search engines aren’t pulling anything up. Some of the Declaration of Restrictions are from 60 years ago. Attorney Arena suggested to pay Chicago Title to look for the Declaration of Restrictions, stating that they’ll probable charge $100 per PIN. President Botvinnik suggested to submit the PINS and go forward from there. Attorney Arena added that if we can’t find one then we could prepare one and submit it to the owner stating that it’s required. Vice President Cepa inquired if we should have a Declaration of Restrictions on all properties and if not, then does that present a risk? Engineer Glenn replied that he doesn’t think there’s a risk other than not receiving the correct fees, however, going forward they would require a Permit for work. Vice President Cepa also inquired what is the value of having a Declaration of Restrictions. Attorney Arena replied that it’s a recorded document, and that makes it a public record. It’s to make sure the Sanitary District has adequate infrastructure to handle the load. It has a restrictive level and if there’s a new property owner who is creating a significant burden on the system, the Sanitary District cannot allow that to happen and can refer back to the Declaration of Restrictions to explain it to the new property owner. This would show that the property is limited to certain values. Vice President Cepa will provide a list of PINS to Attorney Arena to submit to Chicago Title. President Botvinnik agreed. Engineer Glenn suggested creating a spread sheet with PIN #’s which Vice President Cepa will see to doing.

**5. NEW BUSINESS –**

1. **2814 Pawnee Circle Indian Ridge Update –** Sewer back up on 02/05/21. Reimbursements were denied. President Botvinnik talked to the homeowner to explain the reasons for the denial. He explained that this was a known problem for Indian Ridge and is not the Sanitary District’s responsibility.
2. **4401 Ivy Dr**.- Sewer Repair. Engineer Grinnell believes this project is completed and will follow up.
3. **3355 Milwaukee Center for Seniors –** New Construction. Engineer’s Grinnell and Glenn have been in contact with Mark Toberman’s office regarding plans for this project. Preliminary plans were received last week. Gewalt Hamilton is reviewing for conformance with the Sanitary District’s requirements and calculation of permit fees. The Permit Application is on hold per Vice President Cepa until Gewalt Hamilton’s plans are finalized.
4. **1706 Magnolia –** Sewer repair. Permit obtained and fees paid. In process.
5. **Article in Village of Glenview’s April Report –** Article is regarding how to keep sewer lines free of blockage. Vice President Cepa proposed to post this article to the Sanitary District’s website. Administrator Mazur checked with Lynne Stiefel, the newsletter editor, to request permission to post. She agreed as long as credit is given. President Botvinnik agreed to post if the last paragraph is removed, regarding homes with a gravity sewer system being converted to overhead system, and the Village of Glenview paying some portion of that expense. The Village of Glenview would have to address this issue which Engineer Glenn will look into and get back to the Sanitary District.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 03/31/21 is at $83,421.39

 **ii.** 90 days past due is at $8,109.47

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Allstate – Allstate is requesting a rate reduction during the COVID -19 pandemic period. Attorney Arena stated that they’ll have to provide the Sanitary District with the necessary information, such as meter readings in order to proceed. They currently have well, and meters with the Village of Glenview. Engineer Glenn will reach out to Russ Snyder of Allstate to discuss this matter and report back to the Sanitary District.

 **c. Permits –** Village of Glenview continues to do Permit Applications for jobs that are within the Sanitary District. President Botvinnik had previously reached out to Joe Footlick of Village of Glenview who assured him that this wouldn’t occur anymore, but it has. Engineer Glenn suggested staying in touch with them at a lower level of operations. Engineer Grinnell and Administrator Mazur will continue to monitor this process.

 **d. ORD 50 Deposit Requests Update**

 **i.** Glenstar Job 7G – The Sanitary District is still waiting for a response from them.

 **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.

 **7. ENGINEERS REPORT –**

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

* April Update – Gewalt Hamilton continues to develop design/cost alternatives. They will have a summary for the next Sanitary District’s Board meeting.
* Gewalt Hamilton have not received any response from the contractors regarding the Sikisui spiral-wound lining product. Gewalt Hamilton will prepare bid documents including Sekisui as an alternate product. They expect to have further discussion with the Sanitary District board regarding the size of the annual contract and related cost implications.

**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, which 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.

 **-** April Update – Draft of Emergency Operations Plan submitted by Engineer Glenn to the Sanitary District for review and comment.

* Regarding the Emergency Response Step 3, Vice President Cepa suggested changing the verbiage from “the affected resident shall be provided a list of reputable contractors/plumbers” to

“we strongly recommend that you hire a licensed and bonded plumber”. Attorney Arena commented that the Sanitary District could suggest to the customer to contact the Village of Glenview for a complete list of licensed and bonded contractors. Engineer Glenn will draft a letter or include in the Emergency Response Step 3.

**d.) MWRD Sanitary Manhole Surcharge Detection System/ EOP (Emergency Operations Plan)**

 - Gewalt Hamilton is developing an emergency plan that will address their 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”.
* March Update – MWRD has not performed inspections due to weather conditions.
* April Update – Inspections on lots 14 and 18 were completed on 4/5/2021.

 **f.) Larch Ave Glenview 2021 Street Project –**

* All three repairs were completed on 4/1/2021 by Glenview’s contractor, and inspected by Gewalt Hamilton.
* All work was completed as per the Sanitary District’s requirements.

 **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**

* No operational issues.

 **2. Willow Rd Lift Station –**

* Pump #1 seal fail light came on March 30th. This pump and seal were repaired in December. Engineer Grinnell is working with Fylgt Pump to have it removed to determine why this seal failed again. Once the reason is determined it will be decided if it’s a warranty issue or if there will be additional cost to make the repair.
* The generator at this site is having a hard time starting. Engineer Grinnell contacted Midwest Power to readjust the magnetic pick-ups and adjust fuel flows. It has come down to a fuel supply diaphragm valve as the reason for difficulty starting. He received a quote from Midwest Power Industry Inc. to replace the valve.

Gewalt Hamilton recommend that the Sanitary District Board authorize Midwest Power Industry Inc. to replace the fuel supply diaphragm valve for an amount not to exceed $725.00. Vice President Cepa moved to approve and proceed, and President Botvinnik seconded the motion.

 **3. Greenleaf Lift Station**

* No operational issues.

 **4. General Items**

1. Annual Pump Inspection
* The work was completed on 03/18/21 and no major issues were found with any of the pumps. There were some minor blockages in the impellors which Engineer Grinnell saw on the SCADA readings, and it was confirmed as the cause for the uneven hours.
* The upper slide rail brackets at Greenleaf are rusted and have failed, and will need repairing prior to the next time the pumps are removed. Also at Greenleaf, the discharge gasket will need to be replaced the next time the pumps are removed, when Pump #3 is removed and for any future work. The power cords will need to be lengthened and if any issues are seen during the next year with blockage or the impellor showing signs of wear, it will need to be replaced in the next year or two. Engineer Grinnell submitted the field inspection reports for review.
1. Annual Generator Inspection
* All three sites had filters changed, fluid samples pulled, oil changed, and full inspection completed. There was no additional work needed at this time. They did perform some checks on the Willow Lift Station regarding difficulty starting but needed additional skilled staff to perform a full troubleshoot on the issue. They also identified contact points for tying SCADA into each generator
* **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 –** Waiting on Metropolitan Pump to have their field staff on site to complete the work. A date hasn’t been confirmed.
* **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**
* The total cost to complete the recommended root treatment areas using Dukes Root Control System is: 7,186 LF (linear feet) x $150 = $10,779.

Gewalt Hamilton recommends that the Board authorize Dukes Root Control to root treat approximately 7,186 LF of sewers for an amount not to exceed $11,000.00. Vice President Cepa proposed to approve and President Botvinnik seconded the motion.

* American Underground asked for the additional cleaning location and will begin the work in the next few weeks.
* **2020/2021 CCTV and Cleaning Project Phase 2**
* American Underground completed the field work up to the $20,000 limit as requested. Engineer Grinnell hasn’t received the total footage completed, or any video, or report as to date.
* Once the data is received Gewalt Hamilton will review it and rate the conditions of the sewer and put together a full report for the Sanitary District Board to review as was done for Phase 1.

**9. PRESIDENTS REPORT –** None

**10. OFFICE PERSONNEL AND PROCEDURES –** None

**11. ACCOUNTANT’S REPORT**

 **a.** Accountant Ovnanyan reconciled all accounts, as well as financial statements except for the Money Market Account.

 b. Accountant Ovnanyan sent out financials and is working on the Budget to close out for the year. She will send it out in early May.

**12. TIMELINE/IMPORTANT DATES**

a**.** Draft Appropriation Ordinance. District Accountant to send draft to Trustees.

b. Public Notice of Hearing for Appropriation Ordinance (10 days before hearing). Prepared by District Accountant.

c. Accountant and Sanitary District to set up Audit dates with Auditors.

d**.** The next District Monthly Meeting is on Wednesday May 5, 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***