***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MAY 5, 2021 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:01 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 and Administrator Christine Mazur, Engineer Pat Glenn was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the April 7, 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. See section e. of Engineers Report for more details.

  **e.** **20 year expired Declaration of Restrictions –** Attorney Arena reported that Chicago Title is charging $90.00 per PIN search.

* **Howard Plaza -** They have an expired Declaration of Restrictions and Attorney Arena questioned if the Sanitary District should revise or create a new Declaration of Restrictions for them since the old one has expired. Vice President Cepa replied that he thinks the Sanitary District should proceed with revising and creating a new Declaration of Restrictions to which President Botvinnik agreed. Engineer Pat Glenn will provide the engineering figures.
* **Center for Seniors 3355 Milwaukee –** The MWRD Permit has not been received yet. This job will require an Escrow Deposit. Attorney Arena is waiting on information from Engineer Glenn on this job. Attorney Arena inquired about the numbering of new accounts such as the Center for Seniors. President Botvinnik replied that yes, that needs to be done. Once the account is created in Quickbooks the District will need to inform Attorney Arena and Gewalt Hamilton of the job number, per President Botvinnik.
* **4151 W. Lake, Church of Latter Day Saints –** This Declaration of Restrictions is in final draft format. There has been communication between Attorney Arena, Engineer Glenn, and the Church’s attorney regarding this matter. The Church’s attorney made some changes, one being a change in fixture count. The Declaration of Restrictions is not finalized yet because part of their water usage is for an irrigation system for which they don’t want to be charged. Attorney Arena inquired as to how the Sanitary District will know what water is for sewer, and what part is for irrigation. Engineer Glenn will follow up with the Church about this matter as they may require different meters.
* **Allstate –** They will switch from fixed fee billing to actual water usage. Engineer Glenn gave Attorney Arena the Declaration of Restrictions. Attorney Arena needs to talk to Engineer Glenn about whether the Declaration of Restrictions needs to be changed or not. The current Declaration of Restrictions has 2years before it expires. Attorney Arena inquired if it should be updated now or when it expires.

**5. NEW BUSINESS –**

1. **1424 Magnolia –** Building Demo 04/13/21. Fees paid, waiting on completed Permit Application.
2. **4641 Larch –** Sewer Repair. Julie Report received on 04/15/21. MWA Sewer and Drain were called by Administrator Mazur about requiring a Permit Application. They said they don’t need one because the sewer line was just rodded out. Engineer Grinnell went there and found more work being done. They put in 30 feet of pipe. Engineer Grinnell confirmed that a Permit Application was required of them and that he would be requesting inside video of the sewer and pictures of the exterior. He received no response. Administrator Mazur e-mailed them a Permit Application but also received no response. A Notice of Violation was sent to MWA Sewer and will be sent to the homeowner as well.
3. **4401 Ivy Dr**.- Sewer Repair. Engineer Grinnell believes this project is completed and will follow up.
4. **3750 Greenleaf –** Administrator Mazur received a phone call from Sina Plumbing on 04/27/21 informing her of a new connection. President Botvinnik inquired if that’s even in the Sanitary District stating that they may not be annexed into the Sanitary District. Engineer Grinnell will check the map to see if it’s in the Sanitary District. Engineer Grinnell noted that there is no sewer line there, stating that it’s a private sewer line and that the Sanitary District doesn’t own it. It’s in the District but there’s no sewer line that goes down that road. Gewalt Hamilton will investigate what will happen next.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 04/30/21 is at $21,359.59

 **ii.** 90 days past due is at $12,753.63

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Allstate – Change in type of calculation of billing. No permit required. Engineer Glenn told Attorney Arena that conversations were favorable as to changing billing to actual usage. Engineer Glenn will figure out how that will work and what needs to go into the Declaration of Restrictions.

**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**

* Gewalt Hamilton has not received any response from contractors regarding the Sekisui spiral-wound lining product. Gewalt Hamilton will prepare bid documents including Sekisui as an alternate product. They expect to have further discussion with the Board regarding the size of the annual contract and related cost implications.
* **May Update -** Gewalt Hamilton continue to develop design/cost alternatives. They will have a summary for the June Board Meeting.

**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.

 **-** May 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.

- This will require final signatures.

**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 identify potential surcharges from the MWRD Interceptor. This is also a requirement of the LTOMP (Long Term Operation & Maintenance Program).

 - Engineer Grinnell suggests placing the EOP on the Sanitary District’s website.

 **May Update –** Draft EOP along with any changes.

**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.
* 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 – No additional inspection has been requested in April.

 **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. –**

* 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. Pump was removed and taken back to Flygt’s shop. There they pressure tested the seal assembly and found it to hold pressure as required. Gewalt Hamilton is working on determining if there is a seal fail module issue or sensor in motor. Engineer Grinnell is waiting for their final inspection report to determine the next steps.

 **3. Greenleaf Lift Station**

* No operational issues.

 **4. General Items –** Engineer Grinnell is working on having the wet wells cleaned at Greenleaf and Willow Lift Stations. This is an annual project and work will be performed by American Underground as in past years. Engineer Grinnell stated that this job will probably cost around $1,000 to clean the two wells.

* **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 –** Work has been completed although there are some minor adjustments that need to be completed by Metropolitan Pump. All of this work will be done remotely.
* **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.
* American Underground asked for the additional cleaning location and will begin the work on May 10,2021.
* **2020/2021 CCTV and Cleaning Project Phase 2**

American Underground completed the field work up to the $20,000 limit as requested. Engineer Grinnell received the videos and reports, but no review has been completed. The invoice was forwarded to Administrator Mazur and approved for payment.

* **2401 Indian Ridge**

Last year the District approved to lower this manhole in the side yard of this address. Engineer Grinnell received a message from the homeowner on 05/04/21 that her sprinkler line was damaged during this work. She is inquiring as to who will be making the repair which was found when her sprinkler system was tested this week. She stated that it will cost $100-200 to fix. Engineer Grinnell contacted Kloepfer Construction who performed the work. They responded that as it’s a private line and wasn’t marked when JULIE marked the area, so his company and crew aren’t held responsible. This is a true statement and the rule of the JULIE law. The Sanitary District has 2 options concerning the resolution of this matter.

* OPTION 1 – The responsibility falls back to the homeowner, as any private line not part of the utility network is the sole responsibility of the homeowner to mark it to prevent any damage during construction. This also falls into place that no private line should be installed on the “Right of Way” therefore resulting in no responsibility to the Sanitary District.
* OPTION 2 – Cover the cost using her sprinkler company to make the repair. Responsibility for repair is covered by the Sanitary District.

Attorney Arena recommends not paying this as it was the homeowner’s responsibility to inform others of her irrigation system. Engineer Grinnell will inform her of the Sanitary District Board’s decision.

* **Additional Employee for Gewalt Hamilton –** Gewalt Hamilton hired a part time employee, John Bolton. He retired from Village of Libertyville after 30 years of service. He is a certified water operator and has an extensive background in daily operation of water and sewer systems. He will be working with Engineer Grinnell in the Sanitary District work including oversite of contractors, maintenance projects, and will perform weekly checks at the Lift Stations. He will be driving his personal vehicle to the sites and working in the collection system.

 **9. PRESIDENTS REPORT –** This year’s Audit will begin the week of 06/14/21.

**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 is working on closing entries for end of year. She is still reviewing and approving some expenses for the year. She needs information from Engineer Grinnell about engineering fees and sewer operation costs for 2020-2021.

 c. Accountant Ovnanyan sent out Budget Ordinance # 248 which will be voted on at a special meeting to be held on Wed. 6/9/21 at 4:00pm remotely.

**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. File Appropriation Ordinance (County Clerk), Office Administrator (30 days after approval) & publish Appropriation Ordinance.

d**.** The next District Monthly Meeting is on Wednesday June 2, 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 4:51 pm.

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

***CLERK***