***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JUNE 2, 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 Pat Glenn and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the May 5, 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. 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 need a new Declaration of Restrictions. Attorney Arena just needs the revised figures for the property from Engineer Glenn in order to update the Declaration of Restrictions.
* **3355 Milwaukee - Center for Seniors –** Engineer Glenn will provide Attorney Arena with updated information in order to draft the Declaration of Restrictions. Engineer Glenn is waiting on Baxter Woodman, the architects in Glenview, to get an accurate fixture count. He will follow-up with Village of Glenview on this matter. 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, which Administrator Mazur will do. 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 –** Attorney Arena stated that there is an issue concerning the irrigation system they have, whereas the Church exceeds the “peak flow” restriction that is set forth in the Declaration of Restrictions during the summer months. Some of the water consumption is for their irrigation system and they want to remove the “peak flow” restriction completely. However, at this time they can’t distinguish between what water usage is for irrigation and what amount goes into the Sanitary Sewer. Engineer Glenn suggested to add language/verbiage clarifying that it’s for the sewer usage at that limitation. Attorney Arena added that he could draft the Declaration of Restrictions to state that.

Vice President Cepa inquired if a meter will possibly be installed at some point. Engineer Glenn mentioned that he did have a discussion with their facility manager who stated that they intended to have a separate irrigation meter installed at some point, but don’t know when that would happen.

Attorney Arena said that he can clarify in the Declaration of Restrictions that:

1. The current usage is a limitation on the water going into the Sanitary Sewer and is not applicable to use for irrigation.
2. Provide that, upon the Church installing a separate meter, the actual figures will be used to calculate the “peak flow” of restrictions.

President Botvinnik agreed that this would be advisable.

* **Allstate –** Attorney Arena reviewed the existing Declaration of Restrictions which has two more years to it. He stated that if they’re going to go to actual water usage, then the Declaration of Restrictions should be updated now because:
1. It doesn’t have language in it about sewer User fees.
2. The information, as to the gallons of water used, and the information of the improvements on the property date back to 2002.

Attorney Arena assumes there have been changes, and is requesting Engineers Grinnell or Glenn to review the existing Declaration of Restrictions and let him know what the water usage is, what the “peak flow” restriction is, and what the improvements on the property are.

**5. NEW BUSINESS –**

1. **4701 Larch –** SewerRepair – 05/24/21. Permit done and fees paid.
2. **3385 Milwaukee –** Fuel Spill – Engineer Grinnell checked it out and all was ok, no spillage into Sanitary Sewer System. He reported back to the Glenview Fire Dept. who called in the incident.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 05/31/21 is at $20,519.42

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

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** User Fee Billing – Water readings expected from Village of Glenview for next Billing Cycle

**c. Follow up on 4641 Larch Violation Notice –** On 05/17/21 mail sent to contractor was returned. Administrator Mazur talked to Manny at MWA Sewer and Drain who said that the homeowner is out of town but will do Permit when he’s back on Fri. 5/21/21. The following week nothing was received. On 06/01/21 Administrator Mazur called Manny back and he said the homeowner will do it now. He said that he talked to Engineer Grinnell about video and photos of the sewer repair, as well as about the Permit Application. President Botvinnik mentioned that he talked to Joe Footlick of the Village of Glenview in charge of the Building Dept. President Botvinnik noted that it’s the homeowner’s responsibility to obtain the Permit and that the Sanitary District needs to start assessing fines, since the job was done without a Permit. Engineer Grinnell was also in touch with Manny but didn’t get anywhere as far as receiving video or photos of completed sewer repair. Attorney Arena stated that the Violation Notice should be re-sent to the homeowner. Vice President Cepa inquired to Engineer Grinnell if it would be necessary for them to dig-up the work in order to ensure that it was done correctly. Attorney arena replied that they need to prove that the work was done properly by whatever means necessary. If it’s necessary to dig it up, the court would need to get involved. Attorney Arena advised to reference Ordinance 157-220 in this case and to keep him updated.

**d. ORD 50 Deposit Requests Update**

 **-** Glenstar Job 7G – The Sanitary District is still waiting for a response from them. Administrator Mazur will follow up on the status.

**7. ENGINEERS REPORT –**

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

* Gewalt Hamilton met with the product representative and is reviewing the CCTV videos to obtain a preliminary cost for the liner. Engineer Grinnell wanted to review the videos to make sure there isn’t any reason they can’t use the product.

**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 sidewalk 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.

 **-** June Update – If there are no further edits Gewalt Hamilton will finalize the document and have it signed by President Botvinnik. Vice President Cepa moved to approve the document and President seconded the motion and signed the document.

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

 - Gewalt Hamilton developed 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 having a map created so they know where to go for manholes. After any emergency event the process needs to be reviewed and changes made to improve procedures. Vice President Cepa inquired about if the Sanitary District should post to website. Engineer Glenn suggested not doing that due to the fact that the Sanitary District doesn’t want to necessarily endorse any particular contractors. Vice President Cepa moved to approve the plan and President Botvinnik seconded the motion and signed it.

 **June Update –** Pending approval & signature.

**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.
* Gewalt Hamilton performed additional inspections for the final hook ups during the last few weeks in May. In addition, the Utility “As-Built Plans” and Sanitary Sewer Televising must be provided to the Sanitary District to transition from the Construction Phase to the Maintenance Phase.

 **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.) 3355 Milwaukee – Center for Seniors**

* This project is still moving forward. Engineer Grinnell inquired if there has been a job number assigned to this project, which there has. It is Job 21-A.

 **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 has been reinstalled and is working fine. No additional problems since the pump was installed.

 **3. Greenleaf Lift Station**

* No operational issues.

 **4. General Items –** The wet wells are scheduled to be cleaned on June 8th by American Underground.

* **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.
* 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.
* **2019/2020 CCTV and Cleaning Project Phase 1 - Follow-up Tasks**
* Dukes Root Control will be on site the week of 6/2/21 to treat marked out areas as per quote. The total cost to complete the recommended root treatment areas is as follows: 7,186LF x $1.50 = $10,779. Once they are completed and record field footage recorded whey will work with Dukes to finalize the actual footage treated.
* American Underground asked for the additional cleaning location.
* **2020/2021 CCTV and Cleaning Project Phase 2**

Gewalt Hamilton will review the CCTV videos as time permits.

 **9. PRESIDENTS REPORT –** President Botvinnik reported that the Sanitary District was contacted by Andrew Mikusa of Eder, Cassella & CO. about the upcoming Audit. Accountant Ovnanyan and Administrator Mazur will coordinate about which task is assigned to each.

**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. 06/09/21 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 the budget Meeting on Wednesday June 9, 2020 at 4:00 pm via video remote access.

e. The next regular District Monthly Meeting is on Wednesday July 7, 2021 at 4:00pm 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 4:52 pm.

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***CLERK***