***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JULY 7, 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 June 2, 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 *–*** Still pending escrow deposit. Administrator Mazur sent a second request along with requested invoices.

**b. Job 19A – Glenview Ice Center –** Vice President Cepainformed Attorney Arena that he never found the Declaration of Restrictions for this job. He inquired of Attorney Arena if he knows anything about the Declaration of Restrictions, and if he could possibly find out from Chicago Title about it. Vice President Cepa will forward the PIN #’s to Attorney Arena. Attorney Arena stated that he will need the fixture count and flow rates from Engineers Grinnell and Glenn.

 **c.** **Job 19B - Brookview Village Clubhouse –** No new updates**.**

 **d. Job 19C –** Parkside of Glenview/Lexington Homes LLC/Gibson Property – Building is continuing at this site. No new inspections have been called for in the last few weeks.

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Engineer Glenn reported that their construction fence has been put in place. Gewalt Hamilton will monitor their progress and make sure their work doesn’t have any effect on The Sanitary District’s collection system or the Greenleaf Lift Station. Attorney Arena inquired about if there is a Permit for this job. Administrator Mazur stated that there is and she will forward this information to Engineer Glenn as requested.

 **f. Job 21B – Church of LDS 4151 Lake –** Attorney Arena reported that the Declaration of Restrictions, as modified, was accepted by the Church’s Attorney. Attorney Arena advised them to send the signed Declaration of Restrictions along with the ORD 50 Escrow Deposit of $2,500. He has not received anything yet nor has Administrator Mazur.

 **g. Job 21C – Howard Plaza –** Attorney Arena inquired of Vice President Cepa whether he will be needing to do a search with Chicago Title for the Declaration of Restrictions on this job. Attorney Arena will require all the names of businesses in Howard Plaza and the common addresses for each. He will also need the PIN #’s which Vice President Cepa will see if he has and will then forward the information to Attorney Arena. Vice President Cepa will work with Administrator Mazur to determine all the names of businesses and addresses in Howard Plaza for Attorney Arena.

 **h. Job 21D – Allstate -** Attorney Arena reported that Allstate produced some information about their wells. He inquired of Engineer Glenn if he has a fixture count and “daily & peak flow” rate for this Job. Engineer Glenn replied that he has a meeting scheduled with Russ of Allstate to find out how each building gets water, and how it’s metered. Attorney Arena needs to know how many buildings there are on the property, and what the square footage of each building is.

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

 **j. Vogay Lane –** Attorney Arena sent an email to Engineer Glenn regarding figures Engineer Gewalt put together slightly over 1 year ago. Before Attorney Arena reaches out to the property owner, Travis Zimmerman, he wants to make sure that the information doesn’t need to be updated. Engineer Glenn will look into this matter and report back to Attorney Arena.

**5. NEW BUSINESS –**

1. **06/14/21 – Meadowview Ct – Sewer Repair –** On 06/16/21 the permit was completed and fees paid. Engineer Grinnell did the inspection and report.
2. **06/29/21 – 2444 Saranac Ln – Sewer Repair –** Permit done on time, fees paid and inspection along with report was done.
3. **1424 Magnolia –** **Demo/New Construction –** Vice President Cepa inquired about whether there’s a Permit for this job. Administrator Mazur and Engineer Grinnell replied that there is a permit on file for this job. According to President Botvinnik this project will require a Job # in order to track progress, however there will be no Escrow Deposit needed.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 06/30/21 is at $79,766.27

 **ii.** 90 days past due is at $21,431.47

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** User Fee Billing – Water Meter readings were received from the Village of Glenview and the bills were sent out for the 01/12/21 – 04/15/21 Billing Cycle on 06/17/21.

**c. Follow up on 4641 Larch Violation Notice –** The homeowner contacted Administrator Mazur regarding the violation for no permit for the sewer repair. He filled out the application and paid the necessary fees. Vice President Cepa inquired whether the Sanitary District ever received the video or photos of the job. Engineer Grinnell noted that he did not, however at this point anything improperly done would only impact the owner, not the Sanitary District.

**d. ORD 50 Deposit Requests Update**

 **-** Glenstar Job 7G – The Sanitary District is still waiting for a response from the owner after second Escrow Deposit request was sent.

**7. ENGINEERS REPORT –**

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

* Gewalt Hamilton have been working with Chris Lind the Regional Sales Manager for SPR EX on final details of cost using their installer. They hope to have the details and cost available by this meeting but, they didn’t complete the video review or go over the detail to put together a cost estimate.
* Once a full cost estimate is determined it will need to be discussed at the Sanitary District Meeting or an additional meeting on how the Sanitary District wants to proceed in this project. They are leaning towards a project that would start at Rt 21 and end on the South side of West Lake. The cost might be higher than planned per year but less than a multiple-year project, as mobilization costs would have a large impact on this matter.

**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.

 **8. SUPERINTENDENTS REPORT**

 **a. Buildings and Grounds/Lift Station Status**

 **1. Manor Care Lift Station**

* No operational issues.

 **2. Willow Rd Lift Station –**

* There were several communication failures reported over the last two weeks at this Lift Station. Engineer Grinnell contacted Metro Cloud who was able to identify the problem and correct it remotely. The only thing Gewalt Hamilton had to do was to reboot the panel to accept the changes. The problem was resolved with no further issues.

 **3. Greenleaf Lift Station**

* There was a high-water float failure which placed the pump station into full run. To troubleshoot the problem Engineer Grinnell had Metropolitan Pump send a warranty float to him to use. Due to float issues, there were a few additional concerns with high flow events which created additional emergency call outs. Engineer Grinnell received the replacement float and it will be installed this week. He also had them send two additional floats which the Sanitary District will have to purchase as stock replacement items. An invoice will be expected soon.

 **4. General Items –** The wet wells were cleaned on 07/12/21 and the invoice from American Underground should arrive this month.

* **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 completed their work. There were some additional changes in the footage treated. Engineer Grinnell will review the invoice once received for comparison to the original footage submitted. The original total cost to complete the recommended root treatment areas using Dukes Root Control system was as follows: 7,186LF x $1.50=$10,779.
* American Underground asked for the additional cleaning location.
* **2020/2021 CCTV and Cleaning Project Phase 2**

 Reviewing was completed by Gewalt Hamilton Staff. Engineer Grinnell wasn’t notified of any major problems that should be addressed. He will combine both Phase 1 and Phase 2 together and will work on putting together a long-term plan for future rehabilitation.

 **9. PRESIDENTS REPORT –**

* President Botvinnik signed the mylar plans for Lexington Homes/Parkside of Glenview.
* President Botvinnik inquired about how the Audit went. Account Ovnanyan and Administrator Mazur reported that all went smoothly and quickly. Administrator Mazur will follow up with Eder, Casella & Co. if there is anything else they need from the Sanitary District.

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

**11. ACCOUNTANT’S REPORT**

 **a.** Accountant Ovnanyan provided financials and all accounts are reconciled.

 b. Accountant Ovnanyan noted that on 05/18/21 there was a deposit that went into the ORD 50 Account but should’ve gone into the General Fund Account. President Botvinnik will do transfer to correct.

 c. Accountant Ovnanyan reported that she is still not receiving the Money Market Account Statements. To resolve this issue Administrator Mazur said she will send the reports to her when she receives them in the mail.

**12. TIMELINE/IMPORTANT DATES**

 - The next regular District Monthly Meeting is on Wednesday August 4, 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 4:35 pm.

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***CLERK***