***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY AUGUST 4, 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 July 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 *–*** Attorney Arena spoke with Chris Poteczek regarding this job. He reported to Attorney Arena that Parcel 7 is a parking lot and that it’s being used by Astellis. He also stated that his company is a Property Management company and has nothing to do with Parcel 7. He gave Attorney Arena contact information for Tom Savage at Glenstar. Attorney Arena hasn’t talked to him yet, but will reach out to him to see what information he has regarding this Parcel. Engineer Grinnell stated that he thought a Spa occupied that space. President Botvinnik looked it up on a map and found that it is occupied by a Spa and also an AT&T Store. Attorney Arena needs to find a current Declaration of Restrictions, but needs a PIN #. Vice President Cepa found 3 PIN #’s & addresses which he will forward to Attorney Arena.

**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 –** Attorney Arena is waiting on information regarding this job which is being developed. Engineer Glenn mentioned that they haven’t broken ground on this job yet. Engineer Glenn was in touch with the Design Engineer and requested their average peak and flow numbers numerous times, but hasn’t received the information yet.

 **f. Job 21B – Church of LDS 4151 Lake –** The Declaration of Restrictions was signed and recorded. Attorney Arena sent them an escrow deposit invoice from the Sanitary District but nothing has been received from them yet. Attorney Arena will follow-up with them on the status of this payment.

 **g. Job 21C – Howard Plaza –** Attorney Arena requires more information on the businesses that occupy this space. Vice President Cepa and Administrator Mazur will work together on obtaining this information for him.

 **h. Job 21D – Allstate -** Attorney Arena received information from Engineer Glenn as to the structures on the property and their square footage. Attorney Arena needs the peak and flow numbers to incorporate into the Declaration of Restrictions

 **i. 20 year expired Declaration of Restrictions –** Includes Jobs 21A, 21B, 21C, 21D.

 **j. Vogay Lane –** Mr. Zimmerman, the owner of Vogay lane inquired in an e-mail to Attorney Arena on July 12, 2021 as to why the Sanitary District can’t get a grant from the State or Federal Government to offset the cost of the annexation to the Sanitary District’s sewer line. Engineer Glenn replied that there is no outside agency that the Sanitary District can ask for funds for this job. Secondly, Mr. Zimmerman inquired as to why the Sanitary District can’t run the sewer line and have residents pay as they decide to hook up to the sewer line. President Botvinnik replied that this is not in the Sanitary District’s best interest to pursue nor is it the best use of tax payers’ money. Engineer Glenn will respond to Mr. Zimmerman’s requests. Vice President Cepa inquired about what the Sanitary District is going to do for Mr. Zimmerman. Engineer Glenn replied that the Sanitary District could possibly reach out to the other residents to see if anyone else is interested in participating in this process, including sharing the incurred costs. Engineer Glenn said he will follow up on surveying the other lots to see if any other homeowners are interested. Vice President Cepa inquired how the residents would pay for this. Attorney Arena replied that they could pay upfront, or be taxed over 5, 10 or 20 years. President Botvinnik created a spreadsheet outlining the possibilities for taxing the involved residents. Attorney Arena stated that the estimated cost would be between $250,000 and $300,000 for this job, and also that the estimated number of parcels were 16 to begin with. President Botvinnik inquired whether just the one street is involved, or if it also includes the street behind it. If both streets are included it would include 6 additional properties. Attorney Arena interjected that originally it was proposed for 14 properties at a cost of $350,000 total. Engineer Glenn noted that there were actually 8 building structures and the others are just lots. It would be these 8 buildings that would incur the proposed cost. Engineer Glenn added that it would then cost each resident, wanting to be included, another $3,000-$5,000 to tap into the Sanitary District’s sewer line from their home.

 **5. NEW BUSINESS –** None

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 07/31/21 is at $58,240.97

 **ii.** 90 days past due is at $20,799.73

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Water Meter Readings are expected for the 4/16/21 – 7/15/21 Billing Cycle.

**c. ORD 50 Deposit Requests Update**

* Glenstar Job 7G – Attorney Arena was contacted re: escrow deposit payment.
* Job 21B – LDS Church 4151 Lake – Pending escrow deposit payment.

**d. Other**

President Botvinnik inquired if the Sanitary District reached out to Russ Snyder of Allstate re: the change in billing. Administrator Mazur replied that she was in contact with Russ regarding this change and advised him not to pay the current billing cycle invoice until the new method of billing is implemented. President Botvinnik added that the Sanitary District could also make adjustments on the invoices to reflect the change by means of a credit.

**7. ENGINEERS REPORT –**

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

* Engineer Glenn received information on the cost of the “spiral wound” lining method. Estimates submitted show that it is an expensive undertaking. However, there are some savings in the amount of bypass pumping that would need to be done. The question is, how will the project be budgeted? To pay for this job in small segments would cost more than paying a one lump sum payment. This job doesn’t need to be done immediately; the Sanitary District can wait a few years to do it. President Botvinnik explored the options available to bring the cost down. Gewalt Hamilton has put together cost estimates for the spiral lining and conventional fiberglass. Engineer Glenn submitted estimates for both methods.
* 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 on 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.

**c.) Parkside of Glenview -** Gewalt Hamilton has been contacted for locates for lots 4, 16, 21. Inspections are scheduled for Wed. and Thursday of the week of 8/2/21.

**d.) 3355 Milwaukee Ave – Center for Seniors –** No work has begun on this site.

 **8. SUPERINTENDENTS REPORT**

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

 **1. Manor Care Lift Station**

* No operational issues.

 **2. Willow Rd Lift Station –**

* No operational issues.

 **3. Greenleaf Lift Station**

* No operational issues.

 **4. General Items –** A few alarms for high water flows, here and there, have occurred but overall, all Lift Stations have had no operational issues. All Lift Stations are in very good condition. They are checked manually every Monday and then Engineer Grinnell relies on the SCADA system for alerts and updates.

* **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. However, there are some minor adjustments that need to be completed by Metropolitan Pump. All of this work will be done remotely.
* **2020/2021 CCTV and Cleaning Project Phase 2**

 No additional review or work has been performed on this project during the last month.

 **9. PRESIDENTS REPORT –**

* Regarding the status of the Audit, Accountant Ovnanyan noted that the only issue still pending is an explanation for account 600 – Sewer Operating Fees. Some expenses are going towards each individual Lift Station, while others are going to “repairs & maintenance” or “other”. She observed that there is no significant difference between what the Sanitary District shows as to what the Auditors observed. Also, an explanation needs to be submitted for Engineering Fees, Account # 602, and that is due to an increase in projects. Quick Books will be reorganized to reflect the proper entries.

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

**11. ACCOUNTANT’S REPORT**

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

**12. TIMELINE/IMPORTANT DATES**

 **a.)** Audit finalization in progress.

 **b.)** Insurance quote paperwork was received and will be sent to everyone by Administrator Mazur.

 **c.)**  The next regular District Monthly Meeting is on Wednesday September 8, 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 5:15 pm.

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***CLERK***