***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY SEPTEMBER 8, 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 August 4, 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. Attorney Arena will follow up on who is responsible for the Escrow payment.

**b. Job 19A – Glenview Ice Center –** The Declaration of Restrictions is current according to Attorney Arena, Vice President Cepa will confirm.

 **c.** **Job 19B - Brookview Village Clubhouse –** On hold – no updates.

 **d. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – Building is continuing at this site and Gewalt Hamilton is doing inspections on the homes as they’re being built. Gewalt Hamilton performed several inspections during August and the first week of September. A report is being generated for each lot that is inspected. Engineer Glenn informed President Botvinnik that he has the MWRD RFI forms which he will sign and send to back to him.

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena is waiting on information regarding this job which is being developed. Nothing has changed at this project site as no work has begun. The Design Engineer has been contacted repeatedly for average and peak flow data. Engineer Glenn noted that the permit will not be issued/signed until all the information for the Declaration of Restrictions is obtained.

 **f. Job 21B – Church of LDS 4151 Lake –** The Ordinance 50 Escrow Deposit was received by Administrator Mazur on 9/8/21. The Declaration of Restrictions was signed and recorded. They are requesting not to be billed for water usage for irrigation. They have a separate meter for their irrigation. Engineer Glenn will get in touch with them to determine how this will be calculated. He will also check with the Village of Glenview to see which meter is for irrigation**.**

 **g. Job 21D – Allstate -** Engineer Glenn provided Attorney Arena with some revisions to the Declaration of Restrictions which included the flow numbers, but no fixture counts. Attorney Arena will work with Engineer Glenn to get this finalized.

 **h. 20 year expired Declaration of Restrictions –** Includes Jobs 21A, 21B, 21C, 21D. Attorney Arena advised that 3402 N Milwaukee has a Declaration of Restrictions which expired August 2014. Also, 3773 Willow has a Declaration of Restrictions which expired August 2015. These Declaration of Restriction’s will need to be updated according to Attorney Arena. He and Vice President Cepa will work on this project together.

 **i. 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 vacant 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 –** Meeting schedule for 2022 needs to be drafted. See 10.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 08/31/21 is at $41,094.42

 **ii.** 90 days past due is at $20,113.46

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Water Meter Readings received for the 4/15/21 – 7/10/21 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 –Escrow deposit payment received 9/8/21.

**7. ENGINEERS REPORT**

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

* 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.

**8. SUPERINTENDENTS REPORT**

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

 **1. Manor Care Lift Station**

* No operational issues.

 **2. Willow Rd Lift Station –**

* Some hourly meter readings were lost due to a communication issue with Metro Cloud. Gewalt Hamilton contacted Metro Cloud on 9/7/21 and they were able to correct the problem remotely. There will be no charge for this work.

 **3. Greenleaf Lift Station**

* Pump #1 is starting to have issues with its lower seal. The original problem began when the impellor got plugged with sizeable amounts of floatable materials. Engineer Grinnell had Flyght Pump come out and clear the blockage and flush out the seal housing. The seal fail cleared up but returned a few days later. Engineer Grinnell’s recommendation is to remove Pump #1 and have the lower assembly rebuilt. This would include a new lower seal, impellor, wear ring, and inspect volute. This job may cost $1,500 - $2000 to repair. Vice President Cepa inquired if the repair needs to be done asap, which it does. Engineer Grinnell will move forward with these repairs which were approved by President Botvinnik and Vice President Cepa.

 **b. General Items –** Engineer Grinnell advised that the Sanitary District should be receiving an invoice from Flygt Pump for a service call to remove Pump #1.

 **c. Other**

* **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.
* **Map of Sewers on Lake Ave & Forest Ave that are proposed to be lined.**

Engineer Glenn noted that it would not be economical to the Sanitary District to do this job in small increments. He recommended choosing a specific year in the future to plan on doing this job. President Botvinnik inquired if this job could be done at the same time as any other given project that needs to be done, such as: reconstruction of West Lake Ave. Engineer Glenn will obtain bids for 2022. President Botvinnik and Vice President Cepa will meet to discuss the funding of this job.

* **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.
* **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 –**

* The Audit is being finalized.

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur will draft a 2022 Meeting Schedule for approval at the next District Meeting.

**11. ACCOUNTANT’S REPORT**

 **-** Accountant Ovnanyan provided financials and all accounts are reconciled. She is working on an insurance quote which still needs to be signed.

**12. TIMELINE/IMPORTANT DATES**

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

 **b.)** Insurance quote - Accountant

 **c.)**  The next regular District Monthly Meeting is on Wednesday October 6, 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 5:08 pm.

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

***CLERK***