***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY OCTOBER 6, 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 September 8, 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 is still working on finding out the identity of the owner.

**b. Job 19A – Glenview Ice Center –** No updates.

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

 **d. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – See 7. Engineers Report

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena has the fixture counts but still needs flow #’s for this property in order to prepare the Declaration of Restrictions. Engineer Glenn will submit this information to Attorney Arena.

 **f. Job 21B – Church of LDS 4151 Lake –** Attorney Arena is done with this job as the Escrow Deposit has been received and the Declaration of Restrictions has been recorded. The issue of not charging for irrigation water needs to be resolved. Engineer Grinnell went to the Church and located the meter and noted that it looked like they may have had a meter for this purpose in the past. Gewalt Hamilton will read the meter quarterly which Engineer Grinnell did on 10/01/21. Engineer Glenn recommends that going forward the Sanitary District will subtract their irrigation usage. President Botvinnik recommended doing their billing/meter reading on the Sanitary District’s own quarterly schedule. Vice President Cepa added that possibly Gewalt Hamilton could choose a date in which to do the meter readings, such as the first day of each quarter. Engineer Grinnell agreed and Engineer Glenn will prepare a letter to the Church of LDS stating the procedures. Engineer Grinnell suggested to keep the current reading as is until March when they resume irrigation.

 **g. Job 21D – Allstate –** Attorney Arena stated that a fixture count would not be required for them. He doesn’t have the daily average and peal flow rate which he needs for the Declaration of Restrictions. Engineer Glenn will obtain estimates for this request. According to a map Engineer Glenn displayed, Little Hands Daycare Center is part of 2755 Sanders, within the Allstate property. However, they may no longer be occupying the space according to Engineer Grinnell. Attorney Arena proposed drafting a Declaration of Restrictions for the entirety of Allstate properties including the Little Hands Day Care Center. Attorney Arena requests of Engineer Glenn to resend an address of all the improvements and flow numbers so that he can prepare a draft of the Declaration of Restrictions.

 **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. Engineer Glenn sent Attorney Arena a plat of 3773 Willow along with PIN #’s. Attorney Arena has a file for this, but no job number, he inquired as to what property this is. Engineer Glenn replied that he thought it was the Glenstar property. Engineer Grinnell agreed that it was most likely the Glenstar property.

 **i. Vogay Lane –** No new updates.

 **5. NEW BUSINESS**

 **a. 4549 E Larch** – The homeowner called in a sewer back up on 10/05/21. Engineer Grinnell talked to the homeowner on Wednesday 10/6/21 and discussed the backup issue. It has been an ongoing problem and the homeowner has had it rodded a few times in the past, and this time he CCTV’d the service line. The homeowner’s plumber thinks it’s an issue with the Sanitary District’s main line. Engineer Grinnell had Rob confirm that the sewer was flowing the same between the downstream, and the upstream manholes, which they were. Engineer Grinnell reviewed the video from 2020’s CCTV and confirmed the service at 178’ would be more than likely his connection point. There is a clear picture showing no issues at the connection point with his service line and the main line. Engineer Grinnell reached out to him, leaving a voice mail, that he will drop off a thumb drive showing the CCTV video and report of the main line, and how there is no issue at the Sanitary District’s main line and his service line. Engineer Grinnell added that this section was on the list to root control this last Spring, and all work was completed as planned. He placed the video and report in the board packet.

 **b. NBC E-mail –** Vice President Cepa brought up the issue of an e-mail that the Sanitary District received from NBC regarding whether or not the Sanitary District returned any outstanding money, and if we sent it to the State of Illinois. Accountant Ovnanyan agreed that any and all outstanding funds have been resolved. The Sanitary District will respond with a statement noting who the Sanitary District escheated the money to.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 09/30/21 $96,748.68

 **ii.** 90 days past due is at $42,650.15

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Bills went out for the 4/15/21 – 7/10/21 Billing Cycle.

 **iii.** Past Due Accounts – Administrator Mazur is reviewing and following up on past due accounts.

**c. ORD 50 Deposit Requests Update**

* Glenstar Job 7G – Attorney Arena is working on this Job.

**7. ENGINEERS REPORT**

 **a.) West Lake Street Lining Project –** Preliminary work has begun on the design specifications.

 **b.) Parkside of Glenview**

* Gewalt Hamilton is still performing inspections. Work is progressing along very well on completed homes according to Engineer Glenn.
* Engineer Glenn inquired about how and when the new homes will be billed for sewer, and when a new home is occupied, is there anything the Sanitary District or Gewalt Hamilton will need to do to confirm that Glenview billing department recognizes that it will be the Sanitary Districts sewer being utilized. President Botvinnik replied that it will be on the resident’s tax bill, although he doesn’t know how that’s initiated. The Village of Glenview will bill them for water usage. He stated that the Sanitary District will consult with the developer and Cook County. Attorney Arena will follow up on this matter.

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

* Final permits were signed off last week. Equipment has been moved to the site last week, and work should begin very soon. There should be a limited amount of inspection work for the Sanitary District. Gewalt Hamilton will perform general site reviews as work progresses just to protect any Sanitary District assets on, and near the site.
* Engineer Glenn brought up the subject of the Declaration of Restrictions for this job. Attorney Arena will prepare it within a week. Attorney Arena inquired that after the Permit is issued, is there a final review of approval after construction occurs. Administrator Mazur noted that there’s a final inspection done by Gewalt Hamilton. Attorney Arena suggested providing the permit, and if there’s any problem with the Declaration of Restrictions the Sanitary District can hold off on the final inspection.

 **d.) 2022 Larch Rd Rehabilitation Program**

* Gewalt Hamilton received the plans for the 2022 watermain and road rehabilitation plan that is within the Sanitary District. After Engineer Glenn’s review, there should be no Sanitary District work involved in this year’s project. All sewer lines along Larch Rd are in the back yards, and the road crossing on Maple and Magnolia will be outside of the proposed work zone. He provided the Village of Glenview’s plans to the Sanitary District.
* Vice President Cepa noted that the soonest Larch Rd would be addressed would be in 2023.

 **e.) 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 –**

* No operational issues.

 **3. Greenleaf Lift Station**

* Pump #1 was removed and the present cost estimate for the lower end rebuild should be available by the next Board Meeting. Flygt Pump is having difficulty obtaining a quote for the rebuild of Pump #1 from Metropolitan Industries. Engineer Grinnell suggested that, in the future maybe the Sanitary District could have him order the part, then have the Sanitary District pay for it, and then give it to Flygt Pump to install. That way the Sanitary District doesn’t pay for the upcharges that Flygt Pump charges. Also, this would speed up the process, since the last time this occurred it took several months to resolve.
* The generator water pump began leaking early last week. Engineer Grinnell had Midwest Power on site on Friday and it was confirmed that the water pump was leaking. Due to the age of the generator, the part can be difficult to locate. They will remove the water pump on Thursday to see if they can match up a replacement or if this water pump will need to be rebuilt. This will place the generator out of service until parts arrive. Once a time frame for the replacement parts is confirmed they will have to decide if they need to plan for a portable power unit to be brought in during the down time.

 **b. 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.

* **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 Sanitary District is still waiting on the updated Audit from Eder, Casella & Co. to sign.

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur drafted the 2022 Sanitary District’s meeting dates which was approved by all. She will have it published and posted.

**11. ACCOUNTANT’S REPORT-** Accountant Ovnanyan provided financials and all accounts are reconciled except for the Money Market account which Administrator Mazur will forward to her once she receives it.

**12. TIMELINE/IMPORTANT DATES**

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

 **b.) Insurance quote** - Accountant Ovnanyan is working on this quote from The Hartford.

 **c.) Draft Levy Ordinance –** Accountant Ovnanyan will work on this in November because she still needs the final Audit Report.

 **d.) Publish Notice of Hearing for Levy Ordinance –** 10 days before hearing – Administrator.

 **e.) State Treasurer Form -** Needs to be filled out to file in November.

 **c.)**  **Next regular District Monthly Meeting** – Will be on Wednesday November 3, 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 5:00 pm.

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***CLERK***