***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY NOVEMBER 3 , 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 October 6, 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** – Attorney Arena is looking into how the taxation will work for this job. He spoke with the Assessor’s Office and is waiting for a supervisor to get back to him. They are inquiring if the Sanitary District has the addresses for the parcels. Engineer Glenn will follow up on finding the addresses and PIN #’s.

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena has all the necessary information from Engineer Glenn. Attorney Arena will order a track book search.

 **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. This account will be closed out.

 **g. Job 21D – Allstate –** Engineer Glenn sent Attorney Arena all the information he needs, including the average and peak flow numbers. Their Declaration of Restrictions expires 12/31/23 so Attorney Arena is inquiring if he should draft a new Declaration of Restrictions, or wait. Vice President Cepa advised to wait since there will probably be changes.

 **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 - 2419 Indian Ridge Sewer Repair** – Julie Report received 11/3/21. Administrator Mazur followed up on permit. Never called for inspection.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 10/31/21 $56,650.92

 **ii.** 90 days past due is at $33,629.12

**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 –** Work continues 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. Request for information has been submitted to the MWRD, and final inspection is to be scheduled.

 **c.) 3355 Milwaukee Ave – Center for Seniors -** Site work began, but no sanitary pipe work has begun.

**d.) Allstate –** Flow data provided and property looks to be for sale.

 **e.) 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.

 **f.) 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**

* Follow up from Lift Station Issues:
* No Sanitary Sewer Overflows (SSO).
* Alarm system allowed for a quick response.
* The support team from American Underground, Flygt Pump and Metropolitan Pump responded when needed.
* Gewalt Hamilton was able to get a second pump back into the lift station in three days to limit total failure if something happened to the last pump.
* Pump #3 will need to be replaced and was the oldest pump in the lift station (1991). The cost for a replacement Hydromantic pump is $19,170, Flygt Pump is at $18,916.12. Engineer Grinnell recommends that they move forward with the Flygt Pump and their “N” style impeller which is designed for heavy rag issues. The estimated delivery of a new pump is six weeks. They’ll remove Pump #1 and install remaining new parts when the new pump arrives. Vice President Cepa moved to approve the quote and move forward with installation. President Botvinnik seconded the motion.
* The generator water pump was repaired. The Sanitary District was without backup power for only three days. No additional work is required at this 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.
* **Fall Annual Generator Load Banking and Inspection –** Load banking was completed. All generators passed without any issues. They should be in good shape until the Spring full-service inspection.
* **Semiannual Sewer Cleaning, 6-month routine problem areas –** Engineer Grinnell recommends putting in place a routine cleaning program and adding the sewer along Sanders Rd. from the sag to the Lift Station to help prevent the rag issue from happening again. Engineer Grinnell asked the Sanitary District Board to approve the three sewer lines, and adding Sanders Rd. line to the Lift Station to this semi-annual program. They will coordinate this work to include the wet well cleaning at the same time. It will cost around $3,200 to do the program of cleaning the lines. Engineer Grinnell talked to American Underground about doing it twice per year bringing the total cost to $6,400 per year. Vice President Cepa requested that a quote be submitted to the Sanitary District and also inquired of this could still be done this year, before winter. Engineer Grinnell replied “yes” they could get all four done in one day. Vice President Cepa moved to approve the cleaning for this fall at a cost of $3,200, and President Botvinnik seconded the motion. Engineer Grinnell will provide an official quote for this job.
* **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 –** Audit is finished and signed.

**10. OFFICE PERSONNEL AND PROCEDURES –** No updates.

**11. ACCOUNTANT’S REPORT-** Accountant Ovnanyan provided financials and all accounts are reconciled. She noted that there’s $3,300 in Job 19A - Ice Arena ORD 50 Account. The Sanitary District will return funds to them and close out account. She also noted that Job 12D for Tapestry Glenview has $839 in it, which needs to be returned to them. Some of the accounts that need to be closed out are as follows: Job 12D, Job 18A, Job 18B, Job 19A, and Job 21B. Administrator Mazur and Account Ovnanyan will complete this task.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Audit finalization –** Done, just waiting for copies of Audit from Eder Casella.

 **b.) Statement of Receipts & Disbursements** – Accountant Ovnanyan will attend to.

 **c.) Draft Levy Ordinance –** Accountant Ovnanyan drafted the Levy Ordinance # 249 and it’s ready to be signed by President Botvinnik.

 **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 in case there’s any funds that need to go back to the State as unclaimed property.

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

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***CLERK***