***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY DECEMBER 8, 2021 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:03 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, Engineer Mike Grinnell, Accountant Olga Ovnanyan, Engineer Pat Glenn and Administrator Christine Mazur. Attorney David Arena was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the November 3, 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. This account will be closed out.

 **g. Job 21D – Allstate –** Attorney Arena inquired if this job is on hold because Allstate is selling the property. Engineer Glenn replied that yes, they’re selling certain parts.

 Engineer Glenn stated that whatever is put in that space will be a large project. He also added that it would be in their best interest to participate in sharing some of the costs of the downstream repairs with the Sanitary District. Vice President Cepa inquired it this job would involve tearing down all of the property, including the sewers and starting over. Engineer Glenn replied that on the property yes, but not the right of way. Engineer Glenn mentioned that as far as knowing which areas are being sold, it is only known by what’s in the newspapers for now. President Botvinnik noted that the Sanitary District can now expect them to pay their past due invoices, as the status of changing the billing to metered readings will not take place. Administrator Mazur will follow up on this.

 **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. The job was completed in one day.
* **3920 Gregory Sewer Back up Emergency –** Engineer Grinnell noted that the issue was on the homeowner’s property, so it wasn’t a concern for the Sanitary District. It turned out to be a root issue. President Botvinnik inquired if they’re doing anything to prevent future problems. Engineer Grinnell replied that he gave the homeowner some options to explore as far as minimizing recurrent sewer issues.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 11/30/21 $58,873.22

 **ii.** 90 days past due is at $33,269.66

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** 7/10/21 – 10/15/21 Billing Cycle invoices to go out on 12/9/21 & 12/10/21.

 **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 –** Engineer Glenn ordered signal drawings from IDOT for the signal at Lake and Milwaukee, to assist with the permitting process. He developed base drawings to start mapping out the work areas, and traffic control plan that will be necessary for both bidding and permitting. Engineer Glenn noted that sometime in the first quarter of 2022 he will be able to put forth his opinion of probable causes, and will present to the Sanitary District to determine how and when the Sanitary District wants to finance the work.

 **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.
* Engineer Glenn would like to get Attorney Arena’s opinion on the LOC (letter of credit). Engineer Glenn believes that a new, 1-year $100K maintenance LOC is required under the agreement.

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

**d.) Allstate –** See 4g. in Current Ongoing.

 **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. Engineer Glenn will follow up on this.
* 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 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 –** New Flygt pump was installed 11/30/21 and has been doing well, they removed Pump #1 to complete the rebuild as originally designed. Now there is one brand new pump, one 2yr old pump, and the third one is at their site being repaired. Engineer Grinnell was notified that the cord assembly that was sent is the wrong one. He’s working with Metropolitan Pump to see why the wrong one was sent, and how long it will take to receive the correct one. According to Flygt, it will take a couple of weeks to arrive. By January 2022 the Lift Station should be back to full capacity with 3 functioning pumps.

 **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.

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.
* **Semiannual Sewer Cleaning, 6-month routine problem areas –**
* Last month Engineer Grinnell was requested to provide a quote for this recommended additional service. The cost per time from American Underground will be $3,200.00 for each preventive maintenance service, or 8 hours of work. He submitted a quote to the Sanitary District.
* Engineer Grinnell noted that in November/December of 2018 he brought a recommendation to the Sanitary District that they should begin a 6-month routine cleaning to address selected sewer lines in the Sanitary District. This would help prevent future sewer issues. At that time the Sanitary District agreed it was a good idea to move forward with the project. However, the program was never implemented starting in spring of 2019. He 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. He requested that the Sanitary District, once again approve the three sewer lines listed below, as well as adding Sanders Rd. line to the Lift Station, to this semi-annual program. Gewalt Hamilton will coordinate this work to include the wet well cleaning at the same time.

 Note from November/December 2018 Board Report

* These lines will be on a 6-month rotation from March/April to September /October, starting in the Spring of 2019
* Maple St. to Magnolia St – MH-C7.3 backyards (grease)
* Gregory Dr. -MH-C15.3 to end of line (grease)
* On Lawrence Ln. from Lurilane Dr. to Gregory Dr. MH-C15.5 to MH-C15.3 (encrustation)
* Vice President Cepa moved to approve and President Botvinnik seconded the motion, and signed the quote

* **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 –** No updates.

**10. OFFICE PERSONNEL AND PROCEDURES – JULIE Notification Master List** – Engineer Grinnell requested to be included in the notification process by adding his cell phone or e- mail, in order to improve or streamline the JULIE notifications. President Botvinnik set up forwarding the JULIE e-mails to Engineer Grinnell.

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financials and all accounts are reconciled. Attorney Arena’s bills were posted to proper ORD 50 accounts by Administrator Mazur and Accountant Ovnanyan.
* Accountant Ovnanyan explored the option of combining all “600” accounts into one account to eliminate future questions by the auditors. President Botvinnik said he would like to have it as only two categories/accounts. Vice President Cepa recommended to do “Lift Stations” and non-Lift Station categories; repairs & maintenance, and utilities.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Statement of Receipts & Disbursements** – done and published by Administrator Mazur.

 **b.) Draft Levy Ordinance –** Done, and filed with Cook County Office by Administrator Mazur.

 **c.) Publish Notice of Hearing for Levy Ordinance –** 10 days before hearing – done by AdministratorMazur.

 **d.)**  **Next regular District Monthly Meeting** – Will be on Wednesday January 5, 2022 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 4:38 pm.

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***CLERK***