***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JANUARY 5, 2022 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, 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 December 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** – Attorney Arena is waiting for someone from the “divisions department” of the Assessor’s Office to get back to him regarding, how the 32 parcels get added to the tax role.

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena ordered the tract book search but hasn’t received it yet. He’s had issues with Chicago Title being very busy over the last few months which is causing delays.

 **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 –** On holddue to the sale of Allstate. The Declaration of Restrictions will not be renewed at this time.

 **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 –**

* **3865 Gregory Dr. -** 12/20/21 – Sewer Repair - Done
* **2335 Sanders** – Will be a demo, permit still pending receiving JULIE Report. Engineer Grinnell stated that the demo has begun, but the disconnect has not.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 12/31/21 $48,879.76

 **ii.** 90 days past due is at $12,794.11

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** 7/10/21 – 10/15/21 Billing Cycle invoices went out.

 **iii.** Past Due Accounts – Attorney Arena will prepare a letter to send to select delinquent accounts. He will use the Account #’s when addressing the letters. The Village of Glenview may need to become involved to possibly shut off water service to non-compliant customers. President Botvinnik will review the relationship with the Village of Glenview. Administrator Mazur will provide Attorney Arena with the information for the 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 –** There are numerous gravity sewers East of the tollway that are tributary, whereas, it’s unknown how much flow contributes to Lake St. and Forest Dr. sewers. Gewalt Hamilton is coordinating the costs to do some flow monitoring on the manhole East of Milwaukee. Engineer Glenn spoke with staff engineers and received signal drawings from the IDOT. The initial design is complete and he is working on the specs and contract documents.

 **b.) Parkside of Glenview**

* MWRD RFI inspection is complete, and very minor cleanup items remain.
* Engineer Glenn needs guidance on a LOC (letter of credit) Reduction, he would like to get Attorney Arena’s opinion on the LOC. Engineer Glenn believes that a new,

1-year $100K maintenance LOC is required under the agreement.

* Attorney Arena requested a copy of the LOC and Annexation Agreement from Engineer Glenn, which he will forward to Attorney Arena.

 **c.) 3355 Milwaukee Ave – Center for Seniors –** No changes at site.

 **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.
* 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**

* Pump #1 should be back in service within the next 2 weeks. There was an issue with the wrong cord assembly being sent for the model that was being worked on. It was exchanged last week and should be back together this week, and reinstalled next week.
* Gewalt Hamilton had to replace the electric heater for the building, as it went out and is not repairable. Okeh Electric came out to replace it.
* This Lift Station should be at 100% operationally by mid-January, as the new pump is working well.

 **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/>

* **Semiannual Sewer Cleaning, 6-month routine problem areas –**
* Waiting for a start date from American Underground, and should be completed in January.
* 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.
* **New Employee/Operator –** Jean Scher will start work on 01/10/22. He will be a full-time employee at Gewalt Hamilton working with Engineers Grinnell, Rob Ulrich, John Bolton, and Steve Bennet. He is a retiring public work individual with 40 years of service as a public works leader at the Village of Skokie. He has a heavy background in daily operational and maintenance duties pertaining to water and sewer operations.
* **Operational Review of Annual Maintenance and 10-year Capital Improvement Project**
* Engineer Grinnell would like to review the present program to make sure they are going in the right direction over the next few years, as 2019 was the last time it was reviewed. This will include the present annual work to see if there are any changes that can be addressed or improved upon. Engineer Grinnell will also review where they stand on capital projects, and adjust some of the cost that originally was projected a few years ago. They will also include the lining work on West Lake, into the program. He should have a draft ready for review at the March/April Sanitary District Board Meeting.

**9. PRESIDENTS REPORT –** No updates.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financials and all accounts are reconciled.
* Accountant Ovnanyan combined sewer operating cost, utility cost and repair cost into Lift station and non-Lift station accounts.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Close old inactive accounts and return money.**

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday February 9, 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 4:32 pm.

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

***CLERK***