***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY FEBRUARY 9, 2022 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:01 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 Wadee Rafati and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the January 5, 2022 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 now working with Engineer Grinnell on this job. Attorney Arena resolved the question of how these homes will be added to the tax roll. He confirmed that they are on it, and they won’t be billed for the 1st installment. Both installments will be billed with the 2nd installment for this year. The maintenance Bond is at $100,000.00. He informed Engineer Grinnell that they should send it to the Sanitary District. As far as cancelling the Warranty Bond, there’s nothing to be done because it expired on its own terms.

 **e.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena has been trying to get a tract book search from Chicago title, which he just received on Mon 2/7/22 evening. He will now draft the Declaration of Restrictions.

 **f. Job 21B – Church of LDS 4151 Lake –** Attorney Arena is done with this job. This account will be closed out as soon as refunds, if any, are issued.

 **g. Job 21D – Allstate –** On holddue to the sale of Allstate. The Declaration of Restrictions will not be renewed at this time because it is not expired yet.

 **h. 20 year expired Declaration of Restrictions –**

* 3773 Willow Dr. – Attorney Arena inquired if this is part of Allstate. President Botvinnik looked it up & reported that it is part of Allstate. Attorney Arena wants to know if he needs to do anything with this, as far as the Declaration of Restrictions goes. President Botvinnik advised to hold off on doing anything until the property is sold.
* Job 22A - 3402 N Milwaukee – Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Attorney Arena will do a Declaration of Restrictions, as the previous one expired in August of 2014.

 **i. Vogay Lane –** Vice President Cepa inquired if this was still active. Attorney Arena mentioned that Gewalt Hamilton contacted the owner, Mr. Zimmerman, to see if he was still interested in pursuing the annexation. He is not interested at this time.

 **5. NEW BUSINESS –**

* **3765 Gregory – 2/8/22 –** Emergency sewer repair, still in progress.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 01/31/22 $17,805.25

 **ii.** 90 days past due is at $13,477.36

**b. Billing**

 **i.** Munibilling Update - none

 **ii.** Late fee notices went out.

 **iii.** Past Due Accounts – Attorney Arena prepared a collections letter to send to 5 delinquent accounts via regular, and certified mail.

**c. ORD 50 Deposit Requests Update**

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

**7. ENGINEERS REPORT**

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

* Project Design Complete
* Next Items to be addressed:
* Flow Monitor Install.
* Flow Monitor will be installed March 1, 2022.
* Flow will be monitored through April 2022.
* Finalize By-pass plan.
* Submit for IDOT Permit.
* Submit for Village of Glenview Permit.
* Finalize contract Documents.
* May be postponed to 2023.
* Engineer Rafati brought up the cost of the Flow Monitoring. Two quotes were received, one from RJN which was $1,270 for 2 months. The other was from Sewer Assessment Services, which was $61.50.

President Botvinnik inquired if there was any interest in doing long-term monitoring. Engineer Grinnell replied that there will probably be some additional flow testing in the future.

 **b.) Parkside of Glenview** – No additional items needed from Gewalt Hamilton at this time.

 **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 will 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.

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* 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**

* As previously discussed, Pump #1 was planned to be rebuilt. The parts were purchased and installed, but it only ran for a couple of days before the motor failed. It was removed, and it was determined that the stator failed and would need to be replaced. To limit any additional cost of rebuilding this pump, Engineer Grinnell recommends replacing it with a new pump. The new cord assembly and impellor that was purchased will be saved and kept, as it can be used in the future for Pump #2 at this station.
* The cost from Flygt Pump is $20,117.12. Engineer Grinnell recommends that the Sanitary District move forward with the Flygt pump, and their “N” style impeller, designed for heavy rag issues. The estimated delivery of a new pump is 6 weeks.
* Vice President Cepa moved to approve the purchase of a new pump, and President Botvinnik seconded the motion. Engineer Grinnell provided the written quote which President Botvinnik signed and returned to him.

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 **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 –**
* Due to the cold weather this work has been postponed until March 2022.
* These lines will be on a 6-month rotation from March/April to September/October starting in the spring by American Underground.
* Maple St. to Magnolia St. – MH – C7.7 to 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).
* **2020/2021 CCTV and Cleaning Project Phase 2 -** No additional review or work has been performed on this project during the last month.
* **Job 21B Church of LDS 4151 West Lake Ave**
* January Meter Reading was submitted to the Sanitary District by Engineer Grinnell.
* This meter will be read every quarter moving forward.
* **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.
* **New Employee/Engineer –** Engineer Wadee Rafati is taking over the duties of Engineer Glenn in doing the Engineer’s Report, effective immediately.

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

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**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur requested Engineer Rafati’s information (cell phone & e-mail) in order to update the Emergency Protocol. Engineer Grinnell will provide this information, as well as a revised Emergency Protocol.

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financials and all accounts are reconciled.
* Accountant Ovnanyan noted that the Money Market Account has a significant amount of money in it and the Sanitary District is being charged maintenance fees. She inquired if the Sanitary District could request the fees to be waived. President Botvinnik replies “yes” and that they usually do, but sometimes it needs to be called to their attention. He also noted that the Sewer User Fee Account is also high. Accountant Ovnanyan suggested investing the excess funds.
* President Botvinnik brought up the closing of various accounts, such as:
* Job 21D Allstate – We will wait on this.
* Job 21A Center for Seniors - Attorney Arena stated that he usually sends a request for $2,500.
* Accountant Ovnanyan stated that she sent out the W-9 Forms in January.

**12. TIMELINE/IMPORTANT DATES**

 **a.) SEI for each Trustee to submit -** Trustees will receive e-mails about this, and respond accordingly.

 **b.) MWRD Annual Summary Report –** Engineer Grinnell reported that they’re doing some finalizations.

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday March 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 4:45 pm.

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***CLERK***

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