***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MARCH 9, 2022 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 Wadee Rafati and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the February 9, 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 19B - Brookview Village Clubhouse –** On hold – no updates.

 **c. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – No activity since they posted a new bond.

 **d.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena finalized the Declaration of Restrictions and sent it to the contact for the owner.

 **e. 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.

 **f. 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.
1. **Job 22A - 3402 N Milwaukee** – Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Attorney Arena needs a fixture count, and flow information from Engineer Rafati. He also needs a current phone #, in order to obtain this information. Engineer Grinnell noted that he will stop by the location to get the fixture and flow counts as well as a contact. Attorney Arena already has the tract book search. Attorney Arena also added that he sends an ORD 50 request for Deposit when he sends out the cover letter.

 **5. NEW BUSINESS –** None

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 02/28/22 $7,623.28

 **ii.** 90 days past due is at $8,405.11

**b. Billing**

 **i.** Munibilling Update – Water Meter readings for 10/15/21 – 01/15/22 Billing Cycle are ready for importwhich President Botvinnik tended to today.

 **ii.** Past Due Accounts – 5 delinquent accounts status.

* + Rich Patronas – Paid in full.
	+ North Branch Burgers – Nick Philippas made a partial payment of $1,500 out of $5,777.77 that is due. Administrator Mazur is unable to reach him to set up regular payment arrangements. President Botvinnik suggested sending him a letter thanking him for payment, and noting for him to contact the Sanitary District to make payment arrangements. Administrator Mazur will tend to this task.
	+ Fish on Fire – Filed for bankruptcy. President Botvinnik noted that this account should be a bad debt adjustment/write off, and inquired if they are still in business. Administrator Mazur will try to find out if they are, or not.
	+ Kil Nyo Lee – No response.
	+ Su Chuan Hsu – No response.

Attorney Arena inquired as to what the next steps will be concerning the accounts that aren’t responding. Vice President Cepa asked Attorney Arena what he thought the Sanitary District should do. Attorney Arena said possibly filing a lawsuit would be a course of action to consider, or calling them again. Administrator Mazur will provide the phone #’s to Attorney Arena. Engineer Grinnell suggested getting in touch with the Village of Glenview to see if they’re paying their water bill or not. He also noted that if the Sanitary District works with the Village of Glenview, we could possibly have their water shut if they don’t pay. Administrator Mazur will get in touch with the Village of Glenview to find out if they’re receiving payments from them. Engineer Grinnell also mentioned that they all may have their own meter.

**c. ORD 50 Deposit Requests Update**

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

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**7. ENGINEERS REPORT**

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

* Project CIPP (Cured in Place Pipe) Design Complete
* Project Alternatives for crossing Milwaukee Ave.
* CIPP
* Spirex Trenchless Lining
* Tunneling new 21” PVC
* Next Items to be addressed:
* Flow Monitor Install.
* Flow Monitor will be installed March 4, 2022.
* Flow will be monitored through April 2022.
* Finalize By-pass plan.
* GHA has finalized a plan to cross Lake Ave. to complete the lining on Forest Drive.
* GHA is still working on options to cross Milwaukee Ave.
* Permitting
* IDOT (Illinois Dept. of Transportation)
* CCDOTH (Cook County Dept. of Transportation and Highways)
* Village of Glenview
* Finalize contract Documents
* GHA should have some estimates by June 2022.
* 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 and Maple Rehabilitation Program**

* Larch MWRD NRI\_2022 Agreement needs to be signed by President Botvinnik, which he signed and returned to Engineer Grinnell.
* Only effects 17’ of sewer main where the new water main will be crossing the sewer main.

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 **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.
* 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.

**f.) Northfield Woods 2019 Agreement renewal with Gewalt Hamilton**

* Agreement renewal.
* Using Village rates for 2022, as in past years.
* Changes in rate policies effective for Gewalt Hamilton in 2023.

**g.) MWRD Reporting**

* Long-Term Operation and Maintenance Plan (LTOMP) – Engineer Grinnell submitted a letter to MWRD for review. The LTOMP was accepted finally, as it took about 2 years to get them to agree to it.
* 2021 Annual Reports (due April 2022) – Engineer Ken Meeks of Gewalt Hamilton is tending to this task. Gewalt Hamilton will put together a plan as was done in the past, and submit to the MWRD for review.

**h.) Flow Monitoring**

* Meters can be purchased by Gewalt Hamilton or the Sanitary District at a cost of $1,875.00 each.
* Software and monitoring’s are an annual fee of $360.00 per meter.
* Installation can be done by Gewalt Hamilton staff.

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* Gewalt Hamilton can monitor and use the data as necessary.
* Potential GIS (Graphic Info. Sys) add-ons.
* Live flow monitoring is available.
* Engineer Rafati will put together a map and monitoring plan for discussion, to submit to the Sanitary District.

**8. SUPERINTENDENTS REPORT**

 **a. Buildings and Grounds/Lift Station Status**

 **1. Manor Care Lift Station**

* No operational issues.
* Spring PM (preventative maintenance) was completed on the generator.
* Minor items are recommended to be reviewed, such as changing the battery.

 **2. Willow Rd Lift Station**

* No operational issues.
* Spring PM (preventative maintenance) was completed on the generator.
* Minor items are recommended to be reviewed, such as changing the battery.

 **3. Greenleaf Lift Station**

* Pump #1 is planned to arrive at Flygt Pump on 4/15/22. Gewalt Hamilton is working with American Underground to have it installed by May 1, 2022.
* Spring PM (preventative maintenance) was completed on the generator.
* Minor items are recommended to be reviewed, such as changing the battery.

 **b. Other**

* **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/>

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* **Semiannual Sewer Cleaning, 6-month routine problem areas –**
* Gewalt Hamilton is pushing American Underground to complete work in 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.

 **9. PRESIDENTS REPORT –** President Botvinnik stated that if there are any plans for work to be done for this year they should be addressed at this time.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan updated all accounts and noted that A/R needs to be adjusted.
* Accountant Ovnanyan Provided financials and all bank and investment accounts are reconciled.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Executive Session Minute Review –** No session held.

 **b.) Begin budget –** Accountant.

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday April 6, 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 4:55 pm.

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***CLERK***