***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON WEDNESDAY APRIL 6, 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 March 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 received files from Administrator Mazur but hasn’t been able to review them yet. He will have a follow up for the next Sanitary District Meeting.

**b. Job 19B - Brookview Village Clubhouse –** On hold – no updates.

**c. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – No activity.

**d.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena is waiting for the Escrow Deposit, and Declaration of Restrictions.

**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 in order to prepare the Declaration of Restrictions. Attorney Arena inquired if Engineer Grinnell knew who their landlord is. Engineer Grinnell will check into finding this information the next time he goes over there. Engineer Grinnell mentioned that there was possibly an herbal tea business there, in addition to the car companies. He went there to investigate the premises. Present fixture counts are as follows: 4 toilets and 5 sinks. The Herbal Teas store was closed and Engineer Grinnell was not able to obtain access, and has no contact number. He will try again in the next few days.

**5. NEW BUSINESS**

1. **3/24/22 – 2335 Sanders –** Demo – Inspection done and signed off by Engineer Grinnell.
2. **4/4/22 – 4526 Lilac –** Demo – Permit and fees in progress.
3. **4/6/22 – 4711 Lilac –** Demo **–** Permit and fees in progress.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

**i.** Balance due as of 03/31/22 $49,986.64

**ii.** 90 days past due is at $10,459.37

**b. Billing**

**i.** Munibilling Update – Invoices for 10/15/21 – 1/15/22 Billing Cycle went out.

**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 tended to this task. So far there has been no response from Nick.
  + Fish on Fire – Filed for bankruptcy. It is still unknown if this establishment is still in business or not, as no one answers the phone at any given time. Attorney Arena noted that the debt will be discharged through the date of filing for bankruptcy. Any new debt as of the date of filing is viable debt. Administrator Mazur commented that this is a Grease Trap Account. President Botvinnik added that their water usage may be part of the building and they may not have an individual meter.
  + Kil Nyo Lee – No response for the last 2 accounts; Kil Nyo & Su Chuan Hsu. Attorney Arena received the green card back from the certified registered mail, so that means someone did sign for the mail, and that they are aware of the fact that NWSD is seeking payment. President Botvinnik said that the Sanitary District will give them another month to respond. If they do respond, Administrator Mazur will accept payment. If there are any issue’s she will contact Attorney Arena.
  + Su Chuan Hsu – See above.

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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 provided 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 got in touch with the Village of Glenview to find out if they’re receiving payments from them. Susan Jacobs of the Village of Glenview responded that they also are having difficulty receiving payment from both of these last two 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 –** Still waiting on plans from CDOT for Lake St. plans to see if their storm sewers can be utilized as a potential bypass route.

* Project CIPP (Cured in Place Pipe) Design Complete, and bid doctrine is in process, which will be finalized once they are ready to do the bids.
* Project Alternatives for crossing Milwaukee Ave.
* CIPP – Engineer Rafati mentioned that they’re still trying to do CIPP for this area.
* Spirex Trenchless Lining
* Tunneling new 21” PVC
* Next Items to be addressed:
* Flow Monitor Install – Flow data was received from the meter that was installed last month.
* Flow Monitor was installed March 4, 2022.
* Flow will be monitored through April 2022.
* Engineer Rafati noted that Engineer Grinnell will provide #’s from the Lift Stations.
* 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

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* 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** – Presently 7 homes have sewers connected to them with completed inspections. They are working on new foundations to be dug or framed up. Permits and inspection reports are done, according to Engineer Grinnell.

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

**d.) 2022 Larch and Maple Rehabilitation Program –** No preconstruction meeting has been set up yet. Engineer Grinnell assumes that work should be starting soon.

**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.

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**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.
* President Botvinnik noted that Attorney Arena had mentioned that there are some small items that can be edited. Vice President Cepa also reviewed the proposed contract and checked with Attorney Arena about revisions. Attorney Arena said that there were minor clerical errors, and he added some words for clarification. He also noted that there was no mention of the rates for 2023. He asked if the rate will go to a standard rate, or will Gewalt Hamilton send a new rate for 2023. Engineer Rafati said they would leave it open-ended, as the Sanitary Districts rates are from April 2022 to April 2023. The Sanitary District would approve a new rate every year by setting up a new annual contract. Attorney Arena suggested adding those terms to the contract. Engineer Grinnell agreed that it wouldn’t be a problem. Vice President Cepa inquired as to when will the Sanitary Distract be notified of the change in rates. Engineer Rafati replied that by the end of December they should know what the new proposed rates will be. Engineer Grinnell noted that Gewalt Hamilton is trying to standardize the process for all villages. They will be sent to Attorney Arena for revisions, and then for approval to the Sanitary District Board.

**g.) MWRD Reporting – LTOMP (Long Term Operation & Maintenance Program) –** Gewalt Hamilton are putting details together for the form and will be submitting it soon, as it needs to be submitted to the MWRD yearly.

**h.) Flow Monitoring**

* Gewalt Hamilton has a presentation set up for 4/7/22 at their office to get a full understanding of the benefits of these meters and how they can help the Sanitary District going forward.
* 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.
* 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**

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**1. Manor Care Lift Station**

* No operational issues.

**2. Willow Rd Lift Station**

* No operational issues.
* Wet well and line coming into station was cleaned.

**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.
* Wet well and line coming into station was cleaned.
* There was 1 emergency call regarding the failure of the Sonar Unit as there was debris on the lens. The lens was cleaned and the unit resumed normal function.

**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/>

* **Semiannual Sewer Cleaning, 6-month routine problem areas –**
* This work was completed on 3/31/22.
* 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.
* **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.

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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 soon.

* **JULIE Reports –** Engineer Grinnell reported that there have been lots of JULIE Reports coming in for locates, and soil borings, especially in the Indian Trail subdivision.

**9. PRESIDENTS REPORT –** President Botvinnik noted that the ability to link to the bank accounts is impaired at this time, as he was unable to provide Accountant Ovnanyan with the necessary information to reconcile the accounts. He will call the bank to resolve this issue.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan will be working of drafting the Appropriation Ordinance after April year end is closed.
* Accountant Ovnanyan will provide financials and all bank and investment accounts as soon as she receives the necessary information from President Botvinnik.

**12. TIMELINE/IMPORTANT DATES**

**a.) Draft Appropriation Ordinance –** District Office – Accountant sends draft to Trustees.

**b.) Publish Notice of Hearing for Appropriation –** prepared by Accountant. Administrator Mazur to send to publisher.

**c.) Audit -** Accountant and Administrator to set up Audit dates with Auditors.

**b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday May 4, 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 4:27 pm.

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***CLERK***

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