***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MAY 4, 2022 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:02 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 April 6, 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 reviewed the files from Administrator Mazur and surmised that Mike Tomlinson was the contact he worked with back in 2017, while working on the Declaration of Restrictions. Attorney Arena called him, and is now waiting for a response from him.

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

 **c. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – See Engineer’s Report.

 **d.** **Job 21A – Center for Seniors 3355 Milwaukee –** Attorney Arena sent the $2,500 Escrow Deposit he received, to the Sanitary District.

 **e. Job 21D – Allstate –** On holddue to the sale of Allstate.

 **f. 20 year expired Declaration of Restrictions** – no updates

1. **Job 22A - 3402 N Milwaukee** – Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Engineer’s Grinnell and Rafati obtained the needed information for Attorney Arena, such as, fixture counts and flow #’s.

Attorney Arena already has the tract book search. Since they provided Attorney Arena with the information he asked for, he will begin drafting the Declaration of Restrictions. Engineer Grinnell reported that all the field work has been completed.

 **5. NEW BUSINESS**

1. **4/12/22 –** 4708 Larch sewer repair – Inspection done and signed off by Engineer Grinnell.
2. **4/14/22 –** 3211 Maple Leaf Dr. **–** Sewer line problems. Engineer Grinnell tended to; it was homeowner’s responsibility.
3. **4/19/22 –** 3280 Overland Pass – sewage in yard. Gewalt Hamilton responded to the issue and confirmed that it was the Sanitary District’s issue. American Underground was contacted and were on site within 30 minutes. The blockage was opened, but it was undetermined as to why it was backed up. Engineer Grinnell requested that American Underground CCTV that section to determine what created the issue, and what the next steps the Sanitary District need to take to prevent it from happening again in the future. They plan on being on site by the end of the week. Engineer Grinnell also had Canyon Construction remove the heavy solids around the clean-out area where the sewer was spilling out of. They removed some soil and replaced it with black dirt, seed, and a straw blanket. Gewalt Hamilton hasn’t received any requests from the homeowner, or their insurance company for details on the sewer back up.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 04/30/22 $18,037.94

 **ii.** 90 days past due is at $10,553.70

**b. Billing**

 **i.** Munibilling Update – None.

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

* + For North Branch Burgers, Kil Nyo Lee and Su Chuan Hsu there has been no response. Attorney Arena requested that Administrator Mazur send the contact names & phone #’s.
	+ Fish on Fire – It is still unknown whether or not they’re still in business. Administrator Mazur drove by on 10/7/21 to drop off an invoice. It was open, but no one was there. Attorney Arena suggested that someone drive by again to see if they’re in business. President Botvinnik said that he’ll drive by one afternoon, or evening.

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.

 2 of 8

 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 requested of Accountant Ovnanyan or Administrator Mazur, what the balance due is. Accountant Ovnanyan replied that $2,696.36 is due. Administrator Mazur will send him the details.

**7. ENGINEERS REPORT**

 **a.) West Lake Street Lining Project –** Still waiting on plans from CDOT for Lake St. 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 – Main Option.
* Potential above ground alternatives are being considered.
* Current plan is to specify that no by-pass shall be allowed that will close any portion of Milwaukee Ave.
* Spirex Trenchless Lining – This may not be an option.
* Spirex told Gewalt Hamilton that they will not mobilize their product, unless the Sanitary District utilizes it for the entire project, which is not cost effective.
* Gewalt Hamilton is working with Spirex to see if they can piggyback mobilization off a nearby project planned for later this year, and still proceed with this product as a potential alternative.

President Botvinnik inquired as to how long it would take to do the job. Engineer Rafati replied, 2 months, providing that it would be 4 weeks per section. Engineer Grinnell added that it would be approximately 60-90 days. In order to move forward with the job being done in 2022, Engineer Grinnell noted that it would depend on the weather. Vice President Cepa said he thinks Gewalt Hamilton should move forward with the permitting process. President Botvinnik concurred to do the job in one session, and not in 2 Phases, as it would cost $860,000 to do it all at once, and 2 Phases would cost more.

* 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, and removed at the end of April.

3 of 8

* The next step is to get flow data from the Lift Station to see how much by-pass would be required.
* Finalize By-pass plan
* GHA has finalized a plan to cross Lake Ave. in order to complete the lining on Forest Drive.
* GHA is still working on options to cross Milwaukee Ave.
* They are working with CCDOTH (Cook County Dept. of Transportation and Highways) to see if they can utilize their storm system in any way.
* Permitting
* IDOT (Illinois Dept. Of Transportation) requested a traffic control plan for their review. Engineer Rafati will put this together for the permit submission.
* CCDOTH – A traffic control plan for this work will also be created.
* Village of Glenview
* Plan for permit submittal at the end of May means they need to figure out if they are going to split this project in any way.
* 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 $12,700 for 2 months. The other was from Sewer Assessment Services, which was $6,150.

 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.

 EOPC (Engineer’s Opinion of Probable Cost) – 90%

 Plans – 90%

 Spec – 90%

**b.) 3402 Milwaukee Ave –** All field work has been completed.

 **c.) Parkside of Glenview** – A lot of work is being performed at this site, from new foundations to back-fills. Gewalt Hamilton has done a few inspections over the last month, and several locates each week. Engineer Grinnell noted that by the end of summer this job should be completed.

 **d.) 3355 Milwaukee Ave – Center for Seniors –** They made the connection to the sewer manhole on the property as designed. They contacted Gewalt Hamilton for an inspection, and all work has been completed.

4 of 8

**e.) 2022 Larch and Maple Rehabilitation Program (Between Maple & Magnolia) –** Work began and Gewalt Hamilton will work closely with the contractor and review when they will begin crossing the Sanitary District’s sewer main.

 **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 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 regard 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.

**g.) 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.

 5 of 8

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.

* Engineer Rafati prepared the contract which Vice President Cepa still needs to sign.

**h.) 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.

**i.) Flow Monitoring**

* Gewalt Hamilton had a presentation with ITracker on 4/7/22 where they presented their product. The Product is ITracker & the company is East Tech. A summary of the product is as follows:
* The product is a level meter, which does not give accurate flow data, rather it gives sewage level data.
* This product can be used as an operations level for alarming crews of a potential backflow event, but it cannot give clear and precise flow rates within the system. This means it can be used for operation purposes, but not for any potential MWRD flow rate assessments, sewer design, or for any accurate understanding of the amount of flow in the system.
* Cost breakdown for 4 units:
* $1,875 per each meter (meters can be purchased by Gewalt Hamilton, or by the Sanitary District)
* Software and monitoring are an annual $360 fee per year
* Installation can be done by Gewalt Hamilton Staff.
* Gewalt Hamilton Staff can monitor and use data as necessary.
* Potential GIS add-ons.
* Gewalt Hamilton Staff can put together a flow monitoring plan for discussion, outlining potential ITracker installation locations within the system.
* President Botvinnik suggested that Gewalt Hamilton put together a proposal of how many would be needed, and where they should go. Engineer Grinnell agreed, and will tend to this task.

**8. SUPERINTENDENTS REPORT**

6 of 8

1. **Buildings and Grounds/Lift Station Status**
2. **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 replacement pump should have been installed by May 1, 2022. There has been a delay on delivery due to supply chain issues. The best estimate of delivery date range is from middle of May 2022 to end of May 2022 at this point.

 **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 –**
* These lines will be on a 6-month rotation from March/April to September/October starting in the spring by American Underground.
* This work was completed on 3/31/22.
* **2020/2021 CCTV and Cleaning Project Phase 3**
* Engineer Grinnell inquired if the funding is approved in order to complete the full amount of CCTV for this budget cycle ($40.000).
* American Underground’s average cost to CCTV and clean is at $2.55 per LF (linear feet).
* Roughly 18,000 LF (3.4 miles).
* Engineer Grinnell noted that there may be one more Phase for next year.
* Vice President Cepa moved to approve, provided the cost is $40,000 to spend in 2022, and President Botvinnik approved. President Botvinnik signed the quote and returned to Engineer Grinnell.
* **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.

 7 of 8

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.

* **3400 Milwaukee Ave (Frito Lay distribution building)**
* Engineer Grinnell reported that this property has been vacant for a few months.
* Gewalt Hamilton just received JULIE Reports for soil borings at this site.
* It appears there is no sewer service to this site according to the GIS map.
* President Botvinnik looked up the property on a map and determined that it is not in the Sanitary District.

**9. PRESIDENTS REPORT –** Audit to begin 6/20/22.

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur inquired of Engineer Grinnell if the Sanitary District could receive a copy of site visit reports pertaining to completed jobs. Engineer replied yes, they will do that going forward.

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan reconciled all accounts, and they are ready to be presented to the auditors.
* Accountant Ovnanyan will be working on drafting the Appropriation Ordinance after April year end is closed.
* Accountant Ovnanyan reported that the Escrow accounts don’t match up with each other. President Botvinnik will move funds to even it out.

**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.)**  **Next regular District Monthly Meeting** – Will be on Wednesday June 8, 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 5:04 pm.

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***CLERK***

 8 of 8