***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JUNE 8, 2022 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:07 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 May 4, 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 reported that, in April 2017 he prepared a Declaration of Restrictions, and it was recorded. He determined that, that Declaration of Restrictions has the wrong legal description and wrong PIN #. Astellas LLC is actually the current owner of the property. He recommends that the Sanitary District write off the balance due as a bad debt, and then the Sanitary District could prepare a Declaration of Restrictions for Astellas, since he now has the proper legal description and PIN #. To do this he would also need to know how big the land is, what it’s improved with, fixture counts and flow rate. Gewalt Hamilton will find out this information. Attorney Arena will contact Astellas to inform them of the process of Declaration of Restrictions requirements for Gewalt Hamilton. Astellas will need to sign, and send it back, along with an ORD 50 deposit. Accountant Ovnanyan will close Job 7G and write off $2,813.26. President Botvinnik will transfer that amount from the General Funds account.

 **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 –** No updates.

 **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. Attorney Arena reported that the Declaration of Restrictions is almost complete. He still needs to know the acreage of the property, and what it’s improved with. Gewalt Hamilton will get this information for Attorney Arena so that he can complete the Declaration of Restrictions, and reach out to ownership.

 **5. NEW BUSINESS**

1. **5/17/22 – 1650 Magnolia –** Sewer line repair. Engineer Grinnell tended to.
2. **5/17/22 – 3504 Lineman –** Sewer back-up. Out of District.
3. **5/23/22 – 4539 E. Larch –** Sewer back-up. Engineer Jean Scher sent someone over. Not an issue for the Sanitary District. Homeowner’s responsibility.
4. **6/1/22 – 4701 Locust –** Sewer back-up. Engineer Grinnell tended to. Root problem.
5. **Last year’s Audit rejected –** Accountant Ovnanyan commented on whether or not the due date was met for the deadline. It is unknown why it was rejected. Attorney Arena will reach out to Kevin Smith of Eder, Casella and Cook County Clerk to find out why it was rejected the possible consequences.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 05/31/22 $8,475.75

 **ii.** 90 days past due is at $7,267.92

**b. Billing**

 **i.** Munibilling Update – Meter readings from Village of Glenview ready for import.

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

* + For North Branch Burgers partial payment of $1,500 out of $5,777.77 due.
		- 5/49/22 Nick left a message promising to send payment of $1,500, but no payment has been received yet.
	+ 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.
	+ Kil Nyo Lee – 5/20/22 Paid in full.
	+ Su Chuan Hsu
		- 5/12/22 Agreed to pay.
		- 5/20/22 Requested invoice again. Still no payment

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**c. ORD 50 Deposit Requests Update**

* Glenstar Job 7G – see above in Current and ongoing.

 **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.
* Spirex told Gewalt Hamilton that the potential to use their product is based on piggybacking of of another project in the area. They will keep in touch with Spirex, but this option is not viable at this time.
* **Flow Monitoring**
* Gewalt Hamilton had a presentation with iTracker on April 7,2022 at which time they presented their product. 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 operations 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
* $1,875.00 per meter each (Meters can be purchased by Gewalt Hamilton or the Sanitary District).
* Software and monitoring’s at a $360 yearly fee.
* Installation can be done by Gewalt Hamilton staff.
* Gewalt Hamilton staff can monitor and use data as necessary.

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* Potential GIS add-ons.
* Gewalt Hamilton staff can put together a flow monitoring plan for discussion, outlining potential iTracker installation locations within the system.
* IDOT (Illinois Dept. Of Transportation) Traffic control plan has been completed. Permit submittal planned for the week of 6/13/22.
* CCDOTH – A traffic control plan has been completed. Permit submittal is planned for the week of 6/13/22.
* Village of Glenview
* Plan for permit submittal planned for the week of 6/13/22.
* Finalize contract Documents

 EOPC (Engineer’s Opinion of Probable Cost) – 100%

 Plans – 100%

 Spec – 90%

* **Other - Gewalt Hamilton interns**

**-** Interns have begun work for the summer. Potential NWSD work to be completed by interns is as follows:

* Sewer capacity analysis.
* As built – Record drawing from NWSD office for scanning and GIS storage to mapping system.

 **b.) Parkside of Glenview** – Project is moving along and inspections are covered when requested.

 **c.) 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.

**-** No additional work should be done until the MWRD final inspection request comes in.

**d.) 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. No changes as work has been progressing very well.

 **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 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.) 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.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* No operational issues.
1. **Willow Rd Lift Station**
* Gewalt Hamilton had Metropolitan Pump out 6/6/22 to install a bypass relay that was missed during the upgrade to the electrical panel. Work was completed and everything is working fine at this time.

 **3. Greenleaf Lift Station**

* Regarding Pump #1 – Gewalt Hamilton was informed on Monday 6/6/22 that Flygt pump has confirmed that the replacement pump will arrive Fri 6/10/22. Once they receive it there will be a two-week delay for the retrofitter to make the necessary changes for the wide rail system to be installed.

 **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.

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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).
* Review mapping of completed areas.
* American Underground average cost to CCTV and clean is $2.22 linear feet. Quote was submitted.
* Roughly 18,000 LF (3.4 miles).
* Project was released to American Underground but no start date has been confirmed.
* **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.

**9. PRESIDENTS REPORT –** Regarding last year’s Audit, President Botvinnik inquired if the Sanitary District should delay the upcoming Audit until last year’s is approved. Attorney Arena replied, asking whether or not doing that would delay this years Audit. He also added the question of whether the Sanitary District should consider looking for another firm to perform this years Audit. President Botvinnik agreed that it should be a consideration. President Botvinnik will get in touch with Kevin Smith of Eder, Casella & Co. to request closure of last years Audit.

**10. OFFICE PERSONNEL AND PROCEDURES –** None

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financial statements, and all accounts are reconciled.
* Accountant is preparing documents for the upcoming Audit.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Review of Ordinance 50 Projects** – District Accountant.

**b.) Publish Notice of Hearing for Appropriation –** Prepared by Accountant and sent publisher by Administrator Mazur.

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**c.**) **Audit to begin 6/22/22**.

 **c.)**  **Next regular District Monthly Meeting** – Will be on Wednesday July 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 4:46 pm.

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***CLERK***

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