***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JULY 6, 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 June 8, 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 19B - Brookview Village Clubhouse –** On hold – no updates.

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

 **c.** **Job 21A – Center for Seniors 3355 Milwaukee –** No updates.

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

 **e. 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 complete. He has tried to contact the owner by phone with the number from Munibilling, but it was disconnected. Attorney Arena inquired if the Sanitary District had an alternative number, which it does not. He reported that he will send the DOR to the owner via mail.
2. **Job 22B Astellas –** Attorney Arena will need the property description, fixture counts, and flow calculations from Gewalt Hamilton in order to prepare the Declaration of Restrictions. Administrator Mazur will forward the owner’s contact information to him from Munibilling.

 **5. NEW BUSINESS**

1. **2 Inspection Letters from Philadelphia Insurance** – Heat and smoke sensors to be installed in Greenleaf & Willow Lift stations. President Botvinnik wants to set up a “Ring Alert System”. Engineer Grinnell will investigate the options.
2. **5/9/22 Job 21A –** President Botvinnik will transfer 10% hold back from the Money Market Account to the General Fund account.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 06/30/22 $56,189.13

 **ii.** 90 days past due is at $9,004.16

**b. Billing**

 **i.** Munibilling Update – Meter readings were imported and bills went out 6/10/22.

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

* + For North Branch Burgers partial payment of $1,500 out of $5,777.77 due.
		- 5/16/22 Nick left a message promising to send a payment of $1,500, but dropped off a check for only $1,000 on 6/13/22.
		- Administrator Mazur called him to remind him that he promised to pay $1,500. He said he’d drop it off on 6/14/22, but never did.
	+ Fish on Fire – It is still unknown whether or not they’re still in business.
	+ Su Chuan Hsu
		- 5/12/22 Agreed to pay.
		- 5/20/22 Requested invoice again. Still no payment received

**c. ORD 50 Deposit Requests -** None

 **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, and to see what the Contractor’s thoughts are on doing the bypass in the area.

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* 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 another project in the area. They will keep in touch with Spirex, but this option is not viable at this time.
* **Flow Monitoring – Installed March 4,2022**
* Flow monitoring has been completed.
* The next step is to get flow data at Lift Station to see how much by-pass would be required, and to do a test Lift Station shut down.
* **By-pass Plan**
* By-pass plan is finalized. Gewalt Hamilton finalized a plan to cross Lake Ave. to complete lining on Forest Drive, but are still working on options to cross Milwaukee Ave. Options include Lift Station shut off, and above ground pump options.
* Gewalt Hamilton is working with CCDOT (Cook County Dept. of Transportation) to see if they can utilize their storm system in any way.
* Permitting
* IDOT (Illinois Dept. Of Transportation) Traffic control plan has been completed. Permit submittal planned for the August 2022
* CCDOT – A traffic control plan has been completed. Permit submittal is planned for August 2022.
* Village of Glenview – Permit submittal planned for August 2022.
* Finalize contract Documents
* EOPC (Engineer’s Opinion of Probable Cost) – 100%
* Plans – 100%
* Spec – 90%
* Bid currently planned for the end of year early next year with completion date of Fall 2023
* **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. Expected to finish by end of summer 2022.
* As built – Record drawing from NWSD office for scanning and GIS storage to mapping system, to be coordinated.

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

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**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)**

* The sewer pipe has been changed to “watermain” quality piping as designed, to protect the new watermain.
* Gewalt Hamilton’s portion of this project went well and is completed.

 **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 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**

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1. **Manor Care Lift Station**
* Starting to get high water alarms at this station during rain events. Engineer Grinnell had staff confirm that pumps are working correctly, and the Lift Station’s controls are running as designed. It appears that everything at the Lift Station is operating as expected. Gewalt Hamilton will be assigning staff to inspect the collection piping that contributes flow to the station, and to see what may have changed.
1. **Willow Rd Lift Station**
* No operational issues.

 **3. Greenleaf Lift Station**

* Regarding Pump #1 – Gewalt Hamilton is still waiting for an installation date from Flygt Pump.

 **b. Other**

* **Map of Sewers on Lake Ave & Forest Ave that are proposed to be lined.**

The new link to the active GIS mapping system is:

 <https://gis.gha-engineers.com/nwsd/>

* **2020/2021 CCTV and Cleaning Project Phase 3**
* 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.

* **Church of LDS Irrigation –** Engineer Grinnell will forward the Church of LDS irrigation meter readings as soon as he receives them.

**9. PRESIDENTS REPORT –** Regarding this year’s Audit, President Botvinnik noted that the Audit seems to have gone well. There are still several miscellaneous items that Eder, Cassella need. Kevin Smith will let the Sanitary District know what is still required.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financial statements, and all accounts will be reconciled.

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**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Audit began 6/22/22** - Audit is still in progress.

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday August 10, 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 4:29 pm.

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***CLERK***

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