***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY AUGUST 10, 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, Accountant Olga Ovnanyan, Engineer Wadee Rafati and Administrator Christine Mazur. Not present was Engineer Mike Grinnell.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the July 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 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** – Monte Carlo Plaza - Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Attorney Arena reported that they contacted a lawyer who contacted Attorney Arena. He stated that the fixture counts were inaccurate. Secondly, he stated that they’re not connected to Glenview water.
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. Engineer Rafati will follow up on these requests.

 **5. NEW BUSINESS**

1. **8/1/22 3280 Overland Pass –** sewage in backyard; Engineer Grinnell tended to.
* Gewalt Hamilton responded the area to confirm if it was a Sanitary District issue, or a residential issue.
* They found all manhole s flowing freely, and no noticeable back up in any Sanitary District’s sewers.
* There was sewage coming out of the “clean out” in the resident’s yard. This was the same resident from a few months ago that had the same issue, and it was determined that the Sanitary District’s sewer line was backing up, so Gewalt Hamilton had American Underground clean and open the line.
* This time, to satisfy the homeowner they had the line CCTV’d by American Underground to show the homeowner that there was no problem with the Sanitary Districts’ sewer. They also showed them that, when they flushed, none of their sewage was coming into the Main sewer, and only discharging from their cleanout.
* No Additional clean up or rodding was done by the Sanitary District, homeowner has full responsibility at this point.
1. **None**

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 07/31/22 $16,259.93

 **ii.** 90 days past due is at $8937.86

**b. Billing**

**i.** Munibilling Update – Meter readings are in from VoG & ready for import for 4/11/22 – 7/11/22 Billing Cycle.

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

* + For North Branch Burgers partial payment of $1,500 out of $5,777.77 due.
		- No payment received since 6/13/22. Vice President Cepa inquired if Attorney Arena sent them a letter. Attorney Arena replied, yes, he did send a certified letter. Vice President Cepa suggested that maybe Attorney Arena could send another letter, or contact Nick, owner of North Branch Burgers. President Botvinnik added that perhaps Attorney Arena should start with a phone call, and then follow up with a letter.
	+ Su Chuan Hsu
		- 5/12/22 Agreed to pay.
		- 5/20/22 Requested invoice again. Still no payment received
		- Attorney will follow the same process with this person.

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

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 **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.
* Engineer Rafati is meeting with a representative from Insituform to discuss curing options.
* 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 schedule a Lift Station shut off test, hopefully in Sept/Oct 2022. Additional tests may be required to get more data.
* Results of test and flow monitoring data will tell how often, and for how long they can shut down the Lift Station. It will also give them bypass volumes.
* **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 received historic plans from CCDOTH, and have outlined a potential underground by-pass option, using CCDOTH storm sewers.

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This option would need to be approved by CCDOTH, and would be very expensive. Gewalt Hamilton can include it as an option in the bid and outline this information in the permit application for CCDOTH review, but it is believed that this is an unlikely scenario.

* Permitting
* IDOT (Illinois Dept. Of Transportation) Traffic control plan has been completed. Permit submittal is planned for August 2022.
* Engineer Rafati was told by IDOT to submit within 90 days of the project. The planned bid is December 2022/January 2023, so they may submit this permit in Dec/Jan.
* Village of Glenview – Permit submittal is planned for August/September 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 completed work for the summer. NWSD work that was completed by interns is as follows:

* Sewer capacity analysis - completed. Next steps are to have information input into the GIS system.
* As built – Record drawing from NWSD office for scanning and GIS storage to mapping system, to be coordinated by Gewalt Hamilton.

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

 **c.) 3355 Milwaukee Ave – Center for Seniors**

 **-** No changes in status over the last month.

**-** 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.
1. **Sanders Rd Sewer Line Project –** Location is coming out of Greenleaf Lift Station to the North.

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* 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.

**f.) 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. They are currently waiting on additional information from Engineer Grinnell.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* Station has no operational issues.

 **2. Willow Rd Lift Station**

* Station has no operational issues.

 **3. Greenleaf Lift Station**

* Regarding Pump #1 – Installation date by Flygt Pump is 8/12/22.
* No other issues at this station.

**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:

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

* **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.
* **Philadelphia Insurance Companies Letters –** They sent a follow up letter to confirm if the Sanitary District is planning on installing some sort of fire protection devices in the Lift Stations. At the last meeting it was discussed to have a Ring System installed for heat sensing, which should satisfy them.

**9. PRESIDENTS REPORT –** Regarding this year’s Audit, additional requested information has been submitted by President Botvinnik, Administrator Mazur, and Accountant Ovnanyan. Vice President Cepa also answered his questions regarding fraud.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financial statements, and all accounts were reconciled.
* Money was transferred from the Sewer User Account to the Money Market Account.

**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Audit is being finalized.**

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday September 7, 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 4:30 pm.

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***CLERK***

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