***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY SEPTEMBER 7, 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, Accountant Olga Ovnanyan, Engineer Mike Grinnell, Engineer Wadee Rafati and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the August 10, 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** – No updates.

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

 **d. Job 21D – Allstate –** See New Business.

1. **Job 22A - 3402 N Milwaukee** – Monte Carlo Plaza - Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Attorney Arena noted that they may be on well, and if that’s the case they would still need to dispose of their water via sewer. Engineer Grinnell added that they are connected to the Sanitary District ‘s sewer. Attorney Arena still needs the property square footage, a description of the improvements, flow calculations and fixture counts. He inquired whose responsibility is it to install meters. President Botvinnik replied that it would be their responsibility. Engineer Grinnell noted that there is another property to the south, which is the same owner and isn’t being billed. Administrator Mazur mentioned that there are also several other addresses there that aren’t being billed. They are 3406, 3408, 3410, 3412 Milwaukee. In addition, President Botvinnik stated that there is also a restaurant that probably has a grease trap which they should be billed for. Engineer Grinnell will check out how they’re getting water, and if there’s any kind of meter connected to the properties.

If there are 3 or 4 individual wells, they’ll all need to have meters according to Engineer Grinnell. Attorney Arena will then pull tract book searches of all the other properties to find out who owns them.

1. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena will need the property description, list of improvements, fixture counts, and flow calculations from Gewalt Hamilton in order to prepare the Declaration of Restrictions. Engineer Rafati will follow up on these requests.
2. **20 year expired Declaration of Restrictions** – No updates.

 **5. NEW BUSINESS**

1. **3220 Sanders – Underground Sewer Repair.** If unincorporated area, then the permit goes through Cook County, not NWSD.
2. **2557 Indian Ridge Ct. – Sewer back-up.** Homeowner had line rodded out.
3. **2675 Sanders (Allstate) – Demo**
* Contact for site demo is Greg at McDonagh Demo 224-254-7707.
* Engineer Grinnell told him that the Sanitary District would require them to disconnect the sewer mains on the property at the manholes (3 locations). All sewer mains on property are privately owned.
* Engineer Grinnell will be sending him some maps showing the three connection points.
* The Sanitary District will be requiring Permits for the disconnections, and Engineer Grinnell will mention this to Greg when he sends him the maps.
* It is unknown of there are any new building plans for future site development.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 08/31/22 $13,523.86

 **ii.** 90 days past due is at $7,192.29

**b. Billing**

**i.** Munibilling Update – Meter readings are in from VoG & have been imported for the 4/11/22 – 7/11/22 Billing Cycle.Bills went out on 09/02/22.

**ii.** Church of LDS Irrigation Billing Process. Administrator Mazur inquired how this will be done. Engineer Grinnell commented that the usage on their irrigation reading will be subtracted from their quarterly bill. Engineer Grinnell, President Botvinnik, and Administrator Mazur will go over this process together.

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

* + North Branch Burgers
		- Attorney Arena inquired if the Sanitary District is ok with them only paying $1,500 quarterly, or since they have a past due amount of nearly $4,000, should they be on a payment plan for monthly payments vs quarterly payments? President Botvinnik stated that, if North Branch pay $1,500 per month, that would be acceptable.

2 of 8

* + Su Chuan Hsu
		- 5/12/22 Agreed to pay.
		- 5/20/22 Requested invoice again. Still no payment received
		- Attorney Arena called on 9/7/22 & left a message.
		- Regarding this account, Attorney Arena mentioned that the Sanitary District has 2 options going forward which are:
1. Check with Village of Glenview about having water shut off.
2. Attorney Arena can send another certified letter stating that the Sanitary District will file a complaint. This option will involve charging attorney fees.

- Administrator Mazur will contact Susan Jacobs at Village of Glenview to find out if they’re paying their water bill, and if the Village of Glenview can shut off the water supply if the owner does not pay.

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

 **7. ENGINEERS REPORT**

 **a.) West Lake Street Lining Project**

* Project CIPP (Cured in Place Pipe) Design Complete
* Project Alternatives for crossing Milwaukee Ave.
* CIPP – Main Option.
* Potential above ground alternatives are being considered for bypass pumping
* 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
* 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 no longer considering this option.
* **Flow Monitoring – Installed March 4, 2022**
* Flow monitoring has been completed.
* Lift Station shut off test
* Test to be completed to help determine potential Lift Station shut off periods during CIPP curing. Multiple shut offs will be performed. The first test to be scheduled is in October, the second will be in November.

3 of 8

Additional shut off tests will be scheduled if additional data is required.

* 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.
* **Finalize By-pass Plan**
* By-pass plan is finalized. Gewalt Hamilton finalized a plan to cross Lake Ave. in order 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.
* Fast cure methods are also being considered.
* Gewalt Hamilton received historic plans from CCDOTH (Cook County Dept. of Transportation and Highways), and have outlined a potential underground by-pass option, using CCDOTH storm sewers. This option would need to be approved by (CCDOTH), and would be very expensive. They can include it as an option in the bid, and outline this information in the Permit Application for CCDOTH to review. This is, however, an unlikely scenario according to Gewalt Hamilton.
* Permitting
* IDOT (Illinois Dept. Of Transportation) Traffic control plan has been completed. Permit submittal is planned for end of September 2022.
* CCDOTH – Traffic control has been completed. Permit submittal planned for end of September 2022.
* Village of Glenview – Permit submittal is planned for end of September 2022.
* Finalize contract Documents
* EOPC (Engineer’s Opinion of Probable Cost) – 100%
* Plans – 100% (notes for bypass are still needed)
* Spec – 90%
* Bid currently planned for the end of year, early next year with completion date of Fall 2023
* **Other**
* Sewer capacity analysis - completed. Next steps are to have information input into the GIS system.
* Gewalt Hamilton’s GIS team is working on inputting the information into the Sanitary District’s GIS.

4 of 8

**b.) Parkside of Glenview** – No changes on overall project.

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

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

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

**d.) 2022 Larch and Maple Rehabilitation Program (Between Maple & Magnolia)**

* 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.
* Engineer Grinnell was 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 2023, which is based on waiting for flow data, to complete the best concept and design.
1. **MWRD Reporting – LTOMP (Long Term Operation & Maintenance Program) –** Gewalt Hamilton are putting details together for the form and will be submitting it soon.
2. **Flow Monitoring**
* Gewalt Hamilton submitted a map which refers to recommendation on location and cost per unit.
* Gewalt Hamilton had a presentation with iTracker on 04/07/22 in which 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.

5 of 8

* 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 (Meters can be purchased by Gewalt Hamilton or the Sanitary District). Software and monitoring cost is a yearly $360.
* It was agreed by the Sanitary District that four are to be purchased, and that Gewalt Hamilton will purchase them.
* Installation will be done by Gewalt Hamilton’s staff.
* Gewalt Hamilton staff will monitor, and use data as necessary.
* Potential GIS add-ons.

**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 – Flygt installed the pump in August, and is running fine.
* No other issues at this station.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* Project was released to American Underground.
* Confirmed start date is 09/19/22.
* **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/>

* **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.

 6 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.

* **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.
* Gewalt Hamilton needs to confirm if the Sanitary District is planning to install a system for heat sensing alarm. It is questioned whether or not the Sanitary District should respond to them that we are not planning to move forward with their recommendation.
* Engineer Grinnell, President Botvinnik and Vice President Cepa will meet at the Lift Stations to determine what will be done.
* **3280 Overland Pass – Sewer Back-up follow-up**
* Engineer John Bolton of Gewalt Hamilton stopped by after the last Board Meeting to confirm if the area was flowing, and cleaned up. He talked to the homeowner, and they had a plumber rod the line, and clean up. John inspected the area where the mess was, and everything looks good. The clean out cap was reinstalled.
* Gewalt Hamilton responded to the area to confirm if it was a Sanitary District issue, or the resident’s issue.
* There was sewage coming out of the clean-out in the yard. This was the same resident from a few months ago, that had the same issue. It was determined that the Sanitary District’s sewer line was backing up. American Underground was contacted to clean, and open the line.
* This time to satisfy the homeowner, the line was CCTV’d by American Underground to show the homeowner that there was no problem with the Sanitary District’s sewer line. In addition, they showed them that when they flushed their sewer line, 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, the homeowner has full responsibility at this point.

**9. PRESIDENTS REPORT –** An e-mail of the draft of the Audit just arrived and hasn’t been reviewed yet.

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

7 of 8

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan provided financial statements, and all accounts were reconciled.
* A check for $434.00 to Greystar Properties is outstanding and has never been cashed. Accountant Ovnanyan inquired if an unclaimed property return form needs to be submitted. President Botvinnik suggested to look through last years meeting minutes to find out what it was for. Vice President Cepa added that it was mentioned in the March 2021 meeting.

**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Audit will be reviewed.**

 **b.)**  **Next regular District Monthly Meeting** – Will be on Wednesday October 5, 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 5:01 pm.

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***CLERK***

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