***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY OCTOBER 5, 2022 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:00 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. Engineer Mike Grinnell was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the September 7, 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 8. Superintendent’s Report

1. **Job 22A - 3402 N Milwaukee** – Monte Carlo Plaza - Includes, Meinecke Muffler, Silver Car Care & Car Pretty. Attorney Arena needs to know if the property is on Northfield Woods Sanitary District sewer line. Engineer Rafati replied that Gewalt Hamilton will go there to find out the answers to Attorney Arena’s questions. Engineer Rafati did confirm that they are on well. He will find out the fixture count for Attorney Arena. Attorney Arena will forward their attorneys information to Engineer Rafati so that he can set something up. Vice President Cepa inquired about what would happen if they refused to set up meters. President Botvinnik replied that they could be disconnected.
2. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena needs the property description, list of improvements, fixture counts, and flow calculations from Gewalt Hamilton in order to prepare the Declaration of Restrictions. Engineer Rafati & Engineer Grinnell will follow up on these requests.
3. **20 year expired Declaration of Restrictions** – No updates.

 **5. NEW BUSINESS -** None

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 09/30/22 $31,976.60

 **ii.** 90 days past due is at $6,381.32

**b. Billing**

**i.** Munibilling Update – No Updates.

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

* + North Branch Burgers
		- Attorney Arena will call Nick Philippas about sending another $1,500 asap and setting up regular monthly payments.
	+ 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. He will continue to attempt to contact her.
		- 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 reached out Susan Jacobs at Village of Glenview to find out if Su Chuan Hsu paying her water bill, and if the Village of Glenview can shut off the water supply if the she doesn’t pay. She has not received a reply yet.

**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.

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* Engineer Rafati was in touch with the rep. from Unsituform, a nationwide leader of CIPP process. They will bid on the job.
* After discussion with CIPP contractors, above ground by-pass solutions may be the best option. Cost of above ground solution is reasonable.
* Requiring the Contractor to complete the 90’ section crossing Milwaukee Ave. overnight is also being considered. This will reduce traffic control worries, and allow work to be completed during the lowest flow period.
* Current plan is still to specify that no by-pass shall be allowed that will close any portion of Milwaukee Ave, and to find out the Contractor’s thoughts on bypass in the area.
* Overall bypass should not be an issue.
* **Flow Monitoring – Installed March 4, 2022**
* Flow monitoring has been completed.
* Lift Station shut off test – 2 to be done. One in a.m. & one in p.m.
* 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. Both overnight and daytime tests will be completed to see what the flow rates look like at different times at the Lift Station.
* Additional shut off tests will be scheduled if more 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, above ground pump options, and potential backup 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 bypass option using CCDOTH storm sewers.

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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 – Permits are ready to go.
* IDOT (Illinois Dept. Of Transportation) Traffic control plan has been completed. Permit applications to be sent to NWSD for signature.
* Fee will be required, amount to be determined.
* CCDOTH – Traffic control has been completed.
	+ - * + Permit application to be sent to NWSD for signature.
				+ Fee in the amount of $1,200 will be required.
* Village of Glenview
* Permit applications to be sent to NWSD for signature.
* It is unknown if Village of Glenview will require a fee. Gewalt Hamilton will submit and see if they ask for anything. Typically, municipal fees are minimal.
* 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**
* No changes from last month.
* 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.
* As built/record drawing from the Northfield Woods Sanitary District office for scanning and GIS storage to mapping system to be coordinated for intern work next summer.

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

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

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

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

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 is not torn up. They did not 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.
* Regarding this project, Engineer Grinnell states that it won’t be ready for construction until Spring 2023, which is based on waiting for flow data in order 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 contacted the vendor and are waiting for final quote on 4 units, delivery time, and training dates.
* 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.
* 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.

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* 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 meters 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**

* Station has no operational issues.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* They are about 50% completed, and full completion should be within the next two weeks. Once the field work is completed, they will review video’s to determine additional repairs, if any.
* Project was released to American Underground.
* Confirmed start date is week of 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. 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.

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* **Philadelphia Insurance Companies Letters**
* Due to Engineer Grinnell’s schedule last month, he could not set up a time to meet with President Botvinnik & Vice-President Cepa on site to review alarm installation. Engineer Grinnell stated that he has 2 dates open for next week Tue. 10/11/22 in the afternoon, or Friday 10/14/22 anytime. He is waiting for a response on these dates.
* Gewalt Hamilton needs to confirm if the Sanitary District is planning to install a system for heat sensing alarm. It is questioned whether the Sanitary District should respond to them that we are not planning to move forward with their recommendation.
* **Allstate Property Demo**
* As Gewalt Hamilton reviews plans they will be asking the developer to install a liner along Sanders Rd starting at the discharge point from Willow Rd Lift Station and go South. Additional details will be discussed about the connection point to the 30” sewer pipe in front of the townhomes on Sanders Rd. in the final phase of this project.
* Contact for site demo is Greg McDonagh at McDonagh Demo 884-254-7707.
* Engineer Grinnell advised them that the Sanitary District would require them to disconnect the sewer mains on the property at the manholes (three locations). All sewer mains on the property are privately owned.
* Gewalt Hamilton will be sending them some maps showing the three connection points.
* The Sanitary District will be requiring permits for these disconnections and Engineer Grinnell will mention this when he sends them the maps.
* It is unknown of there are any new building plans for the future site development.

**9. PRESIDENTS REPORT –** At this time Eder, Casella & Co. need updated information regarding financials, as well as Meeting Minutes. The final Audit papers will then be signed.

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

**11. ACCOUNTANT’S REPORT**

 - All accounts reconciled & financials sent out.

 - Liabilities/ORD 50 Due

* - Job 21C Howard Plaza
* - Job 21B LDS Church 4151 Lake
* - Job 21A Center for Seniors 3355 Milwaukee

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* - Job 20A Glenview Fire Station
* - Job 22A Monte Carlo Plaza 3402 Milwaukee – On hold pending required information.

**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Draft Levy Ordinance –** Accountant Ovnanyan will do for November Meeting.

 **b.) Publish Notice of Hearing for Levy Ordinance –** 10 days before Hearing.

 **c.) Fill out State Treasurer Form –** None to file.

**d.) 2023 Meeting Dates –** Draft was reviewed and approved. Meetings will continue to be held remotely through Zoom on Wednesdays at 4pm (see attached below).

 **e.)**  **Next regular District Monthly Meeting** – Will be on Wednesday November 9, 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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PUBLIC NOTICE

Public Notice is hereby given that the date, time, and location of the Northfield Woods Sanitary District regularly scheduled meetings for the months of January 2023, through December 2023, are as follows:

 Wednesday, January 11, 2023

Wednesday, February 8, 2023

 Wednesday, March 8, 2023

 Wednesday, April 5, 2023

 Wednesday, May 10, 2023

 Wednesday, June 7, 2023

 Wednesday, July 12, 2023

 Wednesday, August 9, 2023

 Wednesday, September 6, 2023

 Wednesday, October 4, 2023

 Wednesday, November 8, 2023

 Wednesday, December 6, 2023

Said meetings will be held remotely via Zoom at 4:00 p.m. For further information, please contact the office at (847)998-1860.

 /s/ Alex Botvinnik – Trustee/President

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/s/ Jerry Cepa – Trustee/Vice President

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