***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY NOVEMBER 9, 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 October 5, 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** – According to Engineer Grinnell they are connected to the Sanitary District sewer as individual services, and they share the wells. There are no meters on the wells. The tenants are being cooperative however, the owner is not, and refuses any further communication concerning this matter. Attorney Arena will probably need to send him a letter with an invoice for the last 4 years. Administrator Mazur will generate a bill through Munibilling and forward it to Attorney Arena. Gewalt Hamilton have a fixture count which is 37. The owner is responsible for the bill according to Attorney Arena.
2. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena is waiting on information from Gewalt Hamilton in order to prepare the Declaration of Restrictions**.**
3. **20 year expired Declaration of Restrictions** – No updates.

 **5. NEW BUSINESS**

1. Allstate Permits – Gewalt Hamilton will request a certain amount in fees once everything that needs to be done is determined.
2. Sewer User Fees – Vice President Cepa mentioned that Village of Glenview water fees have gone up to $1.48 from $1.45 per 1000 gallons. The Sanitary District is currently at $1.49 per 1000 gal. used, so there won’t be a change in rate at this time.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 10/31/22 $10,224.73

 **ii.** 90 days past due is at $7,148.35

**b. Billing**

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

**ii.** Meter readings are in from VoG for 7/11/22 – 10/09/22 Billing Cycle.

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

* + North Branch Burgers
		- Attorney Arena reported that Nick will be dropping off a check for $1,500 tomorrow.
	+ Su Chuan Hsu

- Attorney Arena finally reached her and she is once again requesting the invoice. Administrator Mazur will e-mail it to Attorney Arena.

**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.
* Engineer Rafati was in touch with the rep. from Insituform, 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 is completed.
* Multiple shut offs were preformed, data will be analyzed to see what the shut off options Gewalt Hamilton can offer to the Contractors are.
* **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.
* Above ground pump options will be the most likely solution to by-pass.
* Fast cure methods are also an option that is allowed.
* 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. 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) Submitted, waiting for initial review to be completed
* Fee will be required, amount to be determined.
* CCDOTH
* Submitted and waiting for initial review to be completed.
* Fee required is $1,200.
* Village of Glenview
* Submitted & Engineer Rafati received initial responses from MWRD & VoG.
* Engineer Rafati doesn’t think a fee will be required.
* Conditional approvals have been received and they’re waiting on final approvals.
* Finalize contract Documents
* EOPC (Engineer’s Opinion of Probable Cost) – 100%
* Plans – 100% (notes for bypass are still needed)
* Spec – 100%
* Bid currently planned for January 2023 with a completion date of Fall 2023. Issued for bid Documents will be sent to the Sanitary District before Dec. meeting to review, & discuss prior to bid.
* **Other**
* No changes from last month.
* 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 **-** 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) –** Approved & Gewalt Hamilton are getting details together for filing final draft to MWRD.
2. **Flow Monitoring**
* Gewalt Hamilton received the quotes and all necessary information to finalize the purchase of 4 units to be installed by Spring of 2023.
* 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.
* Cost Breakdown
* $2,335.00 each with 1 yr. plan for Software, WiFi & Cellular. Total for 4 units is $9,340.
* Annual fee is $360 per yr. or $30 per mo. Per unit.
* $1,440 per year for all 4 units after year 1.
* Training included in purchase includes:
* Installation
* Maintenance
* Software & Cellular
* 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.
* iTrackers are currently in stock and could be purchased to have them installed in Spring 2023.
* Vice President Cepa proposed a motion to approve, and President Botvinnik seconded the motion to approve.

**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**

* Power issues during high wind over past weekend. Everything ran as designed with no issues during the 3.5hour event.
* Gewalt Hamilton will have American Underground clean Greenleaf lift station and Willow Rd. lift station wet wells in the next couple weeks prior to winter weather.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* They are 100% completed. Once the field work is completed, they will review videos to determine additional repairs, if any.
* Project was released to American Underground.
* Sewer backup was found on Franklin Dr. and cleared prior to any homeowner issues. The blockage was cleared and the line was CCTV’d for review.
* They should have CCTV reports in the next couple weeks for staff to review and determine if any recommendations are needed.
* **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.

* **Philadelphia Insurance Companies Letters**
* Engineer Grinnell to meet with President Botvinnik and Vice President Cepa to review potential fire alarm options.
* Option 1 – They are working with Metropolitan Pump to see if an alarm sensor could be installed and work with present SCADA Sys. for notification of heat or smoke.
* Option 2 – To use a different source to be notified of fire for potential Comcast or a true fire system.
* Philadelphia Insurance Co. 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. Ring system may be installed for heat sensing which should satisfy them.
* **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.
* No demo has started on buildings as of 11/8/22 but Gewalt Hamilton met with the demo contractor on site to review demo of sewer connection.
* Excavation equipment moved in on the East side of Sanders Rd, and they began requesting locates. Work will begin very soon.
* Contact for site demo is Greg McDonagh at McDonagh Demo 224-254-7707.
* 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 –** Audit is done.

**10. OFFICE PERSONNEL AND PROCEDURES –** Engineers Grinnell & Rafati will update all emergency contact information.

**11. ACCOUNTANT’S REPORT**

1. All accounts reconciled & financials sent out.
2. ORD 251 prepared
3. Accountant Ovnanyan reported that a Sewer User check in the amount of $725.86 was returned on 10/03/22 for NSF. Administrator Mazur is aware of this and has contacted the customer & charged account.
4. Accountant Ovnanyan submitted the Workman’s Comp Audit.

**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Statement of Receipts & Disbursements –** Done by Accountant Ovnanyan.

 **b.) Publish Notice of Hearing for Levy Ordinance –** Done by Administrator Mazur.

 **c.) Publish Meeting Dates for 2023 –** Done by Administrator Mazur.

**d.)**  **Next regular District Monthly Meeting** – Will be on Wednesday Dec. 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 5:00 pm.