***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY DECEMBER 7, 2022 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 3:59 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 November 9, 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 (Glenlake Village) –** Accountant Ovnanyanreported that there is an uncleared Escrow Refund check in the amount of $434.80. Administrator Mazur will find out where to send a new check.

 **b. Job 19C – Parkside of Glenview/Lexington Homes LLC/Gibson Property** – No updates.

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

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty**
* According to Engineer Grinnell they are connected to the Sanitary District sewer as individual services.
* Both buildings are on their own wells, and the businesses share the wells. The wells on both buildings are connected to the sewer going out the rear of the property. There are no meters on the wells.
* The owner states that he thinks he pays a sewer bill yearly, but isn’t very helpful in displaying the sewer bill. The tenants are being cooperative however, the owner is not, and refuses any further communication concerning this matter. A letter to them from Attorney Arena may be necessary as the owner won’t discuss details with Gewalt Hamilton.
* Next step is to confirm that no sewer billing is being charged to them since 2017. At this time the owner doesn’t want a meter on the well for sewer charging option.
* Gewalt Hamilton have some documents showing average and peak flows as designed in 1987, with a fixture count of 37.
* The owner is responsible for the bill according to Attorney Arena. Administrator Mazur will prepare and forward the invoices to Attorney Arena.
1. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena is waiting on information from Gewalt Hamilton in order to prepare the Declaration of Restrictions**.** Engineer Grinnellstated that Gewalt Hamilton was unable to access the building without authorization, in order to obtain fixture counts. A date needs to be set up to do the fixture count. Attorney Arena requested their info to be sent to him so that he can prepare the necessary letter.
2. **Job 22C - Project Sunrise (was Allstate) Property Demo**
* Great discussion and positive impact for the Sanitary District on lining the sewer along Sanders Rd. for Phase 1 constriction within work zone. Details regarding project cost responsibility to be determined.
* Demo has started on buildings and parking lots.
* Excavation equipment moved in on the East side of Sanders Rd, and they began requesting locates.
* 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.
1. **Job 22D – Sanders Rd Rehab 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. **20 year expired Declaration of Restrictions** – No updates.

 **5. NEW BUSINESS -** None

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 11/30/22 $9,553.06

 **ii.** 90 days past due is at $9,731.08

**b. Billing**

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

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

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

* + North Branch Burgers
		- Administrator Mazur will send the current invoice to Attorney Arena. Attorney Arena will get in touch with Nick to make sure he’s up to date with his payments.
	+ Su Chuan Hsu

- Attorney Arena received the current invoice for her and will send a letter.

**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.
* 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.
* **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 Ave.
* Above ground pump options will be the most likely solution to by-pass.
* Fast cure methods are also an option that is allowed.
* **Permitting** – Permits are ready to go.
* IDOT (Illinois Dept. Of Transportation) Submitted, and initial comments received
* Fee will be required, amount to be determined.
* CCDOTH
* Submitted and waiting for initial review to be completed.
* Fee required is $1,200.
* MWRD
* Submitted, conditional approval received.
* Village of Glenview
* Submitted, conditional approval received.
* **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**
* Discussion on Sanders Rd. addition prior to bid, in order to determine project schedule.

 **b.) Parkside of Glenview**

* There is an estimated 6 lots to perform inspections on, and it appears that this project will probably close out by Spring 2023.
* Once completed, a final walk through will be performed and will include MWRD for final approval.

**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. **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 are working on invoicing for equipment, but haven’t received any delivery dates.
* Gewalt Hamilton has the quotes and all necessary information to finalize the purchase of 4 units, to be installed by Spring of 2023.
* 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.

**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**

* Gewalt Hamilton will have American Underground clean Greenleaf lift station and Willow Rd. lift station wet wells on 12/23/22.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
	+ American Underground is 90% completed, and final reports will be released to Gewalt Hamilton by mid-January.
* Once the field work is completed, they will review videos to determine additional repairs, if any.
* 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**
* 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.
* Very slow process of obtaining final information from Metropolitan Pump, as far as pump details, and cost to get heat sensors in place for both sites tied to the Metro Cloud SCADA system.
* Engineer Grinnell to meet with President Botvinnik and Vice President Cepa to review potential fire alarm options.
* OPTION 1: Gewalt Hamilton is working with Metropolitan Pump to see if an alarm sensor could be installed, and work with present SCADA system for notification of heat or smoke.
* OPTION 2: To use a different source for notification of fire for potential Comcast, or a true fire system.

**9. PRESIDENTS REPORT –** No updates.

**10. OFFICE PERSONNEL AND PROCEDURES –** Engineers Grinnell & Rafati updated and submitted the Emergency Operation Plan/Updated Emergency Contact List for review and signature.

**11. ACCOUNTANT’S REPORT**

a) All accounts reconciled & financials sent out.

1. Accountant Ovnanyan stated that a vote was needed to approve Ordinance 251. President Botvinnik moved to approve, and Vice President Cepa seconded the motion to approve.

**12. TIMELINE/IMPORTANT DATES**

 **a.**) **Statement of Receipts & Disbursements –** To be published by Administrator Mazur.

 **b.) File Levy Ordinance 251 with Cook County Clerks Office –** Done by Administrator Mazur.

**c.) Next regular District Monthly Meeting** – Will be on Wednesday Jan. 11, 2023 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.