***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JANUARY 11,2023 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 Mike Grinnell, Engineer Wadee Rafati and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the December 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 (Glenlake Village) –** 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.

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty**
* Attorney Arena us waiting on information from Engineer Rafati, which he will send.
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 Grinnell will send the requested info.
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 construction. Permit for development needs to be done, and fee determined.
* A $50,000 deposit will be requested for Gewalt Hamilton’s work, and a separate deposit will be required for work pertaining to the Declaration of Restrictions.
* Engineer Rafati mentioned that Attorney Arena is to send a letter of intent. Engineer Rafati sent him a draft to revise and approve.
1. **Job 22D – Sanders Rd Rehab Project –** Location is coming out of Greenleaf Lift Station to the North.
* Project CIPP Design Complete.
* Next Items:
* Letter of intent to developer before moving forward.
* Gather flow data from Lift Station.
* Outline by-pass options.
* Move Forward with finalizing bid documents.
* Move forward with permitting
* CCDOTH
* MWRD
* Village of Glenview
1. **20 year expired Declaration of Restrictions** – No updates.

 **5. NEW BUSINESS**

1. 12/20/22 – Gregory between Merle & Carol – Sewer back-up. Engineer Grinnell reported that Village of Glenview opened up sewer. Engineer Grinnell was waiting on camera truck to see what’s going on. No additional work needed to be done.
2. 12/20/22 – 3565 Carol Lane – Sewer repair. Permit completed & job done.
3. 12/21/22 – 4530 Lilac – Sewer repair. Permit received & work in progress.
4. 01/03/23 – 1708 Milwaukee (Rosati’s) – Sewer repair. Permit & job done.
5. 01/03/23 – 4726 Larch – Sewer back-up into shower and basement. Engineer Grinnell reports that the line was running, but not to full capacity.
6. 01/06/23 – 3852 S. Parkway (unincorporated) – Sewer back-up for whole block. Private sewer. Sanders Rd. at main flowing properly. Home owner needs to deal with his Home Owner’s Association, or Apartment Complex Association in order to get it working properly.
7. 01/11/23 – 4736 Larch – Water bubbling in basement, no other issues.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 12/30/22 $60,678.61

 **ii.** 90 days past due is at $9,034.77

**b. Billing**

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

 **ii.** 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.
* Per Engineer Rafati, the plan is to bid Sanders Rd job and this job together.
* Target date for bid is March 2023.
* Job is ready to go, as all the Permits are in.
* **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 approval received.
* Fee will be required, amount to be determined.
* CCDOTH
* Submitted and conditional approval received.
* 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 March/April 2023, based on Sanders Rd. addition, with a completion date of Fall 2023.
* **Other**
* Discussion on Sanders Rd. addition prior to bid, in order to determine project schedule.

 **b.) Parkside of Glenview**

* There are an estimated 3 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**
* iTracker shipping process is underway. They should be received within 6 weeks.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* Station has no operational issues.
* Station wet well was cleaned by Manor Care facilities on 01/09/23.

 **2. Willow Rd Lift Station**

* Station has no operational issues.

 **3. Greenleaf Lift Station**

* Station has no operational issues.
* Gewalt Hamilton will have American Underground scheduled to clean Greenleaf Lift Station, and Willow Rd. Lift Station wet wells on 01/13/23. The last scheduled date was canceled due to weather conditions.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* American Underground is 100% completed, and final reports will be released to Gewalt Hamilton by mid-January.
* **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 couldn’t contact anyone to move the project forward, due to the Holiday’s.
* 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.
* **Emergency Operation Plan/Updated Emergency Contract list.**
* President Botvinnik signed off on this list. Certain portions will be posted to the NWSD website.
* Attorney Arena will review the final plan before anything is posted.
* **Sewer back-up on West Lake St. (on easement)**
* Slow running sewer between C7 and C7.1.
* Two customers were affected at 4726 and 4722 Larch. 4732 Larch has a back flow preventer, so was not impacted.
* Both affected residents had sewer back up, and then drain in a short period of time during a rain event last week.
* American Underground was contacted and then responded to clear the sewer line. It appeared to be a root problem, so Gewalt Hamilton will place it on a yearly preventive cleaning program, at least until a future root treatment, or liner is installed.
* Responding to another call on Wed. morning at 4736 Larch. Gewalt Hamilton is meeting with the resident and checking the lines again.

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

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur will be out of the office for 3 weeks starting on 01/25/23 for hip surgery. Vice President Cepa will check in at the office to do bills & process incoming mail.

**11. ACCOUNTANT’S REPORT**

a) All accounts reconciled & financials sent out.

1. ORD 50 accounts Jobs 21D, 22A, 22B, and 22C all have negative balances. Attorney Arena stated that Job 21D Allstate needs to be charged to either professional, or engineering fees. Accountant Ovnanyan will take care of it. Attorney Arena also mentioned that for the other Jobs, deposits requests will be required.

**12. TIMELINE/IMPORTANT DATES**

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

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

**c.) Next regular District Monthly Meeting** – Will be on Wednesday Feb. 8, 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 4:40 pm.