***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY FEBRUARY 8, 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 January 11, 2023 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**
* New owner will sign Declaration of Restrictions. Attorney Arena just needs to confirm fixture counts.
* It still needs to be determined if the owner needs to put meters in. Engineer Grinnell commented that a flat rate would be better than checking meter readings quarterly. Engineer Rafati will check if there’s an Ordinance pertaining to this issue.
1. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena found out who the contact person is, and will put Engineer Rafati in touch with him in order to grant access to Gewalt Hamilton to do fixture count.
2. **Job 22C - Project Sunrise (was Allstate) Property Demo**
* Everyone at the meetings received a copy of response to the letter of intent. Engineer Rafati will draft the response to the portion that refers to “not to exceed fee”.
* A $50,000 deposit will be requested for Gewalt Hamilton’s work, and a separate deposit of $5,000 will be required for Attorney fees pertaining to the Declaration of Restrictions.
1. **Job 22D – Sanders Rd Rehab Project –** Location is coming out of Greenleaf Lift Station to the North. Also see Engineers Report.
* 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**

- 2/2/23 - 2005 Franklin sewer repair. Permit & fees done, inspection done.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 01/31/23 $10,573.27

 **ii.** 90 days past due is at $9,074.77

**b. Billing**

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

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

* + North Branch Burgers
		- Attorney Arena reported that they will drop off a check this week.
	+ Su Chuan Hsu

- Attorney Arena emailed and left voicemail for customer, and will continue to follow up.

**c. ORD 50 Deposit Requests**

* Job 22A – 3402 Milwaukee – Attorney Arena commented that this will be part of finalizing the Declaration of Restrictions. He will inform the customer to sign the document and remit a deposit of $2,500.
* Job 22B – Astellas – Attorney Arena will send a request for deposit of $2,500 or more, depending on what Gewalt Hamilton needs when he does the Declaration of Restrictions.

 **7. ENGINEERS REPORT**

 **a.) Sanders Road Lining Project - Job 22D**

* Project CIPP design complete.
* Next Items:
* Letter of intent reply to developer.
* Flow data from lift station received and ADF to be added to plan for reference.
* Typical by-pass will be used for this project (plug and pump downstream).
* Move forward with finalizing bid documents.
* Submit permits week of 2/13/23.
* CCDOTH
* MWRD
* Village of Glenview

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

* Project CIPP (Cured in Place Pipe) Design Complete
* Bid Schedule
* - Bid Notice: 2/28/23
* - Bid Opening 3/15/23
* - Bid Award: April Board Meeting
* Project construction observation

 **b.) Parkside of Glenview - Job 19C**

* 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 – Job 21A**

**-** 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 (Eastech) is waiting on payment of $9,490 to ship the units.
* Invoice was paid by NWSD on 12/15/22 check # 11771 and cleared the bank 12/28/22.
1. **Allstate Property Demo/Project Sunrise Job 22C –** Moving forward with Sanders Rd lining.
2. **Other**
* Gewalt Hamilton Fee discussion: Engineer Rafati submitted Gewalt Hamilton Professional Services Hourly Rate Guide for review.
* As built/record drawing from NWSD office for scanning and GIS storage to mapping system to be coordinated using Administrated Staff and Intern Staff.
* Meeting is set to review new website design once Greg Newton returns.

**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**
* CCTV review has been completed. They started out with some root control and will go farther in depth in the next few weeks.
* **Philadelphia Insurance Companies Letters**
* No progress in setting this up.
* **Emergency Operation Plan/Updated Emergency Contract list.**
* Reviewed document for Non-Public information. There are no recommended changes. 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.
* **4726 Larch – Sewer back-up follow up**

**-** Engineer Grinnell met with homeowner to hear her concerns and discuss next steps in preventing this problem in the future. Pictures were submitted to the Sanitary District.

- Homeowner is looking to see if Sanitary District would support any cleanup or restoration of their basement.

- With all the preventive maintenance the Sanitary District completed in the past few years, Engineer Grinnell noted that the Sanitary District carries no responsibility in making any repairs to this home.

- Engineer Grinnell advised homeowner to have a back flow preventer valve installed. She was also advised of this action in the past by President Botvinnik.

- Vice President Cepa inquired if the Sanitary District could waive the Permit fee for the homeowner. President Botvinnik agreed, and Engineer Grinnell will inform the homeowner.

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

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

**11. ACCOUNTANT’S REPORT**

- All accounts reconciled and financials done.

**12. TIMELINE/IMPORTANT DATES**

**a.**) **Statement of Economic Interest –** President Botvinnik submitted for each trustee and is waiting for an email from them.

**b.) MWRD Annual Summary Report for Infiltration –** Prepared by District Engineer and submitted to MWRD.

**c.) Next regular District Monthly Meeting** – Will be on Wednesday March 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 4:50 pm.