***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MARCH 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 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 February 8, 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** – See Engineers report.

**c.** **Job 21A – Center for Seniors 3355 Milwaukee –** Declaration of Restrictions signed and waiting on MWRD to make their final inspection.

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty**
* Attorney Arena put Engineers Grinnell and Rafati in touch with the new owner.
* According to President Botvinnik the owners need to install 2 meters in order to be billed correctly.
* Attorney Arena will prepare a letter stating that they need to comply within 90 days.
1. **Job 22B Astellas (was Glenstar 07) -** Attorney Arena found out who the contact person is, and put Gewalt Hamilton 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**
* Moving forward with Sanders Rd. lining.
* 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.
* See Engineer’s Report a.)
1. **Job 22E - West Lake St. Lining Project -** see Engineers Report b**.**)
2. **20 year expired Declaration of Restrictions** – No updates.
3. **Vogay Lane**
* Attorney Arena received an e-mail about 19 residents that are inquiring about sewer services with Northfield Woods Sanitary District. Attorney Arena wants to make sure everyone involved knows that they’ll have to pay to connect to the Sanitary District’s sewer.
* Gewalt Hamilton gave an estimate of how much this would cost.
* Village of Glenview would have a water main installed, and are working on road, drainage, and water main cost, to see if the Village of Glenview might want to annex this area. The Northfield Woods Sanitary would then take over with the sanitary sewer portion of the project.
* Engineer Rafati will send sewer service assessment to Attorney Arena and the Sanitary District.

 **5. NEW BUSINESS**

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

b.) 02/10/23 3530 Carol Lane – Sewer repair – done.

c.) Create Job for West Lake Sewer Lining Project? Yes, Job 22E will be created in order to track expenditures.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 02/28/23 $3,211.22.

 **ii.** 90 days past due is at $6,737.29

**b. Billing**

**i.** Munibilling Update – Bills went out for 10/9/22 – 01/10/23 Billing Cycle.

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

* + North Branch Burgers Account # 70222
		- Attorney Arena will continue to stay in touch with owner in order to make sure he makes regular payments.
	+ Su Chuan Hsu

- Paid in full.

**c. ORD 50 Deposit Requests (also see Accountants Report)**

* 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**

* Bid opening 03/15/23 – Engineer Rafati issued an addendum to answer questions from bidders.
* Permit Status:
* CCDOTH – Conditional approval received.
* MWRD – Conditional approval received.
* Village of Glenview – No permit required, project sent to Village of Glenview for info only. Engineer Rafati sent them plans.
* Project construction observation coordinated during lining process.
* Deposit from Dermody required upfront, instead of them paying monthly, which they agreed to.

 **b.) West Lake Street Lining Project – Job 22E**

* Bid opening 03/15/23
* Permit Status:
* CCDOTH – Conditional approval received.
* MWRD – Conditional approval received.
* IDOT – Conditional approval received.
* Village of Glenview – Conditional approval received.
* Project construction observation coordinated.

 **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**
* Gewalt Hamilton has the new units in their office and are working on installation with iTracker the week of 03/12/23.
* Gewalt Hamilton has been working with Eastech to do an in-person training session.
1. **Allstate Property Demo/Project Sunrise Job 22C**

**–** Moving forward with Sanders Rd lining.

1. **Population Equivalency (P.E.)** **Load and how it is determined.**
* Discussion of IEPA(Environmental Protection Agency) and LCPW(Lake County Public Works) methods vs. standard Northfield Woods Sanitary District methods to determine P.E. max allowable load for Declaration of Restrictions.
* President Botvinnik and Vice President Cepa agreed that it would be more efficient to go with the standard methods of the IEPA.
1. **Flat Rates and how they are determined**
* Gewalt Hamilton inquired as to how they were established, and if they are at the correct rate for today’s costs.
* Engineer Rafati reported that this may be the time when a different method is put in place using P.E. vs fixture counts.
1. **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**

* Gewalt Hamilton is working through some issues with the Sonar Unit reading correctly. It appears to have been corrected, and is now working properly.
* Gewalt Hamilton may need to add 1 additional low-level float to make sure the alarm notification occurs, if Sonar sends out a false signal.

**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. Maps and estimates will be put together to compare with what has been done in the past.
* **Philadelphia Insurance Companies Letters**
* Engineer Grinnell is working on a solution with Metro Pump and should have final answers in the next couple of weeks.
* There has been no other progress in setting this up.
* **Sewer back-up on easement of West Lake St. –** Gewalt Hamilton reviewed this area the last week of February when there were heavy rains in the area. No issues with the sewer and everything was flowing well.

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

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan sent out financials, and all accounts are reconciled.
* ORD 50 – Accountant Ovnanyan reported that various accounts have positive balances and inquired as to what is to be done about it. Accounts are as follows: Job’s 10F, 12D, 18A, 18B, 19A, 19B and 19C. President Botvinnik replied that further investigation will have to be done to see if this is accurate.

**12. TIMELINE/IMPORTANT DATES**

**a.**) **Budget begins in May**.

**b.) Next regular District Monthly Meeting** – Will be on Wednesday April 5, 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.