***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY APRIL 5, 2023 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 March 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** – See Engineers report 7. c.)

**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 has not communicated with the owner as there is an attorney involved. Attorney Arena will talk to the attorney to inform him that 2 meters need to be installed. If they have any questions Attorney Arena will refer them to Engineer Grinnell.
* According to President Botvinnik there needs to be a Declaration of Restrictions, Attorney Arena prepared it and sent it to them for signing.
* 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.
* See Engineer’s Report 7. a.)
1. **Job 22E - West Lake St. Lining Project -** see Engineers Report 7. b**.**)
2. **20 year expired Declaration of Restrictions** – No updates.
3. **Vogay Lane**
* A revised plan and project estimate has been sent to the Village of Glenview. They are working on road drainage, and water main costs to see if the Village of Glenview wants to annex this area.
* Attorney Arena will contact the owner and get him the estimate.

 **5. NEW BUSINESS**

a.) 03/20/23 3250 Overland Pass – Install outside sewer clean out.

b.) 03/31/23 4722 Larch – Standing water & flooded roads in area, no back-up. Gewalt Hamilton inspected manholes at the end of Forest Drive where they were experiencing very heavy water flows coming to the MWRD line, but no back -ups occurred from the MWRD interceptor. Engineer Grinnell reported that they may want to perform smoke testing on this section of pipe to determine if a cross connection to the storm sewer has happened during some of the construction in the area during the last couple years.

c.) 2111 Franklin – Sewer back up called in by Glenview Police Dept. from resident who never called NWSD about the issue. Call came in at around 2pm on Sat. 04/01/23 according to Engineer Grinnell who responded several hours later, at which time the issue was taken care of by Glenview Public Works, who was also contacted by the homeowner. Gewalt Hamilton is working on what Glenview Public Works found, whether it was a homeowner issue or a main line blockage.

 **6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 03/31/23 $18,456.19.

 **ii.** 90 days past due is at $7,536.61

**b. Billing**

**i.** Munibilling Update – None.

 **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.

**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.
* Administrator Mazur sent an invoice for $125,000 to Dermody Construction for services performed for Job 22D - Sanders Road Sewer Lining Project.

 **7. ENGINEERS REPORT**

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

* Award and Permit Status:
* CCDOTH – Conditional approval received.
* MWRD – Conditional approval received.
* Village of Glenview – No permit is 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 for $125,000.00.

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

* Award and Permit Status:
* CCDOTH – Conditional approval received.
* MWRD – Conditional approval received.
* IDOT – Conditional approval received.
* Village of Glenview – Conditional approval received.
* Project construction observation coordinated.
* Next Steps
	+ Contract to be signed by Northfield Woods Sanitary District and sent to the contractor, Benchmark Construction Co. for $748,290.00.
	+ Motion made by Vice President Cepa to approve and seconded by President Botvinnik.
	+ After contract is executed, pre-construction meeting with Benchmark Construction Co. will be scheduled.

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

* The last site inspection is done for sanitary.
* All homes are connected and some additional restoration work is being done.
* Once completed, a final walk through will be performed and will include MWRD for final approval.
1. **Flow Monitoring -** Gewalt Hamilton had their training with iTracker last week. They will install the units over the next week for 4 locations
* 2 will be at the end of Forest Dr. for monitoring of the MWRD back surges.
* 1 will be at Larch and Magnolia, which will help to determine what’s going on with this line for future assessments.
* 1 will be installed on the gravity line on West Lake, east of RT 21 to see what the flows are, coming from the Northeast collection system.
1. **Allstate Property Demo/Project Sunrise Job 22C**
* Moving forward with Sanders Rd lining.
* Expand on Lift Station upgrade needs for future flows from Sunrise Development Property, and potential additional lining going forward.
* Potential need for some process storm water pumped to the Sanitary District. Gewalt Hamilton told them that they would need approval from the MWRD as the first step. Then they can come back to the Northfield Woods Sanitary District for quantity to be pumped. GPM allowed was discussed, and also the cost associated for additional water.
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 is moving forward. The plan is to do a comparative study.
* 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 investigated into 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**
* As built/record drawing from NWSD office for scanning and GIS storage to mapping system to be coordinated using Administrated Staff and Intern Staff, probably in June.
* Schedule a meeting to review new website design. Engineer Rafati, President Botvinnik and Vice President Cepa will coordinate a time to work on this together.

**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**

* Wet well cleaning will take place Fri. 04/07/23 by American Underground.
* Station has no operational issues.

 **3. Greenleaf Lift Station**

* Wet well cleaning will take place Fri. 04/07/23 by American Underground.
* Gewalt Hamilton will need to add 1 additional low-level float to make sure alarming notification happens in case Sonar sends out a false signal.
* There may be a plugged pump at this location and that will be determined after the wet well cleaning. If service is needed Gewalt Hamilton will contact Flygt Pump to make the repair.
* Gewalt Hamilton is working through some issues with the Sonar Unit reading correctly. It appears to have been corrected, and is now working properly.

**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.

**9. PRESIDENTS REPORT –** None.

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

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan sent out financials, and all accounts are reconciled.
* Accountant Ovnanyan is working on the budget, and will have it done by the next District Meeting.

**12. TIMELINE/IMPORTANT DATES**

**a.**) **Draft Appropriation Ordinance –** Accountant Ovnanyan will send to Trustees in May.

**b.**) **Publish Notice of Hearing for Appropriation –** 10 days before Hearing, Administrator Mazur.

**c.**) **Accountant Ovnanyan to set up Audit Dates with Auditors.**

**d.) Next regular District Monthly Meeting** – Will be on Wednesday May 10, 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 4:51 pm.