***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MAY 10, 2023 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:02 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 April 5, 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 got in touch with their attorney, and he advised Attorney Arena to deal directly with the owner’s son, Sam. Sam understands what needs to be done, as far as installing meters goes. He is willing to comply, but is asking for recommendations on who to use to get the job done. Engineer Grinnell suggested Mergenthaller, which Attorney Arena will relay to Sam, along with the Declaration of Restrictions, and Escrow Deposit request for $2,500.
1. **Job 22B Astellas (was Glenstar 07) –** Engineer Grinnell provided fixture counts in Engineer’s Report for Attorney Arena, in order to complete the Declaration of Restrictions. Attorney Arena also requires the flow capacity, as well as improvements made to the Parcel and how big the Parcel of land is (how many acres). Administrator Mazur will provide meter readings from the last 5 years (20 readings) to Attorney Arena.
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**
* Attorney Arena hasn’t had any follow up from the owner. He will follow up and reach out to the owner.
* A revised plan and project estimate has been sent to the Village of Glenview by Gewalt Hamilton. The Village is working on road, drainage, and water main cost to see of the Village may want to annex this area.

**5. NEW BUSINESS**

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 04/30/23 $13,910.34.

 **ii.** 90 days past due is at $7,277.27

**b. Billing**

**i.** Munibilling Update – Resume late fee billing. Meter readings are in from Village of Glenview for 1/10/23 – 4/10/23 Billing Cycle.

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

* + North Branch Burgers Account # 70222
		- Attorney Arena will try to get them to pay the full balance due.
		- Administrator Mazur will send Attorney Arena the current invoice.

**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.
* Administrator Mazur received a check for $125,000 from Dermody Construction for services performed for Job 22D - Sanders Road Sewer Lining Project.

 **7. ENGINEERS REPORT**

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

* Award Status: Signed contracts have been distributed.
* Permit Status: Benchmark will start process of getting Permits issued.
* 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.
* Construction to begin end of May, and finish in June.

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

* Award and Status: Signed contracts have been distributed.
* Permit Status: Benchmark will start process of getting Permits issued.
* 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.
	+ Construction to begin end of May, and finish in June.

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

* No changes at this site.
* Once completed, a final walk through will be performed and will include MWRD for final approval.
1. **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. **Flow Monitoring**
* Purchase of the 4 composite lids to allow the antennas to work as designed has a cost of $650.00 each, with a total of $2,600.00. These are a stock item. President Botvinnik suggested getting 1 extra to have in stock in case needed in the future.
* Gewalt Hamilton had their training from Itracker last week. They will install the units next week at 4 locations.
* 2 will be at the end of Forest Drive for monitoring of MWRD back surges.
* 1 will be at Larch and Magnolia, which will help determine what is going on with this line for future assessment.
* 1 will be installed on the gravity line on West Lake – east of Rt 21 to see what the flows are coning 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 moving forward.
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. **Astellas**
* The numbers below are based on 1 building; quantities will need to be doubled to include both buildings in figures.
* FLOOR #1
* Dishwasher – 2x1=2
* Toilet Flush Valve – 7x10=70
* Utility Sink – 2x3=6
* Water/Ice Fountain – 1x1=1
* Pot Filler Sinks – 5? No value listed, Maintenance person description of sink type
* Commercial Kitchen Sink – 10x4=40
* Commercial Bathroom Sink – 10x2=20
* FLOORS 2 – 6
* Toilet Flush Valve – 50x10=500
* Commercial Bathroom Sink – 55x2=110
* Urinal ¾” Valve – 20x5+100
* Drinking Fountain – 12x0.25=3
* Utility Sink – 25x3=75
* PARKING LEVEL FITNESS AND UNDERGROUND FITNESS
* Commercial Shower – 10x3=30
* Toilet Flush Valve – 8x10=80
* Commercial Bathroom Sink – 10x2=20
* Urinal ¾” Valve – 4x5=20

Building #1 - Total Fixture Count Value 1,077.

Building #2 – Same as Building #1.

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.
1. **Web Site Design**
* Meeting scheduled for 5/11/23 at 4pm to review website design.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* Station has no operational issues.
* Annual Flygt pump inspections found no problems.
1. **Willow Rd Lift Station**
* Station has no operational issues.
* Annual Flygt pump inspections found no problems.
1. **Greenleaf Lift Station**
* Pumps #1 and #3 found no problems.
* Pump #2 (oldest in station) – Hydromatic is beginning to brown badly and the Sanitary District should begin to plan on purchasing a replacement pump. Engineer Grinnell provided a quote for the replacement pump.

**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.
* **Flygt Pump Invoicing**
* GBS Collection.
* Locate the cleared checks for the invoicing from last pump purchased.
* Notify them with findings. President Botvinnik will provide PDF’s of cleared checks.

**9. PRESIDENTS REPORT –** Audit Update – President Botvinnik received and signed the Letter of Engagement. Accountant Ovnanyan will reach out to Jessica of Eder, Cassella.

**10. OFFICE PERSONNEL AND PROCEDURES –** Accountant Ovnanyan will not attend the next monthly meeting scheduled for June 7, 2023.

**11. ACCOUNTANT’S REPORT**

* Accountant Ovnanyan sent out financials, and all accounts are reconciled, and are ready for Audit.
* Accountant Ovnanyan will make adjustments discussed regarding sewer user expenditures for Appropriation, which need to be lowered.
* Appropriation Ordinance # needs to be verified. Administrator Mazur will check on this and let Accountant Ovnanyan know what number we are on. She will also advise President of the last few ordinances, so he can update the website.

**12. TIMELINE/IMPORTANT DATES**

**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 June 7, 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.