***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JUNE 6, 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, Engineer Mike Grinnell, Engineer Wadee Rafati, and Administrator Christine Mazur. Olga Ovnanyan was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the May 10, 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 revised the Declaration of Restrictions and sent it to the owner. He is now waiting for a response.
1. **Job 22B Astellas (was Glenstar 07) –** Attorney Arena will forward the meter readings that he received from Administrator Mazur for the last 5 years. Attorney Arena still needs acreage of lot, description of construction improvements, daily and peak flow rates.
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 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.
* If the Village of Glenview does the annexation, then the Sanitary District will also have to, according to Vice President Cepa.

**5. NEW BUSINESS**

* 05/11/23 – 4736 Laurel - Demo
* 05/23/23 – 4712 Larch - Clean out and backup check valve install
* 06/06/23 – 4708 Larch - Clean out and backup check valve install

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 05/31/23 $60,413.44

 **ii.** 90 days past due is at $10,055.44

**b. Billing**

**i.** Munibilling Update – Bills for 01/10/230-004/10/23 Billing cycle went out.

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

* + North Branch Burgers Account # 70222
		- Made payment of $1,250.00

**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**

* Construction Status – Construction is ongoing. Work on Sanders should be completed in June.
* Permit Status
* CCDOTH – Issued
* MWRD – Issued
* 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 received for $125,000.00.

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

* Construction Status – Construction is on-going. Work on Lake Ave should be completed in June.
* Permit Status:
* CCDOTH – Issued
* MWRD – Issued
* IDOT – To be issued by EOW – Will need to get with their contractor to discuss by-pass plans.
* Village of Glenview – Issued
* Project construction observation coordinated.

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

* No changes at this site.
* Once completed and landscaped, 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**
* Gewalt Hamilton asked to purchase 5 lids at last meeting, there may have been some confusion on the ordering and found out they haven’t been paid for. Gewalt Hamilton will have quote attached for current board meeting. Since there isn’t an account set up with EJ Iron Works with NWSD, payment prior to delivery will be required. Quote for $3,249.35 has been submitted. President Botvinnik will do payment with a credit card.
* 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 coming from the Northeast collection system.
1. **Allstate Property Demo/Project Sunrise Job 22C**
* Waiting on Dermody to complete permit conditions for issuance of Phase 1 construction permit.
* Conversations on Lift Station upgrade needs for future flows from Sunrise Development Property and potential additional lining are on-going.
* 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 time for interns to meet Administrator Mazur at the NWSD office to complete work and pick up sewer plans.
1. **Web Site Design**
* Gewalt Hamilton is actively working on website.
* Greg Newton is in the process of putting plans together with approximate cost.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* Station has no operational issues.
1. **Willow Rd Lift Station**
* This station needs new check valves installed to stop the hammering going on when closing. Engineer Grinnell submitted a quote for the cost. He recommends moving forward with replacement/retro fit check valves and piping for $11,689.00 using contractor Mark Kresmery Construction. Vice President Cepa requested for Engineer Grinnell to send all estimates/proposals. Vice President Cepa moved to approve, and President Botvinnik seconded the motion.
* Station has no operational issues.
1. **Greenleaf Lift Station**
* Pump ordered in Feb. 2022 with quotes of $20,117.12 for pump with accessories, and $14,873.60 for pump only.
* Current quote is #23,117.06 for pump with accessories, and $17,343.60 for pump only.
* Increase in 16 months is $2,979094 for pump with accessories, and $2,979.94 for pump only.
* Pumps #1 and #3 found no problems.
* Pump #2 (oldest in station)
* Hydromantic is beginning to go bad and the Sanitary District should begin to plan on a replacement pump. Quote for replacement pump was submitted for review.
* Vice President Cepa inquired about the cost of installation. Engineer Grinnell stated that it’s included in the quote. Vice President noted that he would prefer that it’s actually listed before it’s signed. Engineer Grinnell will see to fulfilling this request.
* President Botvinnik and Vice President Cepa will sign off on this once the adjustments are made in the quote.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* Follow up pricing for root treatment on this year’s CCTV: Gewalt Hamilton identified a 25 ft. section and are working with Duke’s Root Control on cost and time frame for work to be completed. Follow up, review, and cost approval will be ready for the next board meeting.
* CCTV review has been completed. They started out with some root control and will go farther in depth in the next few weeks.
* **Flygt Pump Invoicing**
* Still being notified that there is a billing issue.
* 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 – Audit to begin 06/26/23.

**10. OFFICE PERSONNEL AND PROCEDURES**

**11. ACCOUNTANT’S REPORT** - None, Accountant not present

**12. TIMELINE/IMPORTANT DATES**

**b.**) **File Appropriation Ordinance (County Clerk) –** Office Administrator (30 days after approval)

**c.**) **Publish Appropriation Ordinance.**

**d.) Next regular District Monthly Meeting** – Will be on Wednesday July 12, 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.