***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY JULY 12, 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, Engineer Mike Grinnell, Engineer Wadee Rafati, Accountant Olga Ovnanyan and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the June 7, 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 provided contractor information from Gewalt Hamilton to owner Gus, along with revised Declaration of Restrictions and request for $2,500 retainer. Gus is in the process of obtaining several quotes for the cost of installing meters. He obtained a quote that was between $8,000 and $10,000 and is wondering if that is excessive. Engineer Grinnell will look into this and get back to Attorney Arena.
1. **Job 22B Astellas (was Glenstar 07) –** Attorney Arena still needs acreage of lot, description of construction improvements, daily and peak flow rates to put in the Declaration of Restrictions.
2. **Job 22C - Project Sunrise (was Allstate) Property Demo – see Engineer’s Report 7f.**
* 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 –** No new changes on this project.
* 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 if 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**

* 06/29/23 Job 22C Project Sunrise – New digging to begin.
* Check for $51,000 received 06/30/23.
* Dermody Properties to pull Permit or Premier Design & Build Group – Gewalt Hamilton will be in touch with them.
* Permit fee of $150.00 coming out of the $51,000 Deposit? Gewalt Hamilton will determine.
* MVP Plumbing, subcontractor, paid Contractor construction fee of $125.00.
* 06/30/23 – 2816 Meadowview Ct – Sewer repair and cleanout install.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 07/31/23 $14,493.46

 **ii.** 90 days past due is at $5,656.03

**b. Billing**

**i.** Munibilling Update – None

**ii.** TSI Profit Recovery – NWSD signed up

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

* + North Branch Burgers Account # 70222
		- 06/02/23 Made payment of $1,250.00
		- Attorney Arena to call for balance again

**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.
* 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.
* Project should be done by the end of July.

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

* Construction Status – Construction is on-going. Work on Lake Ave should be completed in June. There was a small issue in that they tried using a 21inch liner on an 18inch sewer. Gewalt Hamilton will need to determine what should be done. Gewalt Hamilton suggests NWSD get an extended warranty.
* 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.
* Any damage done to resident’s lawns will be re-sodded.
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**
* Composite lids ordered, but lids and I trackers have not been installed yet.
* The contractor of the current Lake Ave project is using some of the manholes as access points, so installation will follow the completion of the project.
* Project to be completed by the end of July, beginning of August.
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.
* Deposit of 51,000 was received from Dermody for the work associated with the engineer, and inspection of their proposed sanitary sewer installation. This money can be used to pay any invoices received by Gewalt Hamilton under 9630.103.
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 mapping is ongoing.
* Gewalt Hamilton need public sewer plans.
* Schedule a time for interns to meet Administrator Mazur at the NWSD office to complete work and pick up public sewer plans.
1. **Web Site Design**
* Gewalt Hamilton is actively working on website.
* Gewalt Hamilton owes NWSD a summary of costs proposal.
* President Botvinnik is waiting on plans and cost estimate from Greg at Gewalt Hamilton.

**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**
* Contractor is waiting for delivery of material prior to setting up a start date.
* This station needs new check valves installed to stop the hammering that’s 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**
* Replacement door on building due to extreme rusting. United Industrial Construction gave a quote of $5,090.00. With this being a custom door, due to the configuration set up on this style building, getting a contractor to quote has been very difficult and Engineer Grinnell recommends moving forward with only one quote, if possible. Vice President Cepa moved to approve, and President Botvinnik seconded the motion.
* Pump order has been placed. Delivery estimate is 09/08/23, and then the modification to the rail system, and an estimated installation of early October.
* 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 $2,979.94 for pump with accessories, and $2,469.60 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 Cepa 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**
* No additional work has been done on these items.
* 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.
* President Botvinnik reports that an affidavit has been filed for fraudulent cashing of check, and is wording with the bank on this issue.
* NWSD will re-issue payment when things are resolved.

 **c. Monthly tasks that were performed by Staff in June**

* Weekly inspection of Lift Stations.
* Locates at:

- 4708 Larch

- 2803 Parkside

- 4615 Locust; 4616 Lilac; 1535 Maple

- 3995 Gregory

- 4626 Larch

- 2816 Meadowview Ct

* Sewer dis-connect inspection 4736 Laurel Ave.
* Sewer repair inspection 2816 Meadowview Ct.
* Monitor Greenleaf L.S. for Benchmark.
* Oversee Benchmark on Sanders Rd sewer cleaning.
* Oversee Benchmark on Forest Dr. lining project.
* Oversee Benchmark on Milwaukee/Lake lining project.
* Oversee United Enterprise replacement of Sanitary manholes.
* Walkthrough at Parkside sanitary manhole inspections.

**9. PRESIDENTS REPORT –** Audit Update – Administrator Mazur and Accountant report that the Audit went well. Administrator Mazur received invoice for Audit. Eder, Casella & Co. changed their name to Eccezion. The exit interview has not been set up yet.

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

**11. ACCOUNTANT’S REPORT**

- All accounts reconciled.

- President Botvinnik will transfer necessary funds to cover upcoming bill from Benchmark Construction Co. Once the invoice is received, he will make the transfers.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Appropriation Ordinance 253**

 - Vice President Cepa moved to approve, and President Botvinnik seconded the motion.

 - Administrator Mazur will have it published, and post to Cook County website.

**b.) Next regular District Monthly Meeting** – Will be on Wednesday August 9, 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 4:48 pm.