***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY AUGUST 09, 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 Wadee Rafati, Accountant Olga Ovnanyan and Administrator Christine Mazur. Engineer Mike Grinnell was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the July 12, 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 talked to the owner’s son Gus who obtained quotes for the installation of 2 meters. The amount was around $10,000. He wants to know if that’s a fair quote because it seems high to him. Attorney Arena will follow up with Engineer’s Grinnell & Rafati to see what they think and if Gus should seek other quotes. Attorney Arena provided contractor information from Gewalt Hamilton to owner Gus, along with revised Declaration of Restrictions and request for $2,500 retainer.
1. **Job 22B Astellas (was Glenstar 07) –** Engineer Rafati sent Attorney Arena the site map and list of improvements made, and other information such as square footage and what it’s used for. Attorney Arena still needs acreage of lot, description of construction improvements, daily and peak flow rates to put in the Declaration of Restrictions. Engineer Rafati will send a spread sheet with information to Attorney Arena.
2. **Job 22C - Project Sunrise (was Allstate) Property Demo – see Engineer’s Report 7g.**
* 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.

**5. NEW BUSINESS -** None

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 07/31/23 $7,220.04

 **ii.** 90 days past due is at $4,698.39

**b. Billing**

**i.** Munibilling Update – Water meter readings ready to be imported for 04/10/23 – 07/11/23 Billing Cycle.

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

* + North Branch Burgers Account # 70222
		- No payments received since June. Administrator Mazur will send the invoice for the current billing cycle to Attorney Arena. He will follow up with Nick at North Branch Burgers.

**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.

 **7. ENGINEERS REPORT**

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

* Construction Status – Construction by Benchmark is complete.
* Next steps:
* Invoice #1 payout submitted. Total of $706,030.50 to be paid from two separate checks.
* $653,640.00(Less 5% retainage) = **$**620,958.00for Lake AveLiningto be paid from General Fund Account.
* $89,550.00 (Less 5% retainage) = $85,072.50 Engineering costs and Sanders Rd lining costs to be paid from Dermody ORD 50 Deposit of $125,000.
* Vice president Cepa mentioned that the checks used for payments should be sent via UPS or Fed Ex.
* Go through restoration time period of 30 days.
* Complete punch list of restoration items.
* Close permits with:
* CCDOTH – issued
* MWRD - issued
* Contract to remain open for 1year, and the retainer held, until closed.
* 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 complete by Benchmark.
* Next Steps:
* Invoice #1 payout.
* Go through restoration time period of 30 days.
* Complete punch list of restoration items.
* Close permits:
* CCDOTH – Issued
* MWRD – Issued
* IDOT – To be issued by EOW
* Village of Glenview – Issued
* Contract will remain open through the 1-year warranty period.

 **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 were installed.
* 3 of 4 I trackers are going in this week and should start collecting data. There was an issue with the location of the 4th one. Location will be verified with Engineer Grinnell before installation. Gewalt Hamilton will report on how they are working at the September Board Meeting.
* The next step is to begin subscription in order to use equipment. Engineer Rafati will check on how much per year, and report back to the Sanitary District.
* 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 beginning of August.
1. **Vogay Lane –** No changes on this project. A revised plan and project estimate has been sent to the Village of Glenview. The Village of Glenview is working on the road, drainage, and water main cost to see if they may want to Annex this area.
2. **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.
* 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 section 9630.103.
* An additional check for $1,000 was received by the Sanitary District for disconnect fees. This check will be voided, as the disconnect fee has already been covered in the $51,000 deposit.
1. **Astellas**
* Gewalt Hamilton working to complete Declaration of Restrictions & PE calculations
* Also see 4.) e.) Current Ongoing
1. **Other**
* As built/record drawing from NWSD office for scanning and GIS mapping is ongoing.
* Engineer Rafati will probably stop by at the Northfields Sanitary District office to see if there’s anything the interns missed.
1. **Web Site Design**
* Greg from Gewalt Hamilton submitted a proposal to the Sanitary District for review.
* Proposal includes lump sum/ not to exceed prices for the 1st couple years.
* Will be reviewed by President Botvinnik and Vice President Cepa and then to be discussed at the next Board Meeting.

**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**
* Work has been completed on the replacement check valve at this 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.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* No additional work has been done on these items.
* 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.
* GBS collection.
* NWSD will re-issue payment when things are resolved.

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

* Weekly inspection of Lift Stations. Engineer Rafati will send the reports for the month.
* JULIE Locates at:

- 4715 Lilac Ave

- 2215 Sanders Rd

* Replaced 4 sanitary manholes

**9. PRESIDENTS REPORT –** Audit Update – The exit interview has not been set up yet.

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

**11. ACCOUNTANT’S REPORT**

- All accounts reconciled.

- ORD 50 Accounts

* Job 22E West Lake – Benchmark Construction to be paid from General Fund Account. Accountant Ovnanyan will re-classify so that it’s not an ORD 50.
* Job 21 D Allstate to be inactivated.
* Job 22A Waiting Attorney Arena with owner on installation of meters. He did request $2,500 retainer.
* Job 22B Astellas – Declaration of Restrictions in progress.
* Job 20 A Glenview Fire Station – Accountant Ovnanyan to zero out account per President Botvinnik.
* Job’s 21B & 21C also to be zero’s out per President Botvinnik.

**12. TIMELINE/IMPORTANT DATES**

 **a.) Insurance Quote –** Accountant. Will be addressed in the next month.

**b.) Next regular District Monthly Meeting** – Will be on Wednesday September 06, 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.