***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY SEPTEMBER 06, 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 August 09, 2023 regular meeting providing proposed changes were applied, 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** – No updates.

**c.** **Job 21A – Center for Seniors 3355 Milwaukee –** See 5) New Business

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty –** Engineer Grinnell mentioned to Attorney Arena that someone from Gewalt Hamilton will go to the property to see why quotes are so high to install water meters. He will report findings to the owner Sam, and the Sanitary District.
2. **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 will review the information before next meeting.
3. **Job 22C - Project Sunrise (was Allstate) Property Demo –** Waiting on Allstate to complete permit conditions for issuance pf Phase 1 construction permit. GHA needs their schedule. Many other permits need to be obtained. Engineer Rafati will follow up on this.
4. **Job 22D – Sanders Rd Rehab Project –** Location is coming out of Greenleaf Lift Station to the North. See Engineers Report.
5. **Job 22E - West Lake St. Lining Project -** See Engineers Report.
6. **20 year expired Declaration of Restrictions** – No updates.
7. **Vogay Lane –** No new changes on this project.

**5. NEW BUSINESS**

**- 3355 Milwaukee – Center for Seniors –** Joon Kim, the project manager for this job called the Sanitary District for a final inspection. Administrator Mazur informed Engineer Grinnell. Engineer Grinnell stated that the inspection was already done. Water meter readings should be coming into the Village of Glenview and the Sanitary District soon, as it is confirmed that the water meter has been installed. Administrator Mazur confirmed that the Sanitary District has not received any water meter readings from them yet. She will monitor next billing cycle’s meter readings to see if they’ve been added.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 08/31/23 $53,682.29

 **ii.** 90 days past due is at $5,645.57

**b. Billing**

**i.** Munibilling Update – Invoices for 04/10/23 – 07/11/23 Billing Cycle went out.

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

* + North Branch Burgers Account # 70222
		- No payments received since June. Administrator Mazur sent 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**

**7. ENGINEERS REPORT**

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

* Construction Status – Construction by Benchmark is complete. Gewalt Hamilton is working with Benchmark to close out the project. Final walk through still needs to be done and restoration of lawn growth is being checked to make sure it’s done.
* Next steps:
* Benchmark picked up two checks totaling of $706,030.50.
* Go through restoration time period of 30 days.
* Complete punch list of restoration items.
* Close permits with:
* CCDOTH
* MWRD
* Contract to remain open for 1year, and the retainer held, until closed.
* 1 year televising will be done to monitor 90ft of line that was installed with 21inch liner, of the 18inch sewer. Gewalt Hamilton reviewed it, as well as an expert in the field. No one saw any concerns

 **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
* MWRD
* IDOT
* Village of Glenview
* 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.
1. **3355 Milwaukee Ave – Center for Seniors**
* No changes in status over the last month.
* See 5) New Business
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.
* The next step is to begin subscription in order to use equipment. Engineer Rafati reached out to East Tech to get everything set up. Engineer Grinnell will get pricing and submit his recommendations.
1. **Vogay Lane –** No changes on this project.
2. **Allstate Property Demo/Project Sunrise Job 22C**
* Waiting on Dermody to complete permit conditions for issuance of Phase 1 construction permit.
* See 4) f. in Current Ongoing
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.
1. **Web Site Design**
* Greg from Gewalt Hamilton submitted a proposal to President Botvinnik for review. Vice President Cepa suggested to move forward with the proposal and have it signed off. President Botvinnik agreed and will sign and return the proposal to Engineer Rafati. Vice President Cepa will work with Greg and keep the Sanitary District updated.

**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.
* Invoice was received from Kresmery Construction and submitted to the Sanitary District which Administrator Mazur paid.
* 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.
* 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.

**b. Other**

* **CCTV Phase 3 2022/2023 Budget**
* No additional work has been done on these items.
* **Flygt Pump Invoicing**
* Still being notified that there is a billing issue.
* President Botvinnik will follow up with the bank and Flygt on this matter.

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

08/02/23 - Kresmery Construction replaced 8” check valves at Willow Lift Station.

 02/02/23 - 2 Locates; 2324 Mohawk and 1835 Landwehr Rd.

 08/07/23 – Locate at 3252 Landwehr Rd.

 08/07/23 – 1 Site Visit Report

 08/08/23 – Installed 3 of 4 iTracker Flow Monitors in sanitary manholes.

 08/11/23 – Emergency locate for Gas disconnect at 2755 Sanders Rd.

 08/14/23 – Locates at 4526 Lilac and Sanders Rd. and Milwaukee Ave.

 08/16/23 – Locate at 4626 Larch Ave.

 08/21/23 – Locate at 2428 Saranac Ln.

**9. PRESIDENTS REPORT**

 **Audit Update**

* President Botvinnik received a preliminary draft of the Audit. He and Vice President Cepa will review and send out.

**Other**

* Waivers were sent from Benchmark to the Sanitary District.
* President Botvinnik brought up to Engineer Grinnell that the interceptor at Forest Dr. emits a strong unpleasant odor. Engineer Grinnell will send someone from Gewalt Hamilton to check it out.
* President Botvinnik received an invoice from Auditors and will forward to Administrator Mazur.

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

**11. ACCOUNTANT’S REPORT**

- All accounts reconciled.

 - Audit completed. Accountant Ovnanyan made adjustments suggested by Auditors.

**12. TIMELINE/IMPORTANT DATES**

 **a.)** Liability Insurance renewal Due – District Office and Accountant.

**b.)** Next regular District Monthly Meeting – Will be on Wednesday October 04, 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 4:31 pm.