***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY OCTOBER 04, 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 September 06, 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** – See Engineers Report 7.c)

**c.** **Job 21A – Center for Seniors 3355 Milwaukee –** See Engineer’s Report 7d.)

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty –** Gewalt Hamilton are still trying to get in contact with owner. See Superintendents Report 8b.)
2. **Job 22B Astellas (was Glenstar 07) –** Attorney Arena has all the necessary information from Engineer Rafati, and is now working on drafting the Declaration of Restrictions.
3. **Job 22C - Project Sunrise (was Allstate) Property Demo –** Waiting on Allstate to complete permit conditions for issuance pf Phase 1 construction permit. See Engineer’s Report 7g.)
4. **Job 22D – Sanders Rd Rehab Project –** Location is coming out of Greenleaf Lift Station to the North. See Engineers Report 7a.)
5. **Job 22E - West Lake St. Lining Project -** See Engineers Report 7b.)
6. **20 year expired Declaration of Restrictions** – No updates.
7. **Vogay Lane –** No new changes on this project.

**5. NEW BUSINESS**

**- 09/29/23 Sanders Rd. Cook County Permit #2022-01633 –** Final Inspection was accepted. CCDOT will e-mail about close out of this Permit. Administrator Mazur forwarded email to Engineer Rafati and he will reach out to them to see if all the permits are closed.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 09/30/23 $20,127.83

 **ii.** 90 days past due is at $5,140.95

**b. Billing**

**i.** Munibilling Update – Invoices for Sewer User Late Fees went out

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

* + North Branch Burgers Account # 70222
		- No payments received since June. Attorney Arena was in touch with Nick and requested payment in full. Nick replied that he couldn’t send full amount, but he’ll drop off a check for $1,500 to the Sanitary District.

**c. ORD 50 Deposit Requests**

**7. ENGINEERS REPORT**

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

* Construction Status – Construction by Benchmark is complete. Final walk through is done and possible clean up to be determined by CCDOT .
* Next steps:
* Go through restoration time-period of 30 days.
* Complete punch list of restoration items.
* Close permits with:
* CCDOTH
* MWRD
* Contract to remain open through the 1yr warranty period.

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

* Construction Status – Construction has been completed by Benchmark & walk through is done.
* Next Steps:
* Clean up needs to be done.
* Go through restoration time-period of 30 days.
* Complete punch list of restoration items.
* Contract will remain open through the 1-year warranty period.

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

* No changes at this site, should be closed out soon.
* 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 - Job 21A**
* Asking for final close out from MWRD for this location.
* No readings from Village of Glenview yet.
* 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**
* I trackers were installed in September. One unit is being relocated closer to Potter Rd. and West Lake St. to make sure it is out of the roadway.
* Working on setting up reporting with I tracker. All the information was received and will be submitted in the next few days.
* Serial #’s need to be confirmed.
1. **Vogay Lane**
* No changes on this project.
* A revised plan and project estimate has been sent to the Village of Glenview. The Village is working on road drainage, and water main cost to see if the Village will want to annex this area.
1. **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 also
* Conversations on Lift Station upgrade needs for future flows from the Sunrise Development Property and potential additional linings are on-going.
* Potential need for some process storm water pumped into the sanitary. They were informed that they would need approval from the MWRD as the first step. Then they can come back to the Sanitary District for quantity to be pumped. GPM allowed was discussed, as well as the cost associated with additional water.
* Deposit of 50K was received from Dermody for the work associated with engineering and inspection of their proposed sanitary sewer installation. This money can be used to pay any invoices received by Gewalt Hamilton under job #9630.103.
* Engineer Rafati will reach out to Lou, of Dermody to find out the status of this job.
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 is working on this project. Work is on-going.

**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**
* Station has no operational issues.
1. **Greenleaf Lift Station**
* The new door installation has been completed and it was painted. Administrator Mazur received 3 keys for the new door.
* Pump order has been placed. New delivery date is the week of 10/11/23 in Mokena and then the modification to the rail system. Their estimated installation is scheduled for the end of October.
* Pump ordered in Feb. 2022. Pump with accessories is at $20,117.12, and pump only is at $17,343.60. Increase in 16 months is as follows: Pump with accessories is $2,979.94, and pump only is $2,469.60.
* Pumps #1 and #3 found no problems.
* Pump #2 (oldest in station) – Hydromantic is beginning to go bad and the Sanitary District should start planning on a replacement pump. Engineer Grinnell submitted a quote for a replacement pump.

**b. Job 22A – 3402 N Milwaukee Monte Carlo Plaza (Meinecke, Silver Car Care, Car Pretty)**

* See Current Ongoing 4d.) also
* Gewalt Hamilton is working on setting up a meeting as the first one was cancelled due to conflict in schedule.
* Not able to confirm water service size going from the wells to the building.
* No update in meter installation.
1. **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.
* There was a 25-pipe section that was identified as an issue. Gewalt Hamilton is working with Duke’s Root Control on cost and time frame for work to be completed. Review and cost approval will be ready for the next Board Meeting.
* CCTV review has been completed. At first glance, only some root control is necessary 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 will follow up with the bank and Flygt on this matter.

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

09/01/23 Paul Schaefernack Met with contractor to replace door at Greenleaf LS.

 09/05/23 John Bolton Water meter inspection at 3355 Milwaukee Ave.

 09/05/23 Paul Schaefernack Had new keys made for Greenleaf LS door.

 09/13/23 John Bolton & Phil Freund Locates at 4625 Lilac, Maple & Lilac and Milwaukee & Lilac.

 09/21/23 Paul Schaefernack Obtained color sample & matched paint for Greenleaf LS.

 09/22/23 Paul Schaefernack Painted first coat on Greenleaf LS door.

 09/25/23 John Bolton Locates on Lilac, from Milwaukee to Maple.

 **9. PRESIDENTS REPORT**

 **Audit Update**

* Audit done and was signed off by President Botvinnik and mailed to Cook County.

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

**11. ACCOUNTANT’S REPORT**

- All accounts reconciled.

 - Financials sent out.

**12. TIMELINE/IMPORTANT DATES**

 **a.)** Draft Levy Ordinance – District Accountant. Send to Trustees for approval.

 **b.)** Meeting dates reviewed and updated.

 **c.)** Publish notice of Hearing for Levy Ordinance (10 days before hearing) – Administrator.

**d.)** Fill out State Treasurer Form to file in Nov. – Accountant. This is for any money in ORD 50 Account that it is unknown who to send to. Will go to State as unclaimed property.

**b.)** Next regular District Monthly Meeting will be on Wednesday November 08, 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 4:30 pm.