***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY NOVEMBER 08, 2023 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:00 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, Engineer Mike Grinnell, Engineer Wadee Rafati, and Administrator Christine Mazur. Attorney David Arena and Accountant Olga Ovnanyan were not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the October 04, 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

**c.** **Job 21A – Center for Seniors 3355 Milwaukee –** Engineer Grinnell inquired if this job should be closed out. Also see Engineer’s Report

1. **Job 22A - 3402 N Milwaukee** **Monte Carlo Plaza** – **Meinecke Muffler,** **Silver Car Care & Car Pretty –** Gewalt Hamilton is still trying to get in contact with owner. How to bill for sewer without meters was discussed. Engineer Grinnell suggested doing P.E.’s (population equivalencies) to determine a rate. Everyone agreed that this is the way to go until meters are installed by the owner. Engineer Rafati will calculate this by next month’s meeting. Vice President Cepa inquired if the Declaration of Restrictions should be prepared with these calculations along with the next invoice. President Botvinnik replied “yes”. Also see Superintendents Report
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. Also see Engineer’s Report.
3. **Job 22C - Project Sunrise (was Allstate) Property Demo –** See Engineer’s Report
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 -** None

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 10/31/23 $6,915.48

 **ii.** 90 days past due is at $3,961.81

**b. Billing**

**i.** Munibilling Update – None

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

* + North Branch Burgers Account # 70222
		- Still way behind on paying off past due balance. Owner dropped of a check for $1,250.00 instead of the agreed upon $1,500.00.

**c. ORD 50 Deposit Requests**

**7. ENGINEERS REPORT**

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

* Construction Status – Construction by Benchmark is complete.
* Next steps:
* Go through restoration time-period of 30 days and final walk-through to be completed in November.
* Contract to remain open through the 1yr warranty period (July 2024).
* Final restorations may still need to be done.

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

* Construction Status – Construction has been completed by Benchmark.
* Next Steps:
* Go through restoration time-period of 30 days, and final walk through to be completed in November 2023.
* Contract will remain open through the 1-year warranty period (July 2024).

**c.) CCDOTH Sanders Road Reconstruction – New Project**

* Preliminary review of CCDOTH project underway to outline potential NWSD utility conflicts with proposed improvements.
* Reconstruction of portion of Sanders Rd. from Milwaukee to North of Willow.
* Meeting on November 21, 2023 to discuss utility coordination for project.

 **d.) 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**
* Final inspection has been done with Gewalt Hamilton staff, MWRD and Village of Glenview. The Sanitary District has no items on the punch list.
* 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.
1. **Flow Monitoring**
* No new items on this job.
* 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.
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**
* Allstate will be applying for a second permit for a new connection for the Upstart Foods tenant. Gewalt Hamilton will be going through the process of review shortly.
* Waiting on Allstate to complete permit conditions for issuance of Phase 1 construction permit.
* Conversations on Lift Station upgrade needs for future flows from the Sunrise Development Property and potential additional linings are on-going.
* There may be potential need to have storm water pumped into the sanitary sewer system. They were informed by Gewalt Hamilton 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.
* See 4 f.) in Current Ongoing also
1. **Astellas Job 22C**
* 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 pump is being retrofitted and will be installed Friday 11/10/23 morning.
* Pump #3 has a bad sensor cable that will need to be replaced. Engineer Grinnell submitted a quote from Xylem for the cost of $2,995.20, and they can make the repairs on Friday 11/10/23, if approved. Vice President Cepa moved to approve, and President Botvinnik seconded the motion to proceed with the quote.
* Pump ordered in Feb. 2022. Pump with accessories is at $20,117.12, and pump only is at $14,873.60. Present quote is as follows: pump with accessories $23,117.06, pump only $17,343.60. Increase in 16 mo. Pump with accessories is **$2,979.24,** and forpump only **$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)**

* Gewalt Hamilton set up a meeting with the owner, and had another meter/plumbing company come to the site to review the cost. The response from the owner was “he is not paying for any upgrades to the plumbing to be charged more in the future”. At this time Engineer Grinnell thinks it will be up to the Sanitary district to decide if we want to force the issue, or just increase the sewer flat rate at these locations to help offset the usage.
* See Current Ongoing 4d.) also
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 further 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. He will reach out to Xylem about Flygt Pump. Engineer Grinnell will talk to the salesman over there again. He’ll set up a meeting with them, President Botvinnik and Engineer Grinnell.
* President Botvinnik noted that the bank said that they’re (Xylem/Flygt), the ones that need to file the affidavit..

**d. JULIE Locate Changes –** Engineer Grinnell inquired of President Botvinnik whether it is possible to add another Google site for the JULIE Locates like he previously did, in order for Engineer Grinnell to receive them directly. This would ensure that he got them even when he’s out on PTO.

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

10/24/23 Phil Freund - Xylem removed Pump #2 Hydromatic, and it will be replaced with a new Fygt pump in a couple weeks.

10/25/23 John Bolton – 3225 Brookdale check for Sanitary Sewer clean-out. Locate b-box.

10/27/23 Phil Freund & Shane Hedge

* + - Install iTracker in sanitary manhole B-9

10/30/23 Phil Freund - Perform final walk-through on Sanitary & Storm Sewer at the Center for Seniors, MWRD, and Village of Glenview.

 **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** - According to President Botvinnik one overdraft was incurred but funds were transferred immediately.

**12. TIMELINE/IMPORTANT DATES**

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

 **b.)** Meeting Dates for 2024 were published by Administrator Mazur.

 **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 December 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 4:30 pm.