***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY SEPTEMBER 11, 2024 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, Attorney David Arena, Accountant Olga Ovnanyan, Engineer Mike Grinnell, Engineer Wadee Rafati and Administrator Christine Mazur.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the minutes of the August 07, 2024 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 22A Monte Carlo Plaza –** Attorney Arena is waiting on Engineer’s Rafati and Grinnell to do the revised Declaration of Restrictions. He needs the meter readings. Wil wait until next quarter to do the billing.

1. **Job 22B Astellas (was Glenstar 07) –** Attorney Arena called, and emailed Bob Quetsch but the numbers are not valid. Administrator Mazur will forward the cell number she has for him to Attorney Arena. He is waiting to hear about the status of them signing the Declaration of Restrictions, and sending it back along with the Escrow funds.
2. **Job 22C - Project Sunrise (was Allstate) Property Demo –** Attorney Arena has all the information required from Engineer’s Rafati and Grinnell. He ordered the tract book searches which were delayed. He just received the report and is working on the Declaration of Restrictions. Once it is drafted, he will consult with Engineer Rafati and then check with the developer. There are 8 separate property addresses. Attorney Arena needs to determine if there should be one Declaration of Restrictions for all, or a separate one for each property. Engineer Rafati will find out the addresses and forward the information to Administrator Mazur. She will check with the Village of Glenview water meter readings to see if they’re on the import spread sheet yet for billing. See Engineer’s Report 7)h.
3. **Job 22D – Sanders Rd Rehab Project –** Location is coming out of Greenleaf Lift Station to the North. Engineer Rafati needs to review everything and make sure it is in order as far as repair goes. This job should be closed out at next month’s District Meeting. See 7)a. of Engineer’s Report
4. **Job 22E - West Lake St. Lining Project -** See Engineer’s Report 7)b.
5. **20 year expired Declaration of Restrictions** – No updates.

**5. NEW BUSINESS - None**

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 08/31/24 $16,956.17

 **ii.** 90 days past due is at $16,588.34

**b. Billing**

**i.** Munibilling Update – Water meter readings are in from Village of Glenview. This billing cycle will include Annual Grease Trap fees. Engineer Grinnell inquired about how much the annual Grease Trap Fee is. Administrator Mazur advised that it is $275.00 per year. Engineer Grinnell suggested that the Sanitary District may want to increase this fee.

**ii.** Past Due Accounts

* Acct. 70222 North Branch Burgers. Nick Phillipas of North Branch burgers dropped off a payment in the amount of $900.00.
* Acct. 70088 Su Chuan Hsu - $985.00 past due. Last payment was 02/14/23. Attorney Arena talked to Su Chuan Hsu who requested all the invoices to be emailed to her, which Administrator Mazur will do.
* Acct. 70353 Spin City Laundromat - $1,943.43 past due. No payments made ever. Attorney Arena talked to owner Enrique Laboy who set up payments of $100 at the end of every month.
* Acct. 70104 Frans Cleaners - $1,208.50 past due. Last payment was 07/21/21. Business is closed down and balance was written off.
1. **ORD 50 Deposit Requests**
* Astellas Job 22B – In process of receiving Deposit.
* Monte Carlo Plaza Job 22A – There is a request, but the Declaration of Restrictions needs to be updated.

**7. ENGINEERS REPORT**

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

* Spot repair work is complete
* Contract will remain open through the 1-year warranty period (July 2024).
* Benchmark completed the 1-year warranty CCTV work this summer.
* Spot Repair work is complete.
* Working with CCDOTH to close permit.
* Final invoice has been received. Waiting on CCDOTH permit to close prior to processing invoice.
* Gewalt Hamilton to complete site visit to confirm restoration has been completed.

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

* Contract will remain open through the 1-year warranty period (July 2024).
* Working with CCDOTH to close permit.
* Working with Benchmark to review final invoice for retention release.
* Post construction CCTV approved.

**c.) Sanders Road Overflow Sewer**

* Pre-final Plans have been prepared, along with a cost estimate.
* Next steps:
* Finalize hydraulics calculations and prepare final plan set.
* Permit submittals
* CCDOTH
* MWRD
* Village of Glenview
* Estimate submitted for a total of $46,585.00.
* Timeline is for Spring 2025 construction.

**d.**) **2025 and Beyond Budget Discussion**

* CCTV – Waiting on American Underground to confirm areas for 2025.
* Gewalt Hamilton to work to set up budget to restart CCTV program.
* Sanitary Sewer Rehabilitation – Lining 2025
* 2024 Root Control completed August 2024. Invoice approved and sent to the Sanitary District for payment.

**e.) CCDOTH Sanders Road Reconstruction**

* Reconstruction of portion of Sanders Rd. from Milwaukee to North of Willow.
* Preliminary review of CCDOTH project is underway to outline potential NWSD utility conflicts with proposed improvements. CCDOTH agreed that there are no conflicts at this time.
* Engineer Rafati met with the CCDOTH engineer on November 21, 2023 to discuss utility coordination for the project.
* Additional review will be completed at pre-final stage.
1. **Flow Monitoring**
* No changes except had to send one unit out to have the antenna repaired. Waiting on first set of data from Itracker for review.
* Itracker flow monitors are set up and data is being received, and first reports should be available next month.
1. **Astellas –** Gewalt Hamilton provided flow data. They also received a draft of the Declaration of Restrictions for review. See Current Ongoing 4.)b.
2. **Allstate Property Demo/Project Sunrise Job 22C**
* Project is complete.
* Budget check discussion.
* Initial Declaration of Restrictions coordination with Dermody to be completed.
* Information to draft Declaration of Restrictions has been sent to Attorney Arena.
1. **Other**
* As built/record drawing from NWSD office for scanning and GIS mapping is ongoing.
* MWRD Reporting
* Gewalt Hamilton is working to complete this.
* System Master Spreadsheet
* Gewalt Hamilton reviewed the mapping put together from their GIS Group. Engineer Grinnell is working on reviewing it as he has some concern about the final completed areas. Gewalt Hamilton will have all three maps ready for the next Board Meeting, along with the cost associated with them. This will include the final phase of CCTV and cleaning, root treatment areas, and potential lining work in 2024.
* Gewalt Hamilton is working to finalize a Master Spreadsheet that outlines the entire Northfield Woods Sanitary District System. The spreadsheet is based on all CCTV data that has been collected in the past 4 years. This will help keep track of maintenance work that has already been performed, as well as to plan future maintenance and rehab projects.
* 3402 Milwaukee Sanitary Sewer service installation. See 4a.
1. **Web Site Design**
* Work is ongoing.
* No new information.

**8. SUPERINTENDENTS REPORT**

 **a. Buildings and Grounds/Lift Station Status**

1. **Manor Care Lift Station**
* Station has no operational issues with pumps and controls.
* Grinder pump is on order.
* The shared cost options need to be discussed.
* Gewalt Hamilton had the grinder pump removed for an inspection. It was determined that the grinder pump needs major repairs. They looked at repair vs. replacement and found that there are no parts available for this model pump. The replacement cost is very high at $59,604.00. Engineer Grinnell questioned whether this is the Sanitary District’s or the Manor Care facilities responsibility. Gewalt Hamilton never had it on a maintenance plan so it may have been directed by David Gewalt that it is owned by Manor Care. At this time, they will wait and see if Manor Care takes responsibility for the pump replacement.
* The shared cost options need to be discussed.
* Email from Dave Turner on final solution of cost share was submitted for all 3 parties involved.
* It was agreed to use Marc Kresmery Contractor and proposal provided by Gewalt Hamilton and the Sanitary District.
* Gewalt Hamilton/Sanitary District will oversee the entire project.
* Gewalt Hamilton/Sanitary District will keep ProMedica and Citadel updated on progress.
* Gewalt Hamilton/Sanitary District will notify ProMedica and Citadel of any change in orders or extra costs that would change their portion of the cost and get approval before proceeding.
* Gewalt Hamilton/Sanitary District will be billed and pay the Contractor for the project and then invoice ProMedica and Citadel for their portions to be reimbursed to the Sanitary District.

Cost

Replacement = $59,604.00

Sanitary District 1/3 = $19,868.00

ProMedica 24.5% = $14,602.98

Citadel =$25,133.02

TOTAL =$59,604.00

* Vice President Cepa moved to approve and President Botvinnik seconded the motion.
* Engineer Grinnell believes they have a fair deal, as both buildings stepped up and have approved for being part of the cost share. The Citadel Group (Dave Turner) worked hard on getting the 2/3 of the cost agreed upon. His recommendation is to move forward. They asked of the Sanitary District could pay for the project up front and then get reimbursed from both parties.
* Citadel Healthcare is working on pricing to see if their corporation will cover cost.
1. **Willow Rd Lift Station**
* Station has no operational issues.
1. **Greenleaf Lift Station**
* Greenleaf Lift Station has no operational issues.

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

* 3 Buildings with 2 Wells
* This project is closed out and will be removed in September. See also Current Ongoing 4.a
* No new information.
* Attorney Arena requested Engineer Grinnell to let Mr. Giannos know that he’ll be receiving the Declaration of Restrictions and request for a deposit of $2,500.
1. **CCTV Phase 3 2022/2023 Budget**
* Start next CCTV phasing in 2026 which will place the Sanitary District in a 5 year rotation for the cleaning program.
1. **Flygt Pump Invoicing**
* President Botvinnik stated that Flygt is going through the process of trying to recover payment on their end.
1. **Grease Trap Inspection Options**
* Grease trap inspections have been completed in June 2024.
* Next inspection in December 2024.
1. **Business Owners Master List**

Engineer Grinnell inquired if it would be possible to get a Master List of Property Owners or Property Maintenance Company that manages the business sites. This would help when a blockage on a private line is identified, so they can talk directly with them to get it repaired. Vice President Cepa mentioned that maybe Gewalt Hamilton could get access to Munibilling to look this up at any given time.

1. **Monthly tasks that were performed by Staff in July**
* Performed weekly inspections of Lift Stations.
* Oversaw the jetting and televising of a 15” sanitary main.
* Oversaw sanitary root control on Larch.
* Oversaw sanitary root control on 8” main in rear easement behind Locust and Linden Ave.
* Preformed JULIE locate at Gregory and Milwaukee Ave.
* Inspected sanitary sewer repair at 3980 Grogory.
* Installed new air filters in the building ventilation at Greenleaf Lift Station.
* Oversaw and inspected sanitary root treatment on Forest Dr.

 **9. PRESIDENTS REPORT –** Audit – President Botvinnik noted that the auditors mentioned that the monthly subscriptions need to be itemized, such as the itrackers.

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur out 9/16/24 – 9/20/24. Vice President Cepa out 9/19/24 – 9/26/24. President Botvinnik out 9/20/24 – 9/22/24. Attorney Arena out 9/26/24 – 9/30/24.

**11. ACCOUNTANT’S REPORT**

* All accounts reconciled & financials were sent out.

**12. TIMELINE/IMPORTANT DATES**

**a.)** Liability Insurance renewal due. Gewalt Hamilton to do calculations portion.

**b.) Next regular District Monthly Meeting** - Will be on Wednesday October 09, 2024 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 4:33 pm.