***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY NOVEMBER 06, 2024 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:04 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 October 09, 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 –** Gewalt Hamilton are waiting on information to do P.E. calculations. Meter readings are in according to Engineer Grinnell. Attorney Arena will resend drafted Declaration of Restrictions to Engineer Rafati to review in order to see if any information in it needs to be adjusted. Attorney Arena believes the Declaration of Restrictions needs to be revised. President Botvinnik mentioned that there will be an adjustment to their bill according to current meter readings.

**b. Job 22B Astellas (was Glenstar 07) –** The Declaration of Restrictions was approved by Astellas. Administrator Mazur sent the invoice for Escrow Deposit of $2,000.00. By the next meeting funds should be received and the Declaration of Restrictions can be completed.

**c. Job 22C - Project Sunrise (was Allstate) Property Demo –** Attorney Arena worked out issues with Chicago Title. One Declaration of Restrictions will be done for all the parcels because they’re owned by the same entity. If a parcel is sold in the future a new Declaration of Restrictions will be created for that parcel. See Engineer’s Report 7)h.

**d. Job 22D – Sanders Rd Sewer Lining Rehab Project –** Location is coming out of Greenleaf Lift Station to the North. $125,000 was deposited for them. Accountant Ovnanyan needs to review the spending on this account per Engineer Rafati’s request. See 7)a. of Engineer’s Report

1. **Job 22E - West Lake St. Lining Project -** See Engineer’s Report 7)b.
2. **20 year expired Declaration of Restrictions** – Will be evaluated every year by Vice President Cepa.

**5. NEW BUSINESS -** None

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 10/31/24 $20,014.66

 **ii.** 90 days past due is at $14,461.50

**b. Billing**

**i.** Munibilling Update – November Water Meter readings are in from the Village of Glenview.

**ii.** Past Due Accounts

* Acct. 70222 North Branch Burgers. New balance is $624.54.
* Acct. 70088 Su Chuan Hsu - $985.00 past due. Last payment was 02/14/23. Administrator Mazur sent her all the requested invoices. Still no payment. Attorney Arena talked to her and she said she’ll drop off a payment on 11/7/24.
* Acct. 70353 Spin City Laundromat - $1,943.43 past due. Enrique Laboy set up monthly payments of $100 to be paid at the end of each month. Paying as agreed.
* Acct. 70298 Rich Patronas at 3375 Milwaukee was an inactive account. It is now occupied by Spin City Laundromat.
1. **ORD 50 Deposit Requests**
* Astellas was sent.
* Monte Carlo Plaza 3402Milwaukee. Attorney Arena Will send request to pay ORD 50 Deposit.

**7. ENGINEERS REPORT**

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

* Contract can be closed.
* $125,000 Deposit
* Invoice to Benchmark for $38,659.50 to be paid from General Fund Account per President Botvinnik.

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

* Contract can be closed.

**c.) Sanders Road Overflow Sewer**

* Next steps:
* Resubmit to Village of Glenview to address permit comment.
* Resubmit to MWRD with full WMO permit.
* Waiting on CCDOATH to complete permit review.
* Project schedule
* Final contract Documents: January 2025
* Project Bid: Feb./March 2025
* Construction: Spring 2025
* Estimate submitted for a total of $46,585.00.

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

* Sanitary Sewer Rehabilitation – Lining 2025
* Gewalt Hamilton will open a project number for the 2025 MPI project and begin prepping maps for summer 2025 lining project in January 2025
* No CCTV or root treatment for 2025.
* Engineer Rafati drafted permits for:

- CCDOTH

- MWRD

- Village of Glenview

**e.) CCDOTH Sanders Road Reconstruction**

* Reconstruction of portion of Sanders Rd. from Milwaukee to North of Willow.
* A preliminary review of CCDOTH project is underway to outline potential NWSD utility conflicts with proposed improvements.
* Project has been delayed by CCDOTH, and final plans will be ready in early 2026. CCDOTH Schedule will not conflict with the planned Sanders Rd. Project.
* 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**
* Review last 30-day report (October).
* 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.
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. There are 8 lots with 5 buildings.
* 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, and he is working on it.
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.
* 3400 Milwaukee Sanitary Sewer service installation. See 4a.
1. **Web Site Design**
* Work is ongoing as Vice President Cepa is working with Greg Newton of Gewalt Hamilton.

**8. SUPERINTENDENTS REPORT**

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

1. **Manor Care Lift Station**
* Station has no operational issues with pumps and controls.
* Contractor received new grinder pump and has a 3-week lead time on the start of installation. Work should begin the first week of November.
* Fall generator P.M. work is starting.
* 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

* 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 if the Sanitary District could pay for the project up front and then get reimbursed from both parties.
* Administrator Mazur will create invoices for Pro Medica and Citadel.
1. **Willow Rd Lift Station**
* Rush Power is coming out this week to perform Fall P.M. service. They will also make a repair on a coolant leak on top of the motor that was identified after the last exercise cycle.
* There was a block heater fail on the generator. Rush Power replaced it and the unit is back up and running.
1. **Greenleaf Lift Station**
* Pump #1 needed new discharge gaskets ordered. They were received from Metropolitan Pump, and Xylem is scheduled to install the new gasket on discharge flanges.
* Wet well cleaning is set up for early next week, weather permitting for both Greenleaf and Willow Lift Stations. This will be done prior to the new discharge gasket being installed.
* The exhaust fan motor failed and tripped the breaker which also didn’t allow the large louvers to open when the generator was running during the weekly exercise. In turn, the unit overheated and tripped out. Rush Power came out and reset everything, and the generator unit is now working. The exhaust fan was removed, and a new one will be purchased, then the unit will be reinstalled.
* Pump #1 was plugged and not pumping. Xylem was on site to pull the unit out, and found a 2” PVC pipe in the impeller. The blockage was cleared, and the pump was reset. New discharge gaskets were ordered, and once they come in Xylem will come out to install the new ones. At the present time the pump is in standby mode.

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

* 3 Buildings with 2 Wells
* See 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.
* The bank recovered a little over $6,000 which will go to Flygt Xylem.
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 October**
* Performed weekly inspections of Lift Stations.
* Oversaw generator repairs at Greenleaf and Willow Lift Stations.
* Removed exhaust fan at Greenleaf LS, now waiting on Pumps.
* Oversaw Xylem making repairs to pump #1 at the Greenleaf LS, as well as clearing and cleaning floats.
* Oversaw contractor vac out at Manor Cars LS. They had to return the same afternoon to respond to a back-up in well.
* Attended meeting and walkthrough at Sunrise Development with Premier Group, Village of Glenview, MWRD, Pinnacle Engineering, and MVP Plumbing.
* Oversaw the replacement of the Muffin Monster grinder pump at Manor Care LS.

 **9. PRESIDENTS REPORT –** None.

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

**11. ACCOUNTANT’S REPORT**

* All accounts reconciled & financials were sent out.
* Statement of Financial Position: The following accounts are at a “negative” balance.
* Job 22B Astellas - Escrow deposit invoice to be sent.
* Job 22A 3402 Milwaukee – Attorney Arena will follow up on this account.
* Job 22E Lake St. Lining Project

**12. TIMELINE/IMPORTANT DATES**

**a.)** Accountant Ovnanyan completed the Workers Comp. Insurance.

**b.)** Draft Levy Ordinance. Accountant Ovnanyan is working on Statement of Receipts and Disbursements.

**c.)** Meeting Dates for 2025 have been updated and will be published.

**b.) Next regular District Monthly Meeting** - Will be on Wednesday December 04, 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 4:53 pm.

**PUBLIC NOTICE**

**Public Notice is hereby given that the date, time, and location of the Northfield Woods Sanitary District regularly scheduled meetings for the Months of January 2025, through December 2025, are as follows:**

Wednesday January 08, 2025

Wednesday February 05, 2025

Wednesday March 05, 2025

Wednesday April 09, 2025

Wednesday May 07, 2025

Wednesday June 04, 2025

Wednesday July 09, 2025

Wednesday August 06, 2025

Wednesday September 10, 2025

Wednesday October 08, 2025

Wednesday November 05, 2025

Wednesday December 10, 2025

**Said meetings will be held remotely via Zoom at 4:00p.m. For further information,**

**please contact the office at (847)998-1860.**