***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON WEDNESDAY JANUARY 08, 2025 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, 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 December 04, 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 sent Engineer Rafati the Declaration of Restrictions so he can confirm the engineering calculations. He will then send it to the owner, along with the ORD 50 Deposit request of $2,500.

**b. Job 22B Astellas (was Glenstar 07) –** Attorney Arena spoke with Bob Quetsch who said he paid the Escrow Deposit of $2,000, as well as submitted the Declaration of Restrictions. Administrator Mazur confirmed that payment was received, but the Declaration of Restrictions was not.

**c. Job 22C - Project Sunrise (was Allstate) Property Demo –** Attorney Arena has a draft of the Declaration of Restrictions. He has 2 questions for Engineer Rafati regarding the tract book search.

* First question is, that the tract book search shows that all 5 Parcels are in Prospect Heights, and Attorney Arena is wondering if this is correct. Engineer Rafati replied that he doesn’t think that’s correct. Attorney Arena will follow up with the Title Company on this.
* Secondly Attorney Arena inquired if the Sewer User Rate is still $1.49/1000 gal. used, which it is.

President Botvinnik mentioned that the Sanitary District should probably adjust the rate to match what the Village of Glenview is charging. Their rate is currently at $1.57 for 2025. This will be accomplished through an Ordinance which Administrator Mazur will draft. The effective date will be April 1, 2025.

**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. **155.1 - West Lake St. Lining Project -** See Engineer’s Report 7)b.
2. **155.3 – Sanitary Sewer Rehab Ling 2025.**
3. **155.4 – Manor Care Grinder.**
4. **20 year expired Declaration of Restrictions** – Will be evaluated every year by Vice President Cepa.

**5. NEW BUSINESS**

**- 01/07/25 - 3300 Overland Pass –** A water overflow into the sump pit was called in. Engineer Grinnell looked into this and reported that it doesn’t pertain to the Sanitary District.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

**i.** Balance due as of 12/31/24 $23,693.73

**ii.** 90 days past due is at $18,607.49

**b. Billing**

**i.** Munibilling Update – Invoices sent for the 07/15/24 – 10/12/24 Billing Cycle.

**ii.** Past Due Accounts

* Acct. 70222 North Branch Burgers. New balance is $624.54. He has not made a payment as of yet. Administrator Mazur will send a reminder.
* 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.

1. **ORD 50 Deposit Requests**

* Astellas paid $2,000.
* Monte Carlo Plaza 3402Milwaukee. Attorney Arena Will send request to pay ORD 50 Deposit of $2,500.

1. **Manor Care Grinder Pump Reimbursement –** See Accountant’s Report

**7. ENGINEERS REPORT**

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

* Contract can be closed.
* $125,000 Deposit
* Project Budget Discussion
* Information sent to Sanitary District Accounting.
* Design is complete.
* Permits received from MWRD, Village of Glenview and Cook County
* Engineer Rafati is working with the IEPA.

**b.) West Lake Street Lining Project – 155.1**

* Contract can be closed.
* Project budget discussion.
* Information sent to Sanitary District Accounting.

**c.) Sanders Road Overflow Sewer**

* Village of Glenview Permit received.
* CCDOTH Permit received.
* Next Steps
* Resubmit to MWRD and waiting on required Sanitary District signature.
* Project schedule
* Final contract Documents: January 2025
* Project Bid: Feb./March 2025
* Construction: Spring 2025
* Estimate submitted for a total of $46,585.00.
* IEPA Permit requirements to be reviewed.

**d.) 2025 MPI (municipal Partnership Initiative) Sanitary Sewer Rehabilitation Project – 155.3**

* Gewalt Hamilton is preparing bid documents.
* Next Steps
* MWRD NRI permit submittal.
* Coordination with Project Manager.
* Finalize Cost Estimate

**e.**) **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

* Engineer Rafati is working with the 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, 2024 to discuss utility coordination for the project.

1. **Flow Monitoring**

* Itracker flow monitors are set up and data is being received.
* President Botvinnik requested the rate contract for subscription.

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 will be completed.
* Information to draft Declaration of Restrictions has been sent to Attorney Arena, and he will prepare one Declaration of Restrictions for all sites, along with a $5,000 retainer request.
* Next step is to close contracts.
* The Sanitary District will submit payment to Dermody if there’s any left-over money.

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.
* A new manual is being revised and Vice President Cepa will follow up.

**8. SUPERINTENDENTS REPORT**

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

* **Manor Care Lift Station**
* Station has no operational issues with pumps and controls, and generator is in good working condition.
* Administrator Mazur created invoices for Pro Medica and Citadel.
* **Willow Rd Lift Station**
* Lift station and Generator are all in good working condition with no issues.
* **Greenleaf Lift Station**
* Lift Station and Generator are both in good working condition with no issues.

**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.

1. **Grease Trap Inspection Options**

* Next inspection in December 2024 was started on January 2, 2025 and should be done soon, weather permitting.

1. **Monthly tasks that were performed by Staff**

* Performed weekly inspections of Lift Stations.
* JULIE Locates were done.

**9. PRESIDENTS REPORT –** Audit is still being completed.

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

**11. ACCOUNTANT’S REPORT**

* All accounts reconciled & financials were sent out.
* Regarding Job 22E West Lake St. Lining Project: This has been reassigned to Acct. 155.1, and the Manor Care Grinder Project has been assigned to 155.4
* Accountant Ovnanyan inquired about a $59,604.00 payment to Marc Kresmery Construction. Engineer Grinnell stated that this was for the Grinder Pump at Manor Care Lift station. He also added that some of that will be reimbursed, about 2/3rds of it.
* President Botvinnik noted that it will be capitalized as an expense.

**12. TIMELINE/IMPORTANT DATES**

**Next regular District Monthly Meeting** - Will be on Wednesday February 05, 2025 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 4:35 pm.