***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON WEDNESDAY FEBRUARY 05, 2025 AT 3633 WEST LAKE AVE SUITE 403, GLENVIEW, ILLINOIS***

**1. ROLL CALL**

The meeting was called to order at 4:02 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 January 08, 2025 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 –** Engineer Grinnell sent Attorney Arena the Meter Readings. Attorney Arena sent Engineer Grinnell and Engineer Rafati the draft of the Declaration of Restrictions asking if the flow data is correct. If it is correct he’ll send the Escrow Deposit request of $2,500. He also inquired whether the $2,500 would be enough, according to the current amount due on the account.

**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 signed Declaration of Restrictions. Administrator Mazur confirmed that payment was received. Attorney Arena will have it recorded, which will be the last step on this file.

**c. Job 22C - Project Sunrise (was Allstate) Property Demo –** Attorney Arena reached out to Chicago Title and is still waiting for a call back from them because, they stated that the property is in Prospect Heights. Attorney Arena is waiting for a response from Engineer Rafati regarding the request for information about flow data to put in the Declaration of Restrictions.

**d. Job 22D – Sanders Rd Sewer Rehab Project–** Location is coming out of Greenleaf Lift Station to the North. $125,000 was deposited for them. Accountant Ovnanyan and Administrator Mazur need 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 Lining 2025 –** See Engineer’s Report 7)d.
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**

**- ORD 257**

**-** Vote to approve rate increase Ordnance amount to $1.57 per 1000 gallons of water used.

**-** Vote results: 2 Ayes; 0 Nays. Ordinance passed and will be in effect 04/01/25.

- Administrator Mazur will have it published.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

**i.** Balance due as of 01/31/25 $27,383.12

**ii.** 90 days past due is at $18,571.49

**b. Billing**

**i.** Munibilling Update – Waiting on Water Meter Readings for 10/13/24 – 01/13/25 Billing Cycle from Village of Glenview.

**ii.** Past Due Accounts

* Acct. 70222 North Branch Burgers. New balance is $947.00. Nick Philippas has not made a payment as of yet. Administrator Mazur will call to remind him.
* Acct. 70353 Spin City Laundromat - 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.

**7. ENGINEERS REPORT**

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

* Contract can be closed once the Project accounting has been cleared.
* $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, once the Project accounting has been cleared.
* Project budget discussion.
* Information sent to Sanitary District Accounting.

**c.) Sanders Road Overflow Sewer – 155.2**

* Village of Glenview Permit received.
* MWRD Permit under review.
* CCDOTH Permit received.
* IEPA Permit drafted, but requires MWRD Permit approval prior to submittal. Will submit in February.
* Project schedule
* Final contract Documents: COMPLETE
* Project Bid: Feb./March 2025 - Engineers Grinnell and Rafati to meet and get quotes.
* Construction: Spring 2025
* Estimate submitted for a total of $46,585.00.

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

* Gewalt Hamilton is preparing bid documents.
* Next Steps
* MWRD NRI permit submittal to be completed in March.
* Village of Glenview permit submittal to be completed in March.
* Coordination with new Project Manager. Last years Project Manager was the Village of Glenview.

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

* No CCTV or root treatment for 2025.
* CCTV plan to restart 5-year cycle in 2026.
* Engineers Rafati and Grinnell will meet to discuss CCTV restarting schedule.

**f.) CCDOTH Sanders Road Reconstruction**

* Reconstruction of portion of Sanders Rd. from Milwaukee to North of Willow.
* Project has been delayed by CCDOTH and final plans will be ready in early 2026. CCDOTH Schedule will not conflict with planned Sanders Road Project.
* Engineer Rafati met with the CCDOTH engineer on November 21, 2024 to discuss utility coordination for the project.
* Engineer Rafati provided all requested information.
* They have not finalized the design.

1. **Flow Monitoring**

* Installed new batteries on all 4 Units. Found 1 Unit not working correctly and it will be sent back to the manufacturer for repair. Other 3 Units are recording, but have low cell signal on sending data. If weather changes Gewalt Hamilton can drive up to each site and collect data that way.

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.
* Buildings 1-5
* Initial Declaration of Restrictions coordination with Dermody to be completed.
* Information to draft Declaration of Restrictions has been sent to Attorney Arena.
* Building 10 – PHASE 2 (should’ve been buildings 6 - 10, but so far, it’s only Building 10)
* Located on South end, East side of Sanders.
* Permit review in progress.
* Different Engineering Company is Kimberly - Horan.
* 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.
* Engineer Rafati will send documents to President Botvinnik to sign.
* 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, Monte Carlo Plaza: 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.
* There is still an issue with the Ordinance page which is being addressed.
* Vice President Cepa reported that the project is 95% done, and President Botvinnik can check it out.

**8. SUPERINTENDENTS REPORT**

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

* **Manor Care Lift Station**
* Lift station and Generator are all in good working condition with no issues.
* The new grinder works great.
* **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.

1. **CCTV Phase 3**

* 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 was in December 2024 and was started on January 2, 2025. It should be done soon, weather permitting.
* It’s moving along slowly due to weather conditions. Inspections will be complete in the next two weeks.

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

* Performed weekly inspections of Lift Stations.
* JULIE Locates were done for soil borings at 2513, 2520, 2529 and 2541 Osage Dr.
* Met with plumber at 3300 Overland Pass to investigate a possible water/sewer leak.

**9. PRESIDENTS REPORT**

* Audit is still ongoing and almost done.
* Additional information added to the Portal by Accountant Ovnanyan and Administrator Mazur per Auditors request.

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

**11. ACCOUNTANT’S REPORT**

* All accounts reconciled & financials were sent out.
* 2 new accounts, 104 and 105 LPL Financial are not reconciled yet due to no access. Will be reconciled once access is granted.

**12. TIMELINE/IMPORTANT DATES**

* **Statement of Economic Interest –** President Botvinnik filed report for the Sanitary District. Vice President Cepa should also receive an e-mail soon.
* **MWRD Annual Summary Report for Infiltration Reduction –** To be prepared by District Engineer.
* **Publish Ordinance No. 257 –** District Administrator.
* **Next regular District Monthly Meeting** - Will be on Wednesday March 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 4:36 pm.