***MINUTES OF THE REGULAR MEETING***

***OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS SANITARY DISTRICT, COOK COUNTY, ILLINOIS
HELD ON WEDNESDAY MARCH 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 Vice President Cepa of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present via remote video access:

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. President Botvinnik was not present.

**2. MINUTES**

Vice President Jerome Cepa moved to approve the Minutes of the February 05, 2025 regular meeting providing proposed changes were applied. 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 information from Engineer’s Grinnell and Rafati, in order to complete the Declaration of Restrictions.

**b. Job 22B Astellas (was Glenstar 07) –** Attorney Arena reported that Bob Quetsch never signed the Declaration of Restrictions, so Attorney Arena re-sent it to him.

**c. Job 22C - Project Sunrise (was Allstate) Property Demo –** Attorney Arena received necessary information from Engineer’s Grinnell and Rafati and is putting it all together.

**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. 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 Pump**
4. **20 year expired Declaration of Restrictions** – Will be evaluated every year by Vice President Cepa.

**5. NEW BUSINESS**

**a.) 02/18/25 1551 Maple:** Customer called in at 2:55pm that his laundry room drain was backing up. Administrator Mazur texted Engineer Grinnell who determined that the issue was with his cleanout. Engineer Grinnell has photos and video of the sewer main flowing past the customer’s property and that there were no other issues downstream.

**b.**) **02/27/25 1551 Maple:** Customer called in again at 10:33pm that his toilet was backing up, and that the neighbor across the streets yard was flooding. Administrator Mazur texted and called Engineer Grinnell. It was determined that the backup was behind 1505 Maple St between MHC2.7 to C2.8. American Underground was contacted at 4:30am, and showed up at 7:00am. They were able to locate and open the blockage inside manhole C2.7. Follow up CCTV will be required and potential a follow up treatment will be required by Duke’s Root Control.

**6. ADMINISTRATORS REPORT**

**a. Accounts Receivable**

 **i.** Balance due as of 02/28/25 $79,064.94

 **ii.** 90 days past due is at $25,339.62

**b. Billing**

**i.** Munibilling Update – Water Meter Readings for 10/13/24 – 01/13/25 Billing Cycle received from Village of Glenview, and bills went out 02/26/25

**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.
* Acct. 70341 Marriott Courtyard – Balance of $7,716.42 delinquent. Administrator Mazur e-mailed them about it.
1. **ORD 50 Deposit Requests –** no new updates.

**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, and has been cleared up.

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

* Village of Glenview Permit received.
* MWRD Permit under review.
* CCDOTH Permit received.
* IEPA Permit submitted.
* Project schedule
* Final contract Documents: COMPLETE
* Project Bid: March/April 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 prepped bid documents, and submitted for review.
* 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**

* CCTV plan to restart 5-year cycle in 2026. Vice president Cepa questioned if this should get moved up to 2025. Engineer Grinnell replied that it could get moved up, and that it usually gets done every 5 yrs. Engineer Grinnell will talk to American Underground about moving up the date.
* 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. A meeting needs to be set up to review overall plan for the whole development. There may possibly be a 3rd Phase
* 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.
* MWRD requested Gewalt Hamilton to create maps of work that was done from 2021 to 2024.
* 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.

**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.
* **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**
* Some activity is going on as President Botvinnik is working on it.
1. **Grease Trap Inspections**
* Inspections have been completed, Engineer Grinnell is working on the report. It appears most don’t have any hauling reports/logs.
1. **Monthly tasks that were performed by Staff**
* Performed weekly inspections of Lift Stations.
* JULIE Locates were done.

**9. PRESIDENTS REPORT –** President Botvinnik signed off on the Audit and sent it to the Auditors.

**10. OFFICE PERSONNEL AND PROCEDURES –** Administrator Mazur off 3/17/25 – 3/21/25.

**11. ACCOUNTANT’S REPORT** – Accounts not reconciled on account of President Botvinnik not being available.

**12. TIMELINE/IMPORTANT DATES**

* Begin Budget. Accountant Ovnanyan will work on.
* **Next regular District Monthly Meeting** - Will be on Wednesday April 09, 2025 at 4:00pm via video remote access.

**13. ADJOURNMENT**

There being no further business to discuss, Vice President Cepa adjourned the meeting. It was concluded at 4:37 pm.