



---

**Regular Board Meeting**  
**Thursday April 28, 2022 @ 9:30am**  
**Teleconference Line (978) 990-5007, Enter access code 718309**  
**Meeting Minutes**

The Commission met in session at the Justice-Willow Springs Water Commission 7000 S. Archer Road, Justice IL 60458 There was also a teleconference line open

Commission Chairman Mike Porfirio called the Meeting of April 28, 2022, to order at 9:40 AM

Present were the following:

- Michael Porfirio Commission Chairman
- Mary Jane Mannella Commission Treasurer
- George Pastorino Commissioner
- Colleen Kelly Commission Director
- Michael Cainkar Commission Attorney
- Steve Kaminski Acting Engineer – Mackie Consultants
- Tabatha Sutera - Recording /Clerk
- Joe Bunomo – Township of Lyons

**PUBLIC COMMENT**

Motion by: Porfirio to open the floor for public comment

Second by: Manella  
Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

There was no one present in the audience or on the teleconference line.

Motion by: Porfirio to close the floor for public comment

Second by: Manella  
Roll Call Vote: Ayes: Porfirio Manella and Pastorino

**MINUTES**

Motion by: Porfirio that the Minutes of March 22, 2022, be accepted as written

Second by: Manella  
Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

**FINANCIAL**

1) Paid Invoices paid from March 21, 2022, to April 22, 2022

Motion by: Manella to approve the invoices paid from March 22, 2022, to April 22, 2022, in the amount of \$1,431,604.83

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

Director Kelly explained that the first payment of the high tank restoration was cut in the amount of \$380,950.00.

2) Cash in Banks All Accounts March 2022

File: Cash in Bank

3) March 2022 Budget

- Director Kelly explained everything is on schedule, we are at about 25%.
- Commissioner Manella asked in the header of the budget to please put what percentage we are at currently.
- Director Kelly explained that the bbox repairs are a little higher, due to having to dig bboxes for the meter change program.

File: 2022 Budget

4) 2022 Collection Summary for Willow Springs

- Commissioners are pleased at the collections

File: Collections

## 2021 AUDIT

5) Review of the SAS 114 Letter from Lauterbach & Amen, LLP to the Board of Commissioners

Director Kelly - New Software will take care of majority

Commissioner Manella – These are accounting things, to massively simplify – to get an inventory of all our assets, their current value for a projection into the future of their depreciation. List of leases and what the value of the land prior too.

Director Kelly – is pretty sure something along those lines were completed. They may have done this due to headache this year was.

Commissioner Manella - Is this something that our accountant should be doing? Current accountant we have is not. We have this stuff – this just seems like they would like us to provide a policy. They want a report of the information.

Director Kelly – Lauterbach is familiar with the new software and majority of what they are asking for will resolve.

Commissioner Manella – We have the underlying data we are just not presenting it in a way that they are looking for the audit. The new software will change that.

Director Kelly will touch base and make sure all the issues are addressed.

File: 2021 Audit

6) Review of the Management Letter from Lauterbach & Amen, LLP to the Board of Commissioners

Director Kelly – Financial highlights – out net position increased 1.3 million on top of the big capital projects we have completed – Operating revenues were over budget more than likely that is due to collections.

Re: 2021 Audit

File: 2021 Audit

COMMISSIONER’S REPORT

Commissioner Manella – in the past has the Commission donated to the Rendezvous? Unsure if we were ever asked. Local event. First weekend in September.

ENGINEER’S REPORT

7) Letter dated April 25, 2022, from John Hoefflerle, Hoefflerle – Butler Engineering to the Commissioners

Re: Contractor’s Payout #4 and Final  
Vinewood Avenue Water Main Replacement

Motion by: Porfirio to approve Payout #4 and Final in the amount of \$155,069.41 upon recommendation by Commission Engineer John Hoefflerle and Director Colleen H. Kelly to Mauro Sewer Construction for the Vinewood Avenue Water Main Replacement Project –

Second by: Manella

Roll Call Voter: Ayes: Porfirio, Manella and Pastorino

Director Kelly - one thing that I would like to resolve prior to payout, small sod issue and mailbox.

Spring Forest – possibly repave or grade the parking lot, he was more than understanding when we had him held up for about a month. We will add onto Garden Lane Project once Director Kelly speaks with him. Possibly break on his water bill on top of the parking lot. Will be on the agenda next month.

- Garden Lane Update presented by - Steve Kaminski Acting Engineer with Mackie Consultants
  - All technical issues resolved - large diameter culverts, will have to replace about 800 feet of sanitary sewer on the east side. No portion north of the culvert, that is not within 10 feet of a sewer. Close to 76<sup>th</sup> there is a 60 “storm sewer that runs north and south right down the middle with sanitary on both sides. Replace the older 8 inch on the east side of the road. The new Ductile Iron Pipe will be 5-6 feet away.
  - PVC is easier to work with and was preferred. Smooth plastic pipe, seals easier. The prices are similar. If corrosive soil, ductile iron would not be a better option. Ductile Iron pipe is preferred due to leak testing. The signal follows though the iron. PVC pipe absorbs the sound. In the future Zinc lined Ductile may be the way to go, lead times are long and more than likely won’t work for this project. Ductile Iron Pipe would be preferred on this project.
  - We went from about 30% leakage to about 9%. 9% water lose is great performance.
  - Material will be ordered prior to project – lead time is about 24 weeks. Far enough along in the design and aware of the quantities. Requesting the Commission to order directly. The bid documents will be stated that inventory will be picked up from the Commission for use in the project and to price bid accordingly. If ordered after the bid, there is a chance that the project will

be delayed. Possible stage there for the fittings, may have to store here or possibly 76<sup>th</sup> and Garden vacant lot.

- Building Structure and Aesthetics Update
  - Working with an Engineer structural integrity of the float house and administrative building
  - Need to make sure the building is sound to handle the renovation.
  - Landscape architect - rework the parking lot, there is a trench drain that could be a tripping hazard. Realign parking stalls, remove the trench drain install permeable paver within the parking stalls. Make room for a rain garden in front of the parking stalls as well at the front of the building. Color contrasts on the front of the building. Modernize the look of the building and low maintenance vegetation.

#### 8) Major Capital Assets Inventory Outline

- Capital Asset inventory -First step is to categorize. May have to sub-categorize some of the line items moving forward.
- Need to assess the age, value, condition, and useful life remaining.
- Chicago system is practically brand new-
- Internal system meters, health of that main. Currently calibrated meters on both side – check the reads between the 2 meters if the read is off we would know we are leaking.
- Hand off meter station between Justice and Willow Springs. Hard point of separation to be able to tell how much water is being delivered to Willow Springs verses Justice.
- Allocations are given to the municipalities
- The allocation is at the east end of Rust Trail and Lagrange Road - Tollway is going to build pit.

9) Letter dated April 27, 2022, from Steve Kaminski, Senior Project Manager, Mackie Consultants to Director Colleen Kelly

Re: Justice-Willow Springs Water Commission  
Old Pump House Renovations – Phase 1

Motion by: Manella to approve Mackie Consultants Integrity Evaluation - Old Pump House Renovations – Phase 1 in the amount of \$8,470.00 and Landscape Architecture Conceptual Improvements (CBBEL) in the amount of \$13, 860.00.

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

#### LEGAL

10) Publication dated March 31, 2022, Request for Statements of Interest and Qualifications-Accounting Services Justice-Willow Springs Water Commission

- Attorney Cainkar – Published the RFQ's in the Des Plaines Valley Newspaper on March 31, 2022. May 9<sup>th</sup> by 2:00 pm is the deadline for submission.

Fille: Accounting RFQ

#### EXECUTIVE DIRECTOR'S REPORT

- Board Discussion and Possible Action on the Following:

11) Letter dated April 8, 2022, from Scott J. Kriese, Project Supervisor, KLM Engineering, Inc. to Director

Colleen Kelly

Re: Pay Request No. 1 for the Reconditioning of the  
1,000,000 Gallon Elevated Reservoir (High Tank)  
Located in Willow Springs, Illinois  
KLM Project No. 4307-21

Motion by: Pastorino to approve Pay Request No. 1 to KLM Engineering, Inc. for the High Tank Recondition in the amount of \$380,950.00

Second by: Manella

Roll Call Vote: Ayes: Porforio, Manella and Pastorino

- Commissioner Manella is extremely pleased with the progress thus far. 1 house on High Street is hearing the noise. No major complaints.

Director Kelly

- About another week of sandblasting – they are sandblasting in sections
- The inside has about a week or so left, waiting to get the last coat on the inside
- Welding, caulking, ceiling, painting on the inside is done. They are waiting for the last coat. It needs to be the proper temperature as well as humidity to get the last coat on.
- 2 inspectors are there every morning and checks their work daily.

12) Letter dated March 28, 2022, from Director Colleen H. Kelly to the City of Hickory Hills

Re: Rate Increase

File: Hickory Hills

- Director Kelly - Proper notifications that their rates will be increasing. The contract is up for review next year. Attorney Cainkar will investigate the exact date.

13) Water Rate Comparison 2022

- Director Kelly – Rate comparison was difficult to within the surroundings communities. Are you monthly? Service Fee? Ext. Surrounding communities all bill differently – The only common that she found was additional cost per 1000 gallons and percentage of increase. Some charge just for water, current residential rate is a base rate. Current rate for JWSWC is \$71.04 - 6,000 or less, additional \$11.30 per 1000 gallons, we also offer a senior/veteran discount.
- Chairman Porfirio – We have not raised rates since 2016, beside .9% in 2019. We are above the Chicago rate increase. Between the new engineer with the capital inventory list, bringing in a new accountant. Does our rate structure make sense?
- Commissioner Manella - There was big adjustment that was put on previously and doesn't feel a rate increase is needed
- Commissioner Pastorino agrees to that a rate increase is not needed.
- Chairman Porfirio - We are in a good place, if the line is held, we are going to continue to be happy average. With collections over revenues, better meters why raise?
- Director Kelly – Agrees that a rate increase is not needed.
- Possibly talk about monthly billing, much easier for accountability of the water. It is difficult for residents on the very other month billing. Make budgeting easier. You can catch for water issues quicker. Definitely something to think about in the upcoming months.
- Possible article, village new letters? Make it known we are not raising rates.

File: 2022 Water Rate Comparison

14) Meter Change Program Update

- All drywall was handled
- 4 people concerning about the waves – 715 Vinewood opted for a meter change, 2 have touch pad installed, 1 will be shut off.
- Deciding the fee for manual reads. \$30.00 every other month for manual.
- Attorney Cainkar made note that a late fee cannot be added to the manual monthly read/opt out fee.
- 4 homes with the water terminated – no communication from homeowners, assuming vacant homes
- 30 Vacant properties - some are vacant land, snow birds ect...
- 11 Pre work issues are Calumet City Plumbing

15) Letter dated April 13, 2022, from Christopher Getty, Supervisor, Township of Lyons to the Commissioner

Re: Lyons Township Summer Employment  
Work Program

File: Lyons Township

16) INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWNSHIP OF LYONS ILLINOIS AND THE JUSTICE-WILLOW SPRINGS WATER COMMISSION PROGRAM PARTNER

Motion by: Manella to approve the INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWNSHIP OF LYONS ILLINOIS AND THE JUSTICE-WILLOW SPRINGS WATER COMMISSION PROGRAM PARTNER

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

- Director Kelly will request 2 from the Lyons Township

17) Draft of the INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS STATE TOLLWAY HIGHWAY AUTHORITY, THE VILLAGE OF BURR RIDGE, AND THE JUSTICE-WILLOW SPRINGS WATER COMMISSION

Motion by: Porfirio to approve the INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS STATE TOLLWAY HIGHWAY AUTHORITY, THE VILLAGE OF BURR RIDGE, AND THE JUSTICE-WILLOW SPRINGS WATER COMMISSION

Second by: Manella

Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

- Director Kelly – Agreement was reached final cost of the total project is \$794,000 we are responsible for 25%.
- Chairman Porfirio – The Illinois State Tollway Highway Authority, Burr Ridge and JWSWC will all approve this?
- Steve Kaminski Acting Engineer with Mackie Consultants explained that the Illinois State Tollway Highway Authority cost sharing is 50%, Burr Ridge 25% and JWSWC 25%. This will be considered a draft until all parties approve.

File: IGA

18) Letter dated April 19, 2022, from the Justice Chamber of Commerce to the Commission

Re: 2022 Justice Chamber of Commerce

Renewal and Rib Roast Donation

Motion by: Porfirio to renew Membership to the Justice Chamber of Commerce in the amount of \$75.00

Second by: Manella

Roll Call Vote: Ayes: Porfirio, Manella and Pastorino

Motion by: Porfirio to donate \$150.00 to the Justice Chamber of Commerce Annual Rib Roast

Second by: Manella

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

File: Justice of Commerce

19) Request from the Dominican Sisters (Rosary Hill) to the Commission

Re: Donation for Dominican Sisters

Helping Ukraine

Motion by: Pastorino to donate \$1000.00 to the Dominican Sisters working in Ukraine

Second by: Manella

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

File: Rosary Hills – Dominican Sisters

20) Letter from Ideal-Seal to the Commission

Re: Quote to Sealcoat Parking Lot

Motion by: Porfirio for the Commission to approve quote to sealcoat driveway and parking spots from Ideal Seal Asphalt Maintenance for \$4,825.00

Second by: Manella

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

- Director Kelly – will get an additional quote to sealcoat the driveway at the high tank location

File: Parking Lot Sealcoating

21) Letter from South Suburban Water Works Association's to the Commission

Re: Annual Golf Outing

Hole Sponsorship Donation

Motion by: Manella for the Commission to Sponsor a Hole at the Annual South Suburban Water Work Association's Annual Golf Outing for \$110.00

Second by: Pastorino

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

- Director Kelly – Association that brings all the water associates together for CEU's. She is the vice president and has been involved in the organization for about 5 years now. It is a great division that brings everyone together.

File: SSWWA

22) Letter from South Suburban Water Works Association's to the Commission

Re: Annual Golf Outing

Motion by: Manella for Commission Field Staff and Director to Attend the Annual South Suburban Water Works Association's Golf Outing

Second by: Pastorino

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

File: SSWWA

CUSTOMER / COMMUNITY MATTERS - NONE

PERSONNEL MATTERS - NONE

OLD BUSINESS

- Present any Old Business

NEW BUSINESS

- Present / Consider any New Business

CLOSED SESSION

A Closed Session, as permitted by 5 ILCS 120/2, will be held to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission.

Motion by: Porfirio that the Commission suspends the regular meeting and enter into a closed session at 11:03am to discuss and consider the appointment, compensation, discipline, performance, or dismissal of specific employees of and / or to the Commission

Motion by: Porfirio that all Correspondence and Documents received by and/or presented to the Commission for this meeting be received, accepted, and filed as noted

Second by: Manella

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

Motion by Porfirio that the Commission adjourns the Board Meeting of April 28, 2022, at 11:19am



Second by: Manella

Roll Call Vote: Ayes, Porfirio, Manella and Pastorino

---

Mike Porfirio, Chairman

Prepared by: Tabatha Sutera

Recording Clerk