



JUSTICE-WILLOW SPRINGS
WATER COMMISSION

Special Board Meeting
Thursday June 30, 2022 @ 9:30am
7000 Archer Road Justice, IL 60458
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 June 30, 2022, to order at 9:32. A.M.

Present were the following:

Michael Porfirio Commission Chairman
Mary Jane Mannella Commission Treasurer
George Pastorino Commissioner
Colleen Kelly Commission Director
Gary Perlman Attorney
Steve Kaminski Mackie Consultants
Tabatha Sutura - Recording /Clerk

Public Comment

Motion by: Porfirio to open the floor for public comment
Second by: Mannella
Roll Call Vote: 3/0

Motion by: Porfirio to close the floor for public comment
Second by: Mannella
Roll Call Vote: 3/0

Minutes

Approval of the special board meeting June 9, 2022
Motion by: Porfirio
Second by: Mannella
Roll Call Vote: 3/0

Financial

- 1) Paid Invoices paid from June 4, 2022, to June 30, 2022 - \$260,253.19
Motion by: Mannella
Second by: Pastorino
Roll Call Vote: 3/0

Director Kelly - Half of the bill was for Chicago and the donations.

- 2) Cash in Banks All Accounts May 2022
Chairman Porfirio - We have until the fall until the next CD's are due, we should be seeing a bit of a return.
- 3) April Collection Summary for Justice - This was for Willow, wasn't changed from previous month.

Commissioner Report

Chairman Porfirio - is this Quarry affecting any projects? Backfill or stone?

Director Kelly - Lasma Island has been at a standstill - we are not affected, we also have quite a bit of stock in our yard

Board Discussion on the following:

- RFP - Auditor
- RFQ - Accountant
- RFQ - Primary and Secondary Engineer

Board Action on the following:

- Approval of contracting professional service of Accountant.
Firm: Lauterbach & Amen, LLP (L&A)
Motion by: Porfirio
Second by: Pastorino
Roll Call Vote: 3/0
Chairman Porfirio - They has done the auditing in the past.
Director Kelly - They won the last RFP that we published, also quoted us the same price as prior years. They have done a great job.
- Approval of contracting professional service of Auditor.
Firm: Wermer, Rodgers, Doran & Ruzon (WRDR)
Motion by: Mannella
Second by: Pastorino
Roll Call Vote: 3/0
Director Kelly - Great conversation with Mary, she is eager to get in. Very professional, streamlined, and transparent. She will make reports for the Commissioners.
Commissioner Mannella - Open to communication with you and staff. She will respond to emails?
Director Kelly - Yes, all of that. They are being trained in the new software, she will be able to reconcile quarterly but will be able to keep an eye out monthly and provide a report.

- Approval for primary contracting professional service of Engineer.
Firm: Mackie Consultants
Motion by: Porfirio
Second by: Mannella
Roll Call Vote: 3/0
Chairman Porfirio – Approved by the board as a secondary prior but, recently has been our primary.
- Approval for secondary contracting professional service of Engineer.
Firm: Novotny Engineering
Motion by: Porfirio
Second by: Pastorino
Roll Call Vote: 3/0
Director Kelly - Comparable to standard fee engineering I have worked with them and are knowledgeable.

2021 Audit

- Management
Director Kelly – This was approved in the last meeting. The official paperwork, done and filed.
- Annual Financial Report
Director Kelly - Good standing on financial highlights.
Chairman Porfirio – had a lot of moving parts last year, we hit the budget on the head.
- State of Illinois Filings
Director Kelly – Just need signature and needs to be filed and it will be completed.

Engineers Report

- 1) Update on Garden Lane
Steve Kaminski
 - We go out to bid tomorrow
 - 1/3 sanitary sewer because of proximity to meet requirements on safety of water quality.
 - Overlay 79th to 76th
 - Completed end of October, start time will be late August.
 - Competitive bids – contractors are eager
 - Shortages on valves and pipes, difficult to acquire.
 - We planned ahead, have the materials.
Director Kelly
 - We have all the material besides about 100 feet of water main

Spring Forest

- Steve Kaminski
- Paving south segment, leaving the rest gravel
 - We will install handicap stall
 - Spring Forest will be responsible for handicapped accessible on the public sidewalk, make improvements to his front door.

- A line will have to drawn that they are responsible for handicapped accessibility into the building we are only installing the handicap stall.

Legal

Gary Perlman - just the ordinance and we have approval under Director Kelly's report

Executive Directors Report

- Board Discussion and Possible Action on the Following:
 - 1) Letter dated June 15, 2022, Lauterbach & Amen, LLP – Audit representation letter for FYE 12/31/2021.
Motion by: Porfirio
Second by: Mannella
Roll Call Vote: 3/0
Director Kelly – This is Board acknowledgement and acceptance to sign and accept the letter FYE 12/31/21
 - 2) Ordinance authorizing the sale of surplus 2008 International 3000 SER (Dump Truck) to the Village of Justice in the amount of \$10,500.00
Motion by: Porfirio
Second by: Mannella
Roll Call Vote: 3/0
Director Kelly - The twin to this truck was owned by Willow Springs. They put it up for auction. They auctioned the vehicle for \$10,500.00 but there was a fee from the auction, so they profited \$10,000. Village of Justice was fine with \$10,500.00.
Attorney Perlman will send a correct cover page. The ordinance should be 22-2

Customer/Community Matters

- 1) Letter dated June 13, 2022, from Harry Vardalos, 1359 Prospect Ave Willow Springs, IL 60480 – Thanking Commissioners for the credit and the staff for sending his check back to him. He had a credit on the account and sent in a check for the credit amount, office staff contacted him and sent the check back.
- 2) Letter dated June 20, 2022, from Dominican Sisters, 9000 West 81st Street Justice, IL 60458 – Thanking the Commission for the \$500.00 donation towards their “Non-Event” Fundraiser

Chairman Porfirio - Status on meter change –

- Director Kelly - 4 concerned about the frequency CCP needs to come back and run wires on the outside. We have about a handful of vacant properties, we were waiting for 1-inch meters, we have an install the week of July 6, 2022.
- Drywall issues were resolved. 2 manual reads in Willow Springs, 2 in Justice.
- 95% all have locks on their meters.
- All locks have a serial number – unable to duplicate lock, we would know. About 2 weeks of installs without locks.

Personal Matters -

Old Business

- Commissioner Manella – Rendezvous needs more money, in the meeting I asked for \$1200.00. Looked back at paperwork and at one point they were given \$2000.00. Asking for more of a donation.

Approval of an extra \$1,300.00

Motion by: Porfirio

Second by: Pastorino

Roll Call Vote: 3/0

Must be on the July meeting

New Business

Sterling Estates

Commissioner Manella –

Are we aware of new units being placed in Sterling?

- Concerned about water quality is adequate and correct for resident in there.
- Regulated and full of violations. We have a responsibility for potable water to this resident
- They get the fresh water that is properly chlorinated – once our water goes to their property there is a big issue
- They do not maintain their water properly, sampling bad water – open pipes – they use garden hoses.
- Director Kelly - We will test the meters and check backflows.
- Access problems, bulk supplier of water – we are concerned about our liability.
- Authorization from tenant – photograph and document

Board Meeting for September

- Regular Board meeting for September is moved from September 22, 2022, to September 29, 2022 @ 9:30am

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

Board Packet

Commissioner Manella -

- Would prefer the map back above the filing cabinet – appreciate the visual where the projects are.
- Love getting packet in email, able to read fast and easy.
- We are wasting paper. What do you do with the packets? All records are kept here at the JWSWC.
- We get the digital version via email, rather than paper, we can project it up onto a screen
- Would prefer iPad verses a laptop.

- Director Kelly – will research and let you know prices laptop, iPad, screen. Will let you know what is found next meeting.

Chairman Porfirio – Senior Rate and Veteran (rate \$8.90 per 1000 gallons). – Figured out with property tax bill

Director Kelly – We have residents come in and ask to apply for the rate, we use the property tax portal and Village of Justice. We will not give a discount to multi-family dwelling. If any units are rented out, we will not approve the rate.

Director Kelly - As soon as the accountant gets the signed paper she will start. She is eager.

Chairman Porfirio – No need for closed session.

Director Kelly - Was told to put it in the closed sessions for contract approval and cost of living raises for employees.

Chairman Porfirio – He meant to put it on the agenda for approval. Will be placed on agenda for approval in July as well at the cost of living raises for the employees.

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: _____ that the Commission suspends the regular meeting and enters a closed session 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: Pastorino

Roll Call Vote: 3/0

Motion by: Porfirio that the Commission adjourns the Board Meeting of June 30, 2022 @

Second by: Mannella

Roll Call Vote: 3/0

_____ Chairman Porfirio

Minutes written by:

Tabatha Sutera