

COMMISSIONERS
Mike Porfirio
Mary Jane Mannella
George Pastorino



7000 S. Archer Road
Justice, Illinois 60458-1196
Phone: 708-458-7010
www.jswsc.org

Minutes of
of March 24, 2022

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

Present were the following:

Mike Porfirio	Commission Chairman
Mary Jane Mannella	Commission Treasurer
George Pastorino	Commissioner
Colleen H. Kelly	Commission Director
Michael Cainkar	Commission Attorney
Marty Burke	Mackie Consultants, LLC
Steve Kaminski	Acting Engineer – Mackie Consultants. LLC
Penny Mulcahy	Recording Secretary/Clerk
Joe Bonomo	Township of Lyons

PUBLIC COMMENT

Motion by: Porfirio to open the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

No Public Comments in the Audience or on Teleconference Line

Motion by: Porfirio to close the floor for public comment

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

MINUTES

Motion by: Pastorino that the Minutes of February 24, 2022 be accepted as written

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Mannella to Release the Closed Session Minutes of February 9 and February 25, 2021 for Public Examination

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

FINANCIAL

1) Paid Invoices paid from February 19, 2022 to March 21, 2022

The paid includes Calumet City Plumbing and Lauterbach Audit payments

Motion by: Porfirio to approve the invoices paid from February 19, 2022 to March 21, 2022 for the amount of \$676,659.86

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

2) Cash in Banks All Accounts March 2022

Cash in Bank all Accounts should for February 2022

Commissioner Porfirio questioned is the Escrow Account had been placed in CDARS. It was and will reflect in the Cash in Banks for March.

File: Cash in Bank

3) February 2022 Budget

Director Kelly reported the Commission has received another check for \$8,000.00 for scrap, to date almost \$20,000.00 for scrap for the old meters. She also reported the Commission received \$11,000.00 in tampering fees for using a hydrant with out a hydrant meter and caused a water main break.

File: 2022 Budget

4) 2022 Collection Summary for Justice

File: Collections

COMMISSIONER'S REPORT

Commissioner Porfirio reported that Director Kelly's contact expires September 1st. He directed the Attorney and the Director to work on a draft template and present at the next Board Meeting.

LEGAL

5) Request for Proposal-Auditing Services Justice-Willow Springs Water Commission

6) Request for Statements of Interest and Qualifications-Engineering Services Justice-Willow Springs Water Commission

7) Request for Statements of Interest and Qualifications-Accounting Services Justice-Willow Springs Water Commission

Attorney Cainkar reported as directed by the Board he had prepared RFP and RFQ's for Auditing, Engineering, and Accounting Services. The Auditing and Engineering have been published, Director Kelly reported she is waiting for Board approval before publishing the Accounting RFQ.

Attorney Cainkar also reported the Commission's Insurance will expire at the end of year. The RFP for Insurance will go out in October.

Motion by: Porfirio to approve the Request Statement for Accounting Services

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

EXECUTIVE DIRECTOR'S REPORT

Board Discussion and Possible Action on the Following:

- Software Service Agreement

8) Software Service Agreement between Bellefeuil, Szur & Associates, Inc. (BSA) and the Justice-Willow Springs Water Commission

Director Kelly reported the Attorney has reviewed the contract, there where some red line issues that were agreed upon.

Motion by: Mannella to approve the Software Service Agreement between BSA and the Justice-Willow Springs Water Commission in the amount of \$90,785.00

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

9) Information from Everbridge Inc. to the Commission

Re: Everbridge Mass Notification – Base

Director Kelly reported that Code Red automatically renewed. The Attorney will try to get the contract cancelled with Code Red and will report at the next Board Meeting.

File: Everbridge, Inc.

10) Quote dated March 18, 2022 from Everbridge, Inc. to Director Colleen Kelly

Re: Mass Notification Base

Item 10 was tabled

11) Letter read dated March 11, 2022 from KLM Engineering , Inc. to Director Collen Kelly

Re: KLM Project No: 4307-21
Description: 1MG Hydropillar (High Tank)
Contractor: Era-Valdivia contractors, Inc

Director Kelly reported there is a change order for a new garage door, it was discussed at the last Board Meeting.

Motion by: Porfirio to accept the change order for a new garage door for the amount of \$8,994.00

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: KLM Engineering / High Tank Repair - Maintenance

Director Kelly provided the Commissioners Bullet Points for balance of her Report (Attached)

12) Letter read dated February 25, 2022 from Andrea Cheng, City of Chicago to Director Colleen Kelly

Re: 2022 Water Rates

Director Kelly reported the rate increase from Chicago is effective June 1st. She forwarded the letter to the Attorney for review, he will send a letter to Hickory Hills notifying them of the rate increase.

File: City of Chicago

Director Kelly reported the last rate increase the Commission passed on was 2015 minus the rate / gallonage adjustment in 2019.

Discussion was held on passing on the rate increase to the customers. Director Kelly will prepare a price analysis and present at the next Board Meeting, along with Capital Improvement list.

- Hickory Hills Rate Increase

Report was in with the Chicago Rate Increase letter

- Meter Change Project Update

Director Kelly reported there are one hundred (100) meters left, Calumet City Plumbing will be back the 2nd and 3rd weeks in April to finish.

The Director also reported a new antenna has been ordered for meter reading. The Mayor of Willow Springs is working on getting permission to install an antenna on the cell tower that is in the public works parking lot.

- Garden Lane Project Update

Director Kelly reported the water line have been marked and Mackie is going to proceed with the survey.

- Structure Engineer Evaluation by Mackie Consultants

Director Kelly reported a Structural Engineer along with Steve Kaminski did an inspection on the building, there is nothing significant to report.

Pump Repair Update – Director Kelly reported there will be design and specs and this project will go out to bid.

- Website Update

Director Kelly reported the website should be up in two (2) weeks, it will be much easier for people to navigate.

- Tollway Project Update

Director Kelly reported the Interconnect bid process is complete and the bid has been awarded.

- Property Damage to Willow Yard Fence on March 7th

Director Kelly reported that someone drove through the fence in the Willow Yard, a claim has been filed and working to get the fence repaired.

- High Tank Update

Director Kelly reported the fence is up at the high tank, there are also weekly meetings in regard to the progression of the project.

- Emergency Connect with Indian Head Park Update

Director Kelly reported that she is looking into possibility of getting an Interconnect with Indian Head Park.

CUSTOMER / COMMUNITY MATTERS

Board Discussion and Possible Action on the Following:

13) Letter read dated February 17, 2022 from Judith Meissner, 806 Cedar, Willow Springs to the Commissioners

Re: Water Bill Reduction

Motion by: Porfirio to adjust water bill \$62.33

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

14) E-Mail read dated February 18, 2022 from Joe Piscioti, 8303 Tudor Circle, Willow Springs to the Commissioners

Re: Water Bill Reduction

Motion by: Mannella to adjust water bill \$389.88

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

15) Letter received February 24, 2022 from Nancy Ekkert, 8602 W. 72nd St., Justice to the Commissioners

Re: Water Bill Reduction

Motion by: Mannella to adjust water bill \$209.49

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

16) Letter from Simarjit Bhalla, 7424 Terrace Drive, Justice to the Commissioners

Re: Water Bill Reduction

Motion by: Porfirio to adjust water bill \$134.38

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio to amend the adjustment of the water bill to 66.34

All in favor

File: Customer Account

17) Letter read from Todd Allen, 7154-1/2 Blackstone, Justice to the Commissioners

Re: Water Bill Reduction

Motion by: Porfirio to adjust water bill \$118.50

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

18) E-mail read dated March 14, 2022 from Dee Hicks, Jen's Guesthouse 8989 S. Archer, to Director Colleen Kelly

Re: Water Bill Reduction

Director Kelly reported Jen's Guest House been estimated for two (2) years, due to Covid. They had found some issues and had them repaired.

Motion by: Mannella to adjust water bill \$700.00

Second by: Porfirio

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

19) E-mail read dated March 21, 2022 from Harry Vardolas, 1359 Prospect, Willow Springs to the Commissioners

Re: Water Bill Reduction

Motion by: Mannella to adjust water bill \$2,000.00

Second by: Pastorino

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

File: Customer Account

PERSONNEL MATTERS

- No Discussion

OLD BUSINESS

- No Old Business

NEW BUSINESS

- No New Business

CLOSED SESSION

- No Closed Session

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: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

Motion by: Porfirio that the Commission adjourns the Board Meeting of March 24, 2022

Second by: Mannella

Roll Call Vote: Ayes: Porfirio, Mannella, and Pastorino

The Regular Board Meeting of March 24, 2022 ended at 10:38 AM

Mike Porfirio
Chairman

\Prepared by:

Penny Mulcahy
Recording Secretary