Board Meeting

January 25, 2024

7000 Archer Road Justice, IL 60458

Teleconference Line 978-990-5007, Enter access code 718309

**MEETING MINUTES**

Commission Chairman Mary Jane Mannella called the Meeting of January 25, 2024, to order at 9:31 a.m.

**Roll Call**

Present were the following:

Mary Jane Mannella - Commission Chairman

George Pastorino - Commissioner Treasurer

Mike Porfirio - Commissioner

Colleen Kelly - Commission Executive Director

Mike Cainkar – Attorney

Steve Kaminski – Engineer

Mary Lancaster - Accountant

Tabatha Sutera – Recording Secretary

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| COMMISSIONERSmary jane mannellaGEORGE PASTORINOmike porfirio | A picture containing graphical user interface  Description automatically generated | 7000 sOUTH aRCHER rOADjUSTICE, IL 60458-1196PHONE: 708-458-7010WWW.JWSWC.ORG |

**Public Comment**

Motion by: Mannella to open the floor for public comment.

Second by: Pastorino

Roll Call Vote: 3/0

Motion by: Manella to close the floor for public comment.

Second by: Pastorino

Roll Call Vote: 3/0

**Minutes**

Approval of board meeting minutes on December 21, 2023

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

**Financial**

1. Paid Invoices from December 20, 2023 – January 22, 2024 - $558,053.46

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

* $330,000 City of Chicago water Bill
* $12,000 – reimbursement from insurance – accident with hydrant
* $13,000 – Concrete on Cook County easement
* $18,000 – computer software, annual payment
1. Budget Report
* 90% revenue
* 71% of expenditure

 Mary Lancaster

* We are reconciling September/October
* By February to be through the year and budget early
* Some difficulty with software in printing out the W-9’s – working on currently.

**BUDGET MEETING**

* Scheduled for February 22, 2023 – 9:30am Regular Board Meeting – 10:30am Budget meeting will follow.
1. Cash in Banks All Accounts December 2023
* Old National Bank CD are up in March – will move no more than 10 days prior.
* Reserve Policy? Cainkar will check our policy for the next meeting.
1. Collection for Justice – January 2024

**Commissioner Report**

1. Approval on renewal of Justice Chamber of Commerce 2024 Membership

Membership Fee: $75.00

Motion by: Pastorino

Second by: Manella

Roll Call Vote: 3/0

1. Discussion on Byline Online Banking, deposit limit adjustment

~~Motion by:~~

~~Second by~~

~~Roll Call Vote:~~

1. Christmas Bonuses for Employees - $300 bonus with taxes taken out for all employees.

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

* Moving forward this will be a line item on the November or December regular board meeting agenda.

**Engineers Report**

1. Update on 79th Court
* Motion the approval of the payment to American Underground for sanitary sewer televising not to exceed the amount of $6157.00.

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

1. Update on 79th Street – Hotel Property
* The developer has not finished procuring his permits and agreements.
* Waiting on the developers IDOT permits.
* Commission permits are done we cannot pull our permit until we go out to bid with a contractor.
* Design and reviews are completed on the Commissions end.
* IGA between the VOJ and the Commission is done.
1. Update on Charleton
* Is completed.
1. Update on Village Projects
* Village lead project.
* 75th Street – at the Budget meeting we will touch on this. Northwest of our system is all 6 inch – this will complete the loop; we already have a 10 inch to the east and an 8 inch down Garden Lane.
* 81st Street
1. Commissioner Mannella requested that the map of our village to be displayed on the TV.
2. Commissioner Porfirio – Opportunity to do an interconnect with Bridgeview?
* 78th and 83rd for the crossings – We have interconnect with Hodgkin’s, Bedford, and Burr Ridge
* Bridgeview does not have a large water main – small water mains on Roberts Road
* Maybe a meter can go in just in case of emergency.
1. LMO2 Water Aduit for the year
* 14% water loss for the year
* Over 10% we must provide system improvement plan update.
* Should continue to trend down and we are working on our problematic mains

Chief Trailer Park

* Trying to figure it out together to fix the issue.
* ME Simpon followed the protocol for a “soundly laid system.”
* Engineers go out and see how the system is laid out and evaluate the lines and how to bump the flow for hydrant flow.
* This is a public safety issue that should not be ignored.

**Legal**

1. Approval of Village of Justice Resolution No. 2023-23 approval on an intergovernmental agreement between the Justice-Willow Springs Water Commission and the Village of Justice for watermain improvements as a part of the Justice Marion Drive Pavement and Watermain Improvements Project to not exceed $333,972.12- 75 % of the total estimated cost.

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

**Executive Directors Report**

1. Discussion of system leak survey
* Leaks were found system wide and repaired.
* 8050 Roberts – leaking valve 28,000 gallons a day. The water was going right down the sewer, and it was fixed immediately.
1. Scheduling a Budget Meeting for 2024
2. Update on Tollway Project/Meetings
* Plan is in place, updates will start in the Spring

**Customer/Community Matters**

1. Letter from John Lejsek, 8320 Chelesea Lane, requesting a reduction on his water bill.

Reduction Amount: $390.91

Motion by: Pastorino

Second by: Mannella

Roll Call Vote: 3/0

1. Letter from Clement Hero, 185 Willow Blvd, requesting a reduction on his water bill.

Reduction Amount: $138.71

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

1. Letter from Delvan Edlund, 8207 South 82nd Avenue, requesting a reduction on her water bill.

Reduction Amount: $127.99

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

1. Letter from John Laslie, 7900 Howard, requesting a reduction on his water bill.

Reduction Amount: $252.20

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

1. Letter from Linda Corcoran, 11301 German Church Road, requesting a reduction on her water bill.

Reduction Amount: $390.91

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 3/0

**Personnel**

**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: ­­­Mannella 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: ­­­­­­Mannella 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: Mannella that the Commission adjourns the Board Meeting of January 25, 2024

Second by: Porfirio

Roll Call Vote: 3/0