Board Meeting

May 2, 2024, at 9:30 a.m.

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 May 4,2024, to order at 9:32 a.m.

**Roll Call**

Present were the following:

Mary Jane Mannella - Commission Chairman

George Pastorino - Commissioner Treasurer

Colleen Kelly - Commission Executive Director

Mike Cainkar – Attorney

Steve Kaminski – Engineer - Mackie

Paul Gal – Water Operator for JWSWC

Tabatha Sutera – Recording Secretary

|  |  |  |
| --- | --- | --- |
| COMMISSIONERSmary jane mannellaGEORGE PASTORINO | 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: George Pastorino

Roll Call Vote: 2/0

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

Second by: Pastorino

Roll Call Vote: 2/0

**Minutes**

Approval of board meeting minutes on April 4, 2024

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/0

**Financial**

1. Paid Invoices from March 26, 2024 – April 29, 2024 - $535,394.09

Motion by: Mannella

Second by Pastorino

Roll Call Vote: 2/0

* Unique Plumbing’s final check for Charleton in the amount of $37,904.51
1. Closed account at Huntington Banks
* The bank account is at a $0.00 balance. All the money has been transferred.
1. 5/3 Investments
* Great annual recovery for all our investments
1. Certificate of Deposit at Republic Bank @ 5.05%
* 12-month CD for 5.05%
1. Budget Repot
* Still working on it
* Capital budget will be separate from the operational budget.
* Audit time will be combined.
* Better tracking
* Clearer for planning
1. Discussion of Implementation of internal policy between WRDR and JWSWC
* We are defining clear responsibility for JWSWC office and WRDR.
* This will give a better handle on what is happening money wise.
* If done every day, it will be an easy transition instead of having it sit and then try to figure things out once the monthly bank statement comes in.
* Daily close, Monthly reconciliation.
1. Cash in Banks All Accounts March 2024
2. Willow Springs Collections

**Commissioner Report**

1. Letter from Willow Springs Lions Club requesting a donation for their 2024 ad book.

Donation amount: $100.00

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

**Engineers Report**

1. Update on all unopened projects.

**Hotel (79th Street)**

* Still have not heard back from the developer.
* Recapture the project.
* Build a new 20 inch – granted the easement and get the project going.
* The developer would be responsible for repayment.

**79th Court**

* Plans are completed and in review.
* Still must have the fire department sign off on the easement.

**Marion Drive**

* Connection made; water main part of the project is complete.
* $135 credit per load for the spoil in the yard that was contaminated.
* The spoil aired out and was clean.
* Keith Cartage is taking care of the spoil in the yard.
* Some evidence so far that ALAMP paid for, long term leaky gas service.
* Additional lab testing, if successful we will try to get credit on that.
* Documentation from the lab is needed for proof.

**Develop a policy for relief requests.**

* Customer would have to fill out a form.
* Leak action guide is a suggestion/tips on where to find a water leak in your home.
* If more is waived than our cost, we are transferring their leak to all the other property owners.
* We do not want to burden their water leak to other water customers.

**Legal**

1. Approval of Intergovernmental agreement between the Lyons Township and Justice-Willow Springs Water Commission for the Summer Employment Work Program.

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

**Executive Directors Report**

1.) Chief Update

* The field meeting on Friday 04/26/2024 went well.
* Agreed to a 5 -year capital improvement plan to get their system up to standards.
* Placed were identified to make additional connections.
* A new hydrant will be installed at a new location.
* New connections to the 2 hydrants that the Robert Park Fire Department suggested.
* If progress can be seen and continued their 5-year plan will work.
1. Economic Filings
2. Franklin Electric Media Release for pump install.
* New pump was installed on May 1, 2024
* Professional Media crew was out, this was a big project.
* Footage for their propaganda
* In return they are going to provide us with a video clip and all the media
* They will send us the media and we will approve prior to them posting them anywhere.
1. Discussions for Certificate of Deposit Financial Institution options
* Options on where to make a certificate of deposit.
* Banks are no longer “local.”
* No policy against going to a credit union anyplace we go must be FDIC.
* Slavic Credit Union/ Newark Credit Union wants us to open an account.
* Good return or good loan rates – you cannot have both when you open an account at a credit union.
* Next COD is up in October 2024, have some time to look around.

**Operator – Field Report – EPA Water Operator Paul Gal**

**March**

* Water Collected from Chicago: about 6 million
* Water to our residents: about 6 million
* Water to Hickory Hills: about 3 hundred thousand
* Average Chlorine Residual: .84 PPM
* 4 water main break – basic repair (2- Justice and 2- Willow Springs)
* KLM Engineering 1 year warranty inspection for the water town in Willow
* Restoration season is beginning.

Szarotka was credited $499.32 due to Marion Drive –Final connection was made on a Tuesday when he was closed – backflow failed, and he leaked 35,000 gallons. He was given a credit of $499.32.

**Customer/Community Matters**

1. Letter from Mary Van Allen, 8032 West 85th Place requesting a reduction on her water bill.

Reduction Amount: $126.10

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

1. Letter from John Kozal, 7936 West 87th Street requesting a reduction on his water bill.

Reduction Amount: $496.41

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

1. Letter from Kyriaklos Kalantzis, 7401 South 86th Avenue requesting a reduction on his water bill.

Reduction Amount: $305.14

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

:

1. Letter from Marek Kalinowski, 7629 S Cork requesting a reduction on his water bill.

Reduction Amount: $790.59

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

1. Letter from Stanislaw Hosana, 8022 West 83 Street requesting a reduction on his water bill.

Reduction Amount: $443.84

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

1. Letter from Joseph Moore, 7244 Oak Grove Ave requesting a reduction on his water bill.

Reduction Amount: $302.64

Motion by: Mannella

Second by: Pastorino

Roll Call Vote: 2/1

**Personnel**

**Old Business**

* Present any Old Business

 **New Business**

* We were reimbursed from the Illinois State Tollway Highway Authority for the Rosary Hill project $114,859.03.

**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: ­­­­­­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: 2/1

Motion by: ­­­­Mannella that the Commission adjourns the Board Meeting of May 2,2024 @10:35a.m.

Second by: Pastorino

Roll Call Vote: 2/1