

Commissioners

Mary Jane Mannella
George Pastorino
John Zapala



JUSTICE-WILLOW SPRINGS
WATER COMMISSION

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Regular Board Meeting Minutes

July 30, 2026 – 9:30 a.m.

7000 S. Archer Road, Justice, Illinois 60458

Time: 9:30 a.m. – 10:52 a.m.

1. ROLL CALL

Commissioners present: Chairwoman Mary Jane Mannella, Commissioner George Pastorino, and Commissioner John Zapala. A quorum was present.

Also present were Executive Director Colleen Kelly, Attorney Elizabeth Blood, Water Operator Paul Gal, and Engineer Steve Kaminski.

2. PUBLIC COMMENT

A. Open Public Comment

Motion by Pastorino, second by Zapala to open the floor for public comment.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

B. Public Comment

No members of the public addressed the Commission.

C. Close Public Comment

Motion by Pastorino, second by Zapala to close the floor for public comment.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

3. MINUTES

A. Approval of Regular Board Meeting Minutes – June 25, 2026

The Board reviewed the Regular Board Meeting Minutes of June 25, 2026. No additions or corrections were presented.

Motion by Pastorino, second by Zapala to approve the Regular Board Meeting Minutes of June 25, 2026.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

4. FINANCIAL

A. Paid Invoices – \$1,160,023.40

Executive Director Kelly presented the paid invoices for the period of **June 25, 2026 through July 27, 2026** totaling **\$1,160,023.40**. Major expenditures included wholesale water purchases from the City of Chicago, the final retainage payment to Mauro Sewer Construction, annual hydrant flow testing and valve maintenance services, utility relocation work, and other routine operating and capital expenditures. Commissioners reviewed the invoice register and supporting documentation prior to consideration.

Motion by Pastorino, second by Zapala to approve paid invoices totaling **\$1,160,023.40**.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

B. Cash in Banks – June 30, 2026

The Board reviewed cash balances for all Commission accounts as of June 30, 2026. Staff reported that the Commission remains in a strong financial position with healthy reserve balances and favorable investment earnings.

C. Cash History Trend Graph

Commissioners reviewed the monthly cash history trend graph and discussed the Commission's overall financial position. No concerns were raised.

D. Review of 2026 Budget Activity

Executive Director Kelly reviewed the Commission's year-to-date budget activity. Staff reported that revenues and expenditures continue to track appropriately and that final budget approval was postponed until completion of the accounting reconciliation process.

5. ACCOUNTANT REPORT

A. Review Report Provided by Accountant

The Board reviewed the monthly report submitted by **David Jelonek of GW & Associates**. Although Mr. Jelonek was unable to attend due to a scheduled vacation, his report outlined the continued reconciliation of the Commission's financial records and progress made during the transition of accounting services. Staff advised that the reconciliation process continues to move forward and expressed confidence that the remaining items will be completed in the near future. Commissioners acknowledged the progress made and thanked staff for their continued efforts.

6. COMMISSIONERS REPORT

A. Justice Chamber of Commerce

Chairwoman Mannella acknowledged receipt of a thank-you letter from the Justice Chamber of Commerce recognizing the Commission's participation and support of the "**Celebrate America's 250th**" community event. The Board expressed its appreciation for the opportunity to participate in community activities and support local organizations.

7. ENGINEER'S REPORT

A. Cook County Project – 88th Avenue Water Main Relocation

Engineer Steve Kaminski provided an update on the Cook County roadway improvement project and the water main relocation at 88th Avenue and Archer Road. Staff reported that the critical water main shutdown was successfully completed without interruption of water service to customers. Extensive coordination with Cook County, contractors, local businesses, and Commission staff allowed the work to be completed safely while maintaining continuous service throughout construction. Staff also discussed ongoing coordination with future roadway improvement projects, including preliminary discussions with the Illinois Department of Transportation regarding potential impacts to Commission infrastructure and future utility coordination.

B. New Administration and Fleet Storage Facility

Engineer Kaminski presented updated conceptual plans prepared by Legat Architects for the proposed Administration and Fleet Storage Facility. The Board reviewed the proposed building layout, operational workflow, office configuration, maintenance facilities, and overall site design. Discussion focused on creating a practical and efficient facility that meets the Commission's long-term operational needs while maintaining a cost-effective design. Commissioners provided input regarding office layout, employee workflow, ADA accessibility, security features, and long-term maintenance considerations. Staff will continue working with Legat Architects to incorporate the Board's comments and present updated plans, including a virtual walkthrough, at a future meeting.

8. LEGAL

A. Chief Trailer Park

Attorney Elizabeth Blood reported that the Village of Justice has approved the negotiated Compliance and Settlement Agreement with Chief Trailer Park. The agreement requires the owner to deposit funds into an attorney trust account to complete the engineering design phase, followed by financial security for construction costs prior to the commencement of work. The agreement also establishes project deadlines, periodic progress reporting requirements, and enforcement provisions to ensure timely completion of the required improvements. Counsel explained that the negotiated settlement provides a more efficient path toward compliance while maintaining appropriate oversight throughout the project.

B. B&D Investment

Attorney Blood provided an update regarding the pending B&D Investment litigation. Counsel advised the Board that the matter remains in the appellate process and that the Commission continues to monitor the case while awaiting further action from the Court.

C. Foundation Mechanics

Attorney Blood reported on the payment demand issued to Foundation Mechanics for damages to a Commission water main. Counsel advised that the Commission continues to pursue reimbursement of repair costs and is working with the Illinois Tollway regarding resolution of the claim.

9. EXECUTIVE DIRECTOR'S REPORT

A. Justice Chamber of Commerce Event

Executive Director Kelly discussed the Commission's participation in the Justice Chamber of Commerce community event celebrating "**America's 250th.**" Staff reviewed the Commission's involvement and thanked the Board for its continued support of community outreach initiatives.

B. 2026 Audit Request for Proposals

Executive Director Kelly discussed the preparation and release of a Request for Proposals for the Commission's 2026 annual audit. Staff reviewed the anticipated timeline to ensure continuity of auditing services and compliance with the Commission's procurement requirements.

C. ACH Fraud – Mauro Sewer Construction Retainage Payment

Executive Director Kelly informed the Board of an ACH fraud incident involving the Mauro Sewer Construction retainage payment. Staff explained the circumstances surrounding the fraudulent banking information, the immediate actions taken following discovery of the incident, and the ongoing coordination with financial institutions, and legal counsel to recover the funds and

strengthen internal payment procedures. The Board discussed additional safeguards intended to reduce the risk of similar incidents in the future.

10. OPERATOR – FIELD REPORT

A. Village of Justice 75th Street Water Main Conflict

Water Operator Paul Gal provided an update regarding the Village of Justice 75th Street project. Staff discussed coordination with the Village and contractors to protect Commission infrastructure while minimizing service interruptions during construction. Ongoing communication with the project team continues as construction progresses.

B. Field Repair Report and System Maintenance

Staff reviewed recent field repairs, service installations, and routine maintenance activities completed throughout the distribution system. Preventative maintenance and emergency repairs continue to be performed as needed to maintain reliable water service.

C. Hydrant Flushing and Maintenance Program

Staff reported that the Commission's annual hydrant flushing and maintenance program continues to progress as scheduled. Hydrant inspections, maintenance, and valve exercising are being completed throughout the distribution system to improve system reliability and identify hydrants requiring future repair or replacement.

11. CUSTOMER / COMMUNITY MATTERS

A. Appeal Letter – Nader Nicola

Service Address: 11901 Willow Ridge Drive, Willow Springs

The Board reviewed an appeal submitted by **Nader Nicola** requesting a reduction to a water bill. Staff reviewed the request and recommended approval of a billing adjustment in the amount of **\$37.20**.

Motion by Pastorino, second by Zapala to approve a billing adjustment in the amount of **\$37.20**.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

B. Appeal Letter – George Pastorino

Service Address: 7551 Blazer, Justice

The Board reviewed an appeal submitted by **George Pastorino** requesting a reduction to a water bill. Staff recommended approval of a billing adjustment in the amount of **\$202.08**.

Motion by Zapala, second by Mannella to approve a billing adjustment in the amount of **\$202.08**.

Commissioner Pastorino abstained from discussion and voting

Roll Call Vote: Mannella – Yes; Zapala – Yes; Pastorino – Abstained. Motion carried.

C. Appeal Letter – Dariusz Walkosz

Service Address: 5-14 Sioux Court, Justice

The Board reviewed an appeal submitted by **Dariusz Walkosz** requesting a reduction to a water bill. Following staff review and discussion, the Board approved a billing adjustment in the amount of **\$1,605.22**.

Motion by Pastorino, second by Zapala to approve a billing adjustment in the amount of **\$1,605.22**.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

D. Appeal Letter – Zofia Lukaszczyk

Service Address: 8301 W. 79th Street, Justice

The Board reviewed an appeal submitted by **Zofia Lukaszczyk** requesting a reduction to a water bill. Staff recommended approval of a billing adjustment in the amount of **\$444.82**.

Motion by Pastorino, second by Zapala to approve a billing adjustment in the amount of **\$444.82**.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

12. PERSONNEL

A. Summer Intern Program

Executive Director Kelly provided an update on the Commission's summer internship program. The Board discussed the interns' progress, their participation in administrative and field operations, and the value of providing hands-on experience within the water utility and engineering industry.

B. Operator Training

Staff discussed upcoming operator training at Metropolitan Industries. The training will provide additional education on pumping equipment, system controls, and operational best practices as part of the Commission's ongoing commitment to employee development and continuing education.

13. OLD BUSINESS

No old business was presented.

14. NEW BUSINESS

No new business was presented.

15. CLOSED SESSION

No closed session was held.

16. CORRESPONDENCE AND DOCUMENTS

A. Receive and File Correspondence and Documents

Motion by Pastorino, second by Zapala that all correspondence and documents received by and/or presented to the Commission for the July 30, 2026 Regular Board Meeting be received, accepted, and filed as noted.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

17. ADJOURNMENT

A. Adjourn Regular Board Meeting

There being no further business to come before the Commission, motion by Pastorino, second by Zapala to adjourn the Regular Board Meeting of **July 30, 2026**.

Roll Call Vote: Mannella – Yes; Pastorino – Yes; Zapala – Yes. Motion carried.

The meeting adjourned at **10:52 a.m.**

Approved by:

Mary Jane Mannella, Chairwoman

Respectfully submitted by:

Colleen Kelly
Executive Director