

Commissioners
Mary Jane Mannella
George Pastorino
John Zapala



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Regular Board Meeting Minutes

August 27th, 2026 – 9:30 a.m.

7000 S. Archer Road, Justice, Illinois 60458

Time: 9:30 a.m. – 10:47 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, Engineer Steve Kaminski, Accountant David Jelonek, and Water Operator Paul Gal.

2. PUBLIC COMMENT

A. Open Public Comment

A motion was made and seconded 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

A motion was made and seconded 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 – July 30, 2026

The Board reviewed the Regular Board Meeting Minutes of July 30, 2026.

A motion was made and seconded to approve the Regular Board Meeting Minutes of July 30, 2026.

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

4. FINANCIAL

A. Paid Invoices – \$1,351,313.23

Executive Director Kelly presented paid invoices for the period of July 27, 2026 through August 27, 2026 totaling \$1,351,313.23. Major expenditures included approximately \$802,000 in wholesale water purchases from the City of Chicago, architectural services for the New Administration and Fleet Storage Facility, and approximately \$45,000 for hydrant maintenance, flushing, and ISO testing performed by M.E. Simpson Company. The invoice register also included routine payroll liabilities and other operating expenses.

A motion was made and seconded to approve paid invoices totaling \$1,351,313.23.

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

B. Cash in Banks – July 31, 2026

The Board reviewed cash balances for all Commission accounts as of July 31, 2026. Total cash and investments were reported at \$7,272,250.95. Staff reported that the Operating and Maintenance account increased approximately \$171,000 from the prior month and that \$500,000 was transferred from the operating account to the money market account to increase interest earnings.

C. Cash History Trend Graph

The Board reviewed the cash history trend graph through July 2026. The graph reflected a continued increase in available cash reserves. Staff noted that the current balance also reflects the timing of upcoming capital projects, as significant construction expenditures for the Commission's major projects have not yet begun.

D. 2026 General Fund Budget

The Board reviewed the proposed 2026 General Fund Budget. Projected revenue is approximately \$9.8 million, with budgeted expenditures of approximately \$8.3 million, resulting in a projected surplus of approximately \$1.48 million.

Staff reported that approximately 65% of the budget year had elapsed, with revenues at approximately 62.8% of budget and expenditures at approximately 56%. The Board discussed maintaining sufficient reserves to protect the Commission in the event of an emergency or significant loss of revenue.

A motion was made and seconded to approve the 2026 General Fund Budget.

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

E. 2026 Capital Improvement Budget

The Board reviewed the 2026 Capital Improvement Budget. Previously completed projects, including 79th Street, East Ravine, and 75th Street, remain reflected in the accounting records while final reconciliation and closeout entries are completed.

The Commission's current active capital projects are the New Administration and Fleet Storage Facility and the Lower Pump House Improvements. Approximately \$89,000 has been expended

during 2026 toward the active projects, representing approximately 1.3% of the current active-project budget.

A motion was made and seconded to approve the 2026 Capital Improvement Budget.

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

5. ACCOUNTANT REPORT

A. Bank Reconciliations and Financial Update

Accountant David Jelonek reported that the Commission's bank accounts have been reconciled through July 2026, bringing the reconciliations current. Investment account balances have also been reconciled to the July statements.

Mr. Jelonek reported that only minor reconciling items remain and that no significant impact to the Commission's budget reports is anticipated. Investment income recorded in the General Fund was reported at approximately \$61,000 year-to-date.

The Board requested that a monthly bank reconciliation report be included in future Board meeting packets.

6. COMMISSIONERS REPORT

No Commissioner matters requiring Board action were presented.

7. ENGINEER'S REPORT

A. New Administration and Fleet Storage Facility

Engineer Steve Kaminski provided an update on the design of the proposed New Administration and Fleet Storage Facility. The revised design has been reduced from the earlier approximately 6,000-square-foot concept to approximately 4,500 square feet of finished space, excluding the garage, while maintaining the operational areas needed by the Commission.

The Board reviewed the proposed interior layout, including administrative offices, secure customer-service and file areas, employee workspace, boardroom, storage, restrooms, elevator, and garage space. The garage is being designed to accommodate Commission vehicles with snowplows and spreaders attached and will include floor drains and wash facilities.

Exterior materials were also discussed, including the proposed blue metal-panel feature. The Board requested additional information regarding durability, maintenance, and whether a more cost-effective material could provide a similar appearance.

The Commission has received the necessary zoning/use approval from the Village of Bedford Park. Construction is tentatively anticipated to begin in Spring 2027, with the goal of completion before winter. Preliminary project costs continue to be refined and are anticipated to remain under \$4 million. Financing options discussed included a potential 15-year fixed-rate loan with no prepayment penalty, allowing the Commission to preserve reserves while retaining the ability to pay down the debt early.

B. Lower Pump House Improvements

Engineer Kaminski provided an update on the Lower Pump House Improvements. The project remains one of the Commission's active capital improvement projects and continues through the design and pre-construction phase.

8. LEGAL

A. Chief Trailer Park

Attorney Elizabeth Blood reported that the required funds for the design phase have been deposited into the attorney trust account in accordance with the settlement agreement. With the required funds secured, the engineering design phase is expected to proceed through H.R. Green.

B. B&D Investment

Attorney Blood provided an update regarding the B&D Investment appeal. Counsel reported that the Commission's appellate brief was nearing completion and was due the following Wednesday. The arguments raised on appeal are substantially the same as those previously considered by the trial court, which ruled in favor of the Commission.

9. EXECUTIVE DIRECTOR'S REPORT

A. 2026 Willow Fest

Executive Director Kelly reported on the Commission's participation in 2026 Willow Fest. The Commission's summer interns assisted at the booth, and approximately 3,700 Commission cups were provided for distribution during the event.

Rain affected attendance at Thursday's car show; however, attendance increased throughout the weekend, with Sunday and the fireworks drawing the largest crowd.

B. 2026 Audit Request for Proposals

Executive Director Kelly reported that the Request for Proposals for the Commission's 2026 Audit has been issued. Proposals are due October 16, 2026, and the responses will be presented to the Board at the October meeting. No proposals or inquiries had been received as of the meeting date.

C. Village of Willow Springs permit meeting

Executive Director Kelly reported on a meeting with representatives from the Village of Willow Springs. The Commission and Village discussed ongoing matters involving the water

permits and continued coordination between the two agencies. Kelly is looking into a program that would track the permits and benefit all entities.

10. OPERATOR – FIELD REPORT

A. Hydrant Maintenance and Flow Testing

Water Operator Paul Gal reported that the Commission's hydrant maintenance and flow-testing program has been completed. The work included hydrant maintenance, flushing, and ISO flow testing performed by M.E. Simpson Company as part of the Commission's ongoing system maintenance program.

B. Field Repair Report and System Maintenance

Staff provided an update on recent field repairs and routine system maintenance. Commission personnel continue to perform preventative maintenance and repairs throughout the distribution system as needed to maintain reliable water service.

C. Summer Internship Completion

Staff reported on the completion of the Commission's 2026 summer internship program. The interns assisted with Commission operations, field activities, and community outreach throughout the summer, including participation at Willow Fest.

D. Cook County Project – Cork Water Main Installation

Staff discussed the Cook County project and the installation of the Cork water main. Coordination with Cook County and project contractors continues as the work progresses.

11. CUSTOMER / COMMUNITY MATTERS

A. Appeal Letter – Thomas Warren

Service Address: 7463 S. 86th Avenue, Justice

The Board reviewed an appeal submitted by Thomas Warren requesting a reduction to a water bill. Staff reviewed the request and recommended approval of a billing adjustment in the amount of **\$75.78.**

Motion by Mannella, second by Zapala to approve a billing adjustment in the amount of **\$75.78.**

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

B. Appeal Letter – Giselo Jackson

Service Address: 7431 Terrace Drive, Justice

The Board reviewed an appeal submitted by Giselo Jackson requesting a reduction to a water bill. Staff reviewed the request and recommended approval of a billing adjustment in the amount of **\$649.00.**

Motion by Mannella, second by Pastorino to approve a billing adjustment in the amount of **\$649.00.**

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

C. Appeal Letter – Raimundas Marcauskas

Service Address: 8055 W. 72nd Street, Justice

The Board reviewed an appeal submitted by Raimundas Marcauskas requesting a reduction to a water bill. Staff reviewed the request and recommended approval of a billing adjustment in the amount of **\$33.68.**

Motion by Mannella, second by Zapala to approve a billing adjustment in the amount of **\$33.68.**

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

D. Appeal Letter – Robert Graffe

Service Address: 7824 Garden Lane, Justice

The Board reviewed an appeal submitted by Robert Graffe requesting a reduction to a water bill. Staff reviewed the request and recommended approval of a billing adjustment in the amount of **\$85.24.**

Motion by Mannella, second by Zapala to approve a billing adjustment in the amount of **\$85.24.**

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

12. PERSONNEL

No personnel matters were presented.

13. OLD BUSINESS

No old business was presented.

14. NEW BUSINESS

A. Commission Vehicle Identification

Commissioner Pastorino discussed adding lettering or other identifying markings to the Commission vehicle so that it is clearly recognizable as a Justice-Willow Springs Water Commission vehicle. The Board discussed the need for appropriate Commission identification on the vehicle.

15. CLOSED SESSION

No closed session was held.

16. CORRESPONDENCE AND DOCUMENTS

A. Receive and File Correspondence and Documents

All correspondence and documents received by and/or presented to the Commission for the August 27, 2026 Regular Board Meeting were received, accepted, and filed as noted.

17. ADJOURNMENT

A. Adjourn Regular Board Meeting

There being no further business to come before the Commission, the Regular Board Meeting of August 27, 2026 was adjourned.

The meeting adjourned at 10:27 a.m.

Approved by:

Mary Jane Mannella, Chairwoman

Respectfully submitted by:

Colleen Kelly
Executive Director