

Commissioners
Mary Jane Mannella
George Pastorino
John Zapala



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Regular Board Meeting Minutes

June 25, 2026 – 9:30 a.m.

7000 S. Archer Road, Justice, Illinois

Time: 9:30 a.m. – 10:06 a.m.

1. ROLL CALL

Commissioners present: Mannella and Pastorino. Commissioner Zapala was absent. A quorum was present.

Also present were Executive Director Colleen Kelly, Attorney Elizabeth Blood, Water Operator Paul Gal, Engineer Steve Kaminski, Riley Martin Lauterbach & Amen, GW & Associates representative David Jelonek, and the Commission's three summer interns.

2. PUBLIC COMMENT

A. Open Public Comment

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

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

B. Public Comment

No members of the public addressed the Commission.

C. Close Public Comment

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

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

3. MINUTES

A. Approval of Regular Board Meeting Minutes – May 28, 2026

The Board reviewed the Regular Board Meeting Minutes of May 28, 2026. No corrections were noted.

Motion by Pastorino, second by Mannella to approve the Regular Board Meeting Minutes of May 28, 2026.

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

4. FINANCIAL

A. Paid Invoices – \$513,322.77

Invoices from May 27, 2026 through June 25, 2026 were reviewed, including routine operating expenses, wholesale water purchases, capital improvement expenditures, and contractual services.

Motion by Pastorino, second by Mannella to approve paid invoices totaling **\$513,322.77**.

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

B. Cash in Banks – May 31, 2026

Cash balances for all Commission accounts were reviewed. Staff reported that the Commission's financial position remains stable, with no significant changes requiring Board action.

C. Cash History Trend Graph

The Board reviewed the Commission's cash history trend graph and discussed overall financial trends and liquidity.

D. Review of 2026 Budget Activity

Executive Director Kelly presented a preliminary review of 2026 budget activity. Revenues, retail and wholesale water sales, operating expenses, and capital expenditures were reviewed. Staff advised that the budget remains under review while final financial reconciliations are completed with the Commission's new accounting firm.

E. Presentation of the 2025 Annual Audit

Representatives from **Lauterbach & Amen, LLP** presented the Commission's completed 2025 Annual Financial Report. The Commission received an **unmodified (clean) audit opinion**, the highest level of assurance available for governmental financial statements, with no material findings or deficiencies reported. Auditors reviewed the Commission's financial statements, management discussion and analysis, and year-end financial position, noting approximately **\$34 million in total net position**. The auditors also commended the Commission's financial reporting and recordkeeping.

Motion by Pastorino, second by Mannella to accept the **Justice–Willow Springs Water Commission 2025 Audit Report**.

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

5. ACCOUNTANT REPORT

A. Introduction of New Accountant

David Jelonek of **GW & Associates** introduced himself to the Board as the Commission's new accountant and discussed the transition of accounting services.

B. Financial Reconciliation Update

Mr. Jelonek reported that the transition process is progressing well. Initial review identified minor IRS payment posting discrepancies that were determined to be processing issues outside of the Commission's control. He complimented the Commission's financial records, stating they were well organized and maintained, providing an excellent foundation for continued financial reporting and reconciliation.

6. ENGINEER'S REPORT

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

Engineer Steve Kaminski provided an update regarding the Cook County roadway improvements and the water main relocation associated with the 88th Avenue and Archer Road project. Through coordination with Cook County and the project contractor, the Commission negotiated a revised construction plan that will maintain uninterrupted water service during construction while replacing three aging isolation valves at no cost to the Commission. Staff noted that the negotiated solution will improve long-term system reliability while eliminating costs that otherwise may have been incurred by the Commission.

B. Lower Pump Station Peer Review

Staff reported that Strand Associates completed its independent peer review of the Lower Pump Station Improvement Project. Review comments were discussed with Valdes Engineering and incorporated into the project plans, resulting in several refinements to improve constructability and long-term operation of the facility. Updated plans will be prepared prior to advertising the project for bid.

C. Village of Justice 75th Street Storm Project

Engineer Kaminski provided an update regarding the Village of Justice 75th Street storm sewer improvement project. Coordination continues between the Village, Commission staff, and project engineers to ensure existing water infrastructure is protected throughout construction activities. Staff also reported that the Commission is not anticipated to incur project construction costs beyond routine operational responsibilities associated with water main adjustments and required water quality sampling.

D. IDOT Archer Road Improvements

Engineer Kaminski also discussed future Illinois Department of Transportation improvements along Archer Road, including planned roadway reconstruction, storm sewer replacement, and intersection improvements. Staff will continue coordinating with IDOT during project development to protect existing Commission facilities and minimize future utility conflicts.

7. LEGAL

A. Chief Trailer Park

Attorney Elizabeth Blood provided an update regarding the proposed settlement and compliance agreement involving Chief Trailer Park. Counsel reported that negotiations continue and only a few minor revisions remain before the agreement is finalized. Once completed, the agreement will be distributed to the Commission and Roberts Park Fire Protection District for review and implementation. Discussion also included proposed fire hydrant spacing, private water system ownership, and coordination during future design and construction activities.

B. B&D Investment

Attorney Blood reported that opposing counsel requested an additional extension in the pending appellate matter. The current briefing deadline has been extended to **July 8, 2026**.

Counsel advised that such extensions are common in appellate proceedings and expressed confidence in the Commission's position moving forward.

C. Foundation Mechanics Water Main Damage

Attorney Blood reported that a formal demand letter was issued to Foundation Mechanics requesting reimbursement in the amount of **\$23,309.00** for damages caused to a Commission water main during construction activities. Counsel further advised that the Illinois Tollway has agreed to withhold the contractor's final payment pending resolution of the Commission's reimbursement claim, providing additional leverage toward settlement.

D. Ordinance No. 26-01 – "An Ordinance of the Justice–Willow Springs Water Commission, Cook County, Illinois, Amending and Restating its Investment Policy."

The Board reviewed "**Ordinance No. 26-01, An Ordinance of the Justice–Willow Springs Water Commission, Cook County, Illinois, Amending and Restating its Investment Policy.**" Counsel explained that the ordinance updates the Commission's investment policy to reflect current provisions of the Illinois Public Funds Investment Act and incorporates recent statutory changes governing permissible public investments.

Motion by Pastorino, second by Mannella to approve "**Ordinance No. 26-01, An Ordinance of the Justice–Willow Springs Water Commission, Cook County, Illinois, Amending and Restating its Investment Policy.**"

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

8. EXECUTIVE DIRECTOR'S REPORT

A. Summer Intern Program

Executive Director Kelly introduced the Commission's three summer interns and discussed the educational opportunities and field experience they will receive while assisting Commission staff throughout the summer. The internship program will provide exposure to water utility operations, engineering, maintenance activities, and administrative functions while assisting with staffing during scheduled employee vacations.

B. Chicago Water Advisory Council

Executive Director Kelly provided an update regarding the June 16, 2026 meeting of the Chicago Water Advisory Council. Discussion centered on the ongoing work of the regional task force reviewing Chicago's water cost allocation methodology. Staff advised that the task force

has begun raising concerns regarding the proposed allocation formula and anticipates more substantive discussions at future Advisory Council meetings as recommendations continue to develop.

9. OPERATOR – FIELD REPORT

A. June 11 Storm Response

Staff reported on the Commission's response following the June 11 storm event. Approximately **40 emergency JULIE requests** were completed in response to widespread storm damage and utility restoration efforts throughout the service area. Despite significant storm impacts within surrounding communities, the Commission experienced no major damage to its water distribution system or operational facilities.

B. Field Repairs and System Maintenance

Staff reported completion of the Commission's annual valve exercising program and advised that hydrant inspections and preventative maintenance are now underway throughout the distribution system. Ongoing inspections will identify hydrants requiring maintenance or replacement to ensure continued system reliability and fire protection.

10. CUSTOMER / COMMUNITY MATTERS

No customer or community matters were presented.

11. PERSONNEL

A. Summer Staffing Update

Executive Director Kelly reported that the Commission's summer interns have begun assisting staff with seasonal projects, administrative support, and field operations. The internship program will provide additional staffing support during scheduled employee vacations while offering students practical experience in municipal water utility operations.

12. OLD BUSINESS

No old business was presented.

13. NEW BUSINESS

No new business was presented.

14. CLOSED SESSION

No closed session was held.

15. CORRESPONDENCE AND DOCUMENTS

A. Receive and File Correspondence and Documents

Motion by Pastorino, second 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.

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

16. ADJOURNMENT

A. Adjourn Regular Board Meeting

Motion by Pastorino, second by Mannella to adjourn the Regular Board Meeting of **June 25, 2026**.

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

Approved by:

Mary Jane Mannella, Chairwoman

Respectfully submitted by:

Colleen Kelly
Executive Director