



Commissioners

Mary Jane Mannella
George Pastorino
John Zapala

JUSTICE-WILLOW SPRINGS
WATER COMMISSION

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REGULAR BOARD MEETING MINUTES

April 16, 2026 – 10:00 a.m.

7000 S. Archer Rd, Justice, Illinois

Time: 10:24 a.m. – 11:05 a.m.

1. ROLL CALL

Commissioners present: Mannella, Pastorino, Zapala. A quorum was present.

2. PUBLIC COMMENT

A. Open Public Comment

Motion by Pastorino, second by Mannella to open 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 Mannella to close public comment.

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

3. MINUTES

A. Approval of Board Meeting Minutes – February 26, 2026

The Board reviewed the prior meeting minutes with no corrections noted.

Motion by Pastorino, second by Mannella to approve the minutes.

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

4. FINANCIAL

A. Paid Invoices – \$598,891.51

Invoices were reviewed, including significant operational expenses and bulk water purchases for system operations.

Motion by Pastorino, second by Mannella to approve paid invoices totaling \$598,891.51.

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

B. Cash in Banks – March 2026

Cash balances were reviewed. Staff reported approximately \$45,000 in interest earnings, reflecting strong account performance.

C. Renewed CDs – Old National Bank

Staff provided an update on recently renewed certificates of deposit and current interest rates.

D. Republic Bank CD Negotiation

Staff reported ongoing discussions with financial institutions to secure competitive reinvestment rates.

5. COMMISSIONER'S REPORT

A. Thank You Letter – Rosary Hill

A letter was received acknowledging the Commission's continued community support.

B. Thank You Letter – Justice Park District

A letter was received recognizing the Commission's contributions to local events and programs.

C. Thank You Letter – Michael Cainkar

A letter was received from retiring legal counsel expressing appreciation for his service to the Commission.

D. Flower Pot Program – Village of Justice Beautification Committee

The Board discussed continuing participation in the Village's seasonal beautification efforts consistent with prior years.

Approved Participation Amount: \$195.00

Motion by Pastorino, second by Zapala to approve participation in the amount of \$195.00.

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

6. ENGINEER'S REPORT

A. Valdes Engineering Proposal – Lower Pump House

Discussion was held regarding proposed improvements to the lower pump house, including infrastructure upgrades and long-term system reliability. No action was taken at this time.

B. Strand & Associates – Secondary Review

The Board discussed engaging an independent engineering firm to provide a secondary review of system planning and infrastructure projects.

Motion by Pastorino, second by Mannella to authorize engagement not to exceed \$17,000, pending attorney approval.

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

C. Illinois Tollway Project Update

An update was provided regarding coordination with the Tollway and potential impacts to Commission infrastructure, including utility conflicts and project timing.

7. LEGAL

A. Chief Trailer Park

Legal counsel provided an update regarding enforcement actions and a pending license revocation hearing scheduled for May.

B. New Administration Building – Funding Options

Discussion was held regarding financing strategies, including loan structures and phased project funding. No action was taken.

C. Legat Architectural Services

Conceptual facility plans were discussed, including space needs and security considerations. The item was deferred pending financial review.

8. EXECUTIVE DIRECTOR'S REPORT

A. RFQ for Accounting Services

Staff reported that no responses were received. The Board directed staff to pursue direct outreach to qualified firms, subject to legal review.

B. Chicago Water Advisory Council

An update was provided on regional discussions, including concerns related to City of Chicago capital spending and long-term water rate impacts.

C. City of Chicago Water Rate Increase

A 1.85% increase effective June 1 was reported, with discussion regarding potential impacts on Commission rate structures.

D. Hickory Hills Rate Notification

Annual notification requirements and customer communication were reviewed.

E. South Suburban Water Works Association Sponsorship

The Board discussed continued participation in industry outreach and professional networking. Motion by Pastorino, second by Mannella to approve sponsorship.

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

9. OPERATOR – FIELD REPORT

A. EPA Inspection

Staff reported a successful inspection with no significant issues identified.

B. Lift Station Repair

Update provided on recent maintenance and repair work.

C. Tree Trimming

Routine vegetation management was completed to maintain access and protect infrastructure.

D. Roof Repair

Update provided on facility maintenance and repair progress.

10. CUSTOMER / COMMUNITY MATTERS

A. Patricia Koziol

Service Address: 8225 S. Wolf Rd

Approved Reduction Amount: \$114.95

Staff explained the circumstances leading to the billing adjustment request and corrective actions taken.

Motion by Pastorino, second by Mannella to approve reduction.

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

B. Joseph Moore

Service Address: 7244 Oak Grove Ave

Approved Reduction Amount: \$73.15 plus meter replacement charge

Staff provided background regarding the request and resolution of the issue.

Motion by Pastorino, second by Zapala to approve reduction.

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

C. Mark Kayawa

Service Address: 20 Cliffside Circle

Approved Reduction Amount: \$52.40

Staff reviewed the cause of the billing discrepancy and corrective action taken.

Motion by Pastorino, second by Mannella to approve reduction.

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

11. PERSONNEL

A. Cost of Living Adjustment

The Board discussed employee compensation adjustments in response to cost-of-living considerations.

Motion by Pastorino, second by Mannella to approve a 3% increase.

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

12. OLD BUSINESS

No old business was presented.

13. NEW BUSINESS

A. Community Event Updates

Discussion was held regarding upcoming community events, outreach opportunities, and coordination with local organizations. No action was taken.

14. CLOSED SESSION

No closed session was held.

15. CORRESPONDENCE

A. Receive and File

All correspondence and documents presented were reviewed by the Board.

Motion by Pastorino, second by Mannella to receive and file all correspondence.

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

16. ADJOURNMENT

A. Adjourn Meeting

Motion by Pastorino, second by Zapala to adjourn the meeting.

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

Approved by: _____

Mary Jane Mannella, Chairwoman

Minutes prepared by: Colleen Kelly