

Meeting Minutes 03/06/2025

April 15, 2025 Rick Skiff

MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES HOLIDAY SHORES SANITARY DISTRICT Thursday March 6, 2025

The Board of Trustees of the Holiday Shores Sanitary District met on the above date in regular session pursuant to laws and rules of said Board of Trustees and in accordance with the terms of the notice of regular meetings.

Brennan Murphy, President and Trustee called the meeting to order. Trustees Jeff Hebenstreit and Richard Hayes were present. Joe Urban Operator, Rick Skiff, District Clerk and Erin Phillips, District Council were also present. .

OPEN FORUM

Bill Schweiker 2032 Treasure Dr. stated he had a leak between the meter and the house. He found the leak after the February bill was received and the leak was repaired on February 26, 2025. The amount of the sewer

credit requested was \$30.45. Mr. Murphy referenced the Sewer Credit Policy minimum of \$50.00 (6500 Gal) per occurrence and discussion ensued. Mr. Murphy stated that “we made the policy, I think we have to stick to it”. Mr. Hebenstreit asked Mr. Hayes if he agreed and Mr. Hayes agreed. The sewer credit for 2032 Treasure Dr. was denied due to not meeting the policy requirement of a minimum of \$50.00 (6500 Gal) per occurrence.

Sheri Koetting 1827 Port Ln. requested a leak credit because on November 17, 2024 she was winterizing her pond and mistakenly opened the valve instead of closing it and ran water through the pond overflow and into the lake for a day and the water did not enter the sewer. Mr. Hebenstreit made a motion to approve the sewer credit of \$58.53 and the optional water credit of \$17.24 totaling \$75.77 credit to her account. Mr. Hayes seconded the motion and all Trustees voted “Aye”

Ruth Ann Bowler 1307 Carribean Dr. Mr. Skiff stated she was unable to attend the meeting due to health issues. He informed the Trustees that she had a major leak external to the home and would leave it up to them on how to handle this request because the property owner was not able to attend the meeting. Mr. Hebenstreit commented that it all seems to fall within the scope of the policy and made a motion to approve the sewer credit of \$298.63 and optional water credit of \$87.95 totaling \$386.58. Mr. Hayes seconded the motion and all Trustees voted “Aye”

The minutes of the February 10, 2025 regular meeting were submitted for approval, with the January Operations Report attached. Mr. Hayes made a motion to approve the minutes for the February 10, 2025 meeting. Mr. Hebenstreit seconded the motion and all Trustees voted "Aye".

FINANCIAL

The Summary of Accounts and Statement of Revenues and Expenses were reviewed for the month-end balances on February 28, 2025. No Motion necessary.

DISBURSEMENTS

Unsell, Schattnik and Phillips submitted an invoice for legal fees from February 4, 2025 through February 20, 2025. Mr. Hayes made a motion to approve the November invoice for legal fees. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

APPROVAL OF APPLICATIONS

Water/Sewer applications list for February 2025 was submitted for approval. Mr. Hayes made a motion to approve the applications for February 2025. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

OTHER

Update on UPM Software. Mr. Skiff stated that training is continuing. The expected go live date is at the end of June or the first of July 2025.

UNFINISHED BUSINESS

Continuing the discussion of the Action Items list. Action item 1 is regarding grant opportunities, Mr. Skiff has not developed a plan to track the grant opportunities or created the list of grants applied for at this time.

This item will remain on the list for the April meeting. Item 2 regarding PFAS, Mr. Urban stated that the UCMR5 samples were taken on 03/05/2025. These samples are for PFAs and Lithium in the finished water. The next sampling events are in June, September and December. It takes up to two months to get the results. Mr. Hebenstreit stated that since PFAS sampling is being done by the US EPA at no cost to the District, this can take the place of the quarterly sampling the district was conducting. We can use the data from the EPA sampling to get the data we were looking to acquire and save money. The results of the US EPA sampling should still be reported to the Board. This Action Item is tabled in lieu of the UCMR5 EPA sampling going on right now. 3 & 4 Emergency Water & Sewer System Plan. Mr. Hebenstreit and Mr. Urban discussed the writing of the plans. Mr. Hebenstreit suggested that the person training to be the backup at the water plant write that plan as a way to better understand it and aid in training. We will continue to work on it over the next few months. No updates on Tabled Items.

Resolution No. 20241209.1CR, to approve the revised Water and Sewer Credit Policy, was presented for review and approval. Mr. Hebenstreit made a motion to approve Resolution No. 20241209.1CR. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

Review and approve bids for mowing at the lagoon. Three bids were reviewed. Michael Schaefer entered a bid for mowing the flat areas only of \$2250.00 per year for three mowings. Skidsteer Hauling entered a bid for mowing the levees and hills of \$1800.00 per mow and mows four time a year totaling \$7200 per year. Patriot Mowing entered a bid for mowing all areas around the lagoon of \$7200.00 per year for eight mowings.

Discussion ensued. Mr. Hebenstreit asked the Patriot Mowing representative, owner Tia Clarkson, her relation to Rob Clarkson to be stated for the record and transparency. Tia indicated she was Mr. Clarkson's wife. Mr. Hebenstreit recommended using Patriot Mowing since it was the more economical bid if it included mowing all the same areas of the other 2 bids combined. Mr. Urban was asked his thoughts, and he indicated it would be nice to have it mowed more frequently. Mr. Murphy asked if there were any legal issues with using Patriot Mowing. Ms. Phillips Mr. Clarkson's resignation has been accepted and that Patriot Mowing has a separate owner the District has met the requirements of comparing bids and going with the more economical bid. Mr. Hebenstreit made a motion to approve the bid from Patriot Mowing. Mr. Hayes seconded the motion,

and all Trustees voted "Aye".

OPERATIONS REPORT

Mr. Urban presented the Operations Report for February 2025, and it is attached to these meeting minutes. Mr. Urban also presented information from Sarah Tebbe of HMG Engineers, regarding the lagoon project. Mr. Hebenstreit made a motion to approve the purchase of three diaphragm valves at a cost of \$1825.20 for the water plant noted in the February 2025 Operations Report . Mr. Hayes seconded the motion, all Trustees voted "Aye"

Ms. Phillips wanted to discuss the lagoon project referenced in the Operations Report for February 2025, she addressed the question of "Are the easements we have located sufficient?" from Sarah at HMG Engineers. Ms. Phillips has a concern about Deerfield and Midway improvements falling within the scope current easement. Ms. Phillips question is should we proactively go to the landowners and make them aware of the work that is going to be done? Discussion ensued. The Trustees agreed not to send a letter at this time..

ADJOURN TO EXECUTIVE SESSION

Adjourn to executive session, pursuant to Statute 5ILCS 120/2 (C)(1), to discuss employee personnel issues, and pursuant to Statute 5ILCS 120/2 (C) (11), to discuss possible litigation. Mr. Hebenstreit made a motion to

adjourn to Executive session. Mr. Hayes seconded the motion and all Trustees voted "Aye".

BACK IN REGULAR MEETING FROM THE EXECUTIVE SESSION

Mr. Hebenstreit made a motion to give Rick and Joe authority to decide who is hired as discussed in executive session. Mr. Hayes seconded and all Trustees voted "Aye".

Mr. Hayes made a motion to approve the salary increase for Christine Sterett as discussed in executive session. Mr. Hebenstreit seconded the motion and all Trustees voted "Aye".

ADJOURNMENT OF REGULAR MEETING

Mr. Hayes made a motion to adjourn the regular meeting. Mr. Hebenstreit seconded the motion and all Trustees voted "Aye".

Respectfully submitted, Rick Skiff, District Clerk

Operations Report February 2025

Water

UCMR5 samples were collected the 5th of this month. They are being tested for PFAS & lithium. Samples were collected from the finished tap. The next sampling events are in June, September & December. Lab results take up to 2 months.

There are currently two failed diaphragm valves at the WTP. We have a total of 6 in the plant. We need to order 3 so we have 1 on standby. They are \$608.40 each, bringing the total to \$1,825.20. These valves are used to inject sodium hypochlorite, citric acid & sulfuric acid for cleans on the membranes.

We received the bids from Kane Mechanical for the 2 spool piece replacements inside the WTP. I feel we should get 2 more bids. Korte & GRP.

Sewer

The Pre-Bid meeting for the lagoon project was held this week on the 4th. Contractors received the contract documents & specifications. They also went to all the sites, Lagoon & 5 lift stations.

Vandeventer performed the pm on all 6 lift stations. They found only 1 issue, that was on the station in Lake James. A bad control sensor inside the panel.

Total sewer calls for the month were 33.

15 of those calls were pump changes.

New Construction

56 Boxwood online

502 Overlook online

609 Westview should be completed on March 7th

7572 Lake James is scheduled for the week of the 10th

All this is weather permitting. Along with daily events.