

Meeting Minutes 04/14/2025

May 6, 2025 Rick Skiff

MINUTES OF REGULAR MEETING

OF BOARD OF TRUSTEES

HOLIDAY SHORES SANITARY DISTRICT

Monday April 14, 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, Erin Phillips, District Council and Sarah Tebbe HMG Engineers were also present.

OPEN FORUM

Sewer Credit request presented by Mr. Skiff, for 1959 Helm Ct. The homeowner repaired a broken water line outside of the home. Kayla Mobley completed and turned in a sewer credit request form on 04/08/2025. The leak was ongoing for multiple billing cycles. Mr.

Hebenstreit made a motion to approve the sewer credit of \$317.89 and optional water credit of \$93.62 totaling \$411.51. Mr. Hayes seconded the motion and all Trustees voted "Aye"

Other open forum, there were no customers in attendance.

APPROVAL OF MINUTES

The minutes of the March 06, 2025 regular meeting were submitted for approval, with the January Operations Report attached. Mr. Hayes made a motion to approve the minutes for the March 06, 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 March 31, 2025. No Motion necessary.

DISBURSEMENTS

Unsell, Schattnik and Phillips submitted an invoice for legal fees from February 24, 2025 through March 27, 2025. Mr. Hayes made a motion to approve the March invoice for legal fees. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

HMG Engineers submitted an invoice for the WWTP Improvements Design

& Bidding, in the amount of \$12536.50 was presented for approval. Mr. Hayes made a motion to approve the HMG Engineers invoice. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

Flo-Systems LLC invoice was submitted for approval the invoice is for previously approved order of forty replacement grinder pumps in the amount of \$140062.68. Mr. Hayes made a motion to approve the invoice for Flo-Systems LLC. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

APPROVAL OF

APPLICATIONS

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

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. Confirm Illinois Municipal League website is only offering grant opportunities to city municipalities and not sanitary districts. This item will remain on the list for the May meeting.

Action Item 2 Emergency Water System Plan. We will continue to work on it over the next few months.

Action Item 3 Emergency Sewer System Plan. We will continue to work on it over the next few months.

Mr. Hayes asked to explore future water & sewer utility consolidation.

No updates on Tabled Items.

NEW BUSINESS

Authorizing Debt Ordinance 04142025 Authorizing Loan Agreement Non-Home Rule Entity. Ms. Phillips stated that the debt ordinance is not ready to be voted on. There are some things that need to be discussed to get to the final form to be voted on. First is to identify specifically where the funds are going to come from to service the loan. Second, what is the loan term? Third, we need the total loan amount. Discussion ensued. It was proposed to use the sewer reserves to service the loan initially, select the 20-year term, for \$2,500,000.00. Ms. Phillips will prepare the ordinance and plan to have it at the May meeting.

Review Bid Recommendation and Bid Certification. Ms. Tebbe of HMG Engineers presented the bids. Only two bids were received. The lowest bidder was Kamadulski Excavating & Grading for the amount of \$1,797,263.50. Discussion ensued. Mr. Hebenstreit made a motion to go

with the lowest bidder Kamadulski Excavating & Grading. Mr. Hayes seconded the motion and all Trustees voted “Aye”.

Review resignation procedure. Mr. Murphy requested this bullet point. Mr. Murphy would like to be notified immediately when a resignation happens. Mr. Hebenstreit expressed his agreement with Mr. Murphy.

OPERATIONS REPORT

Mr. Urban presented the Operations Report for March 2025, and it is attached to these meeting minutes. Mr. Urban presented information about a 4-inch lateral clog in Midway. The homeowner’s mother wants to bring this to the Board of Trustees. Discussion ensued and it was determined with the advice of Ms. Phillips that the homeowner needed to be present or a power of attorney listing the person that has standing to address the Board of Trustees on the homeowner’s behalf.

Mr. Urban brought up the need for a new vehicle to accommodate the operations staff. Mr. Hayes made a motion to approve the purchase of a new 2025 Ford Ranger Crew Cab at \$39,700.00 plus title and license. Mr. Hebenstreit seconded and all Trustees voted “Aye”.

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. Murphy stated that, nothing discussed in executive session required a vote.

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 March 2025

Employees

Kyle Lankford informed me via a phone call the evening of March 11th that he will be leaving HSSD. Kyle turned in his formal resignation March 18th.

Ryan Davis started April 7th. Class 2 sewer

Gavin Powers started March 31st. Currently only working Mondays until completion of ERTC at the end of April.

Water

Employee training is progressing at the WTP.

March 22nd @ 8:44 p.m. I was contacted about a possible cl₂ leak at the WTP from Rob Clarkson. I did not receive any emergency calls from the WTP. Upon arrival the HSVFD was along Moro Road, outside the WTP. I also noticed the farmer was applying ammonia on the fields across from the WTP. There was no cl₂ leak at the WTP. HSVFD made contact with the farmer.

Sewer

7428 ST RT 159 4" lateral clog.

6350 Midway drive 8" sewer main failure. Replaced 50' on April 7th.

Total sewer calls for the month were 19.

15 of those calls were pump changes.

New Construction

Currently 5 new homes, in various stages of construction.

Vehicle

Standard pickup 4x4

2025 Ford Ranger crew cab \$39,700.00

2025 Ford F150 reg cab \$44,00.00

2022 GMC Canyon ext. cab 6,500 mi \$33,000.00

2022 Chevrolet Colorado crew cab 14k mi \$35,000.00