

MINUTES OF REGULAR MEETING
OF BOARD OF TRUSTEES
HOLIDAY SHORES SANITARY DISTRICT
Monday July 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 Operations Manager, Rick Skiff, District Clerk, and Erin Phillips, District Council.

OPEN FORUM

Sewer credit requests were presented to the board and there were no objections.

Cheryl Layton 1148 – Requesting a credit for a water leak she had. The leak resulted in usage of over 108,000 gallons. Discussion ensued. Mr. Hebenstreit suggested that the board could grant a water credit of 25% for the leak and extend the payment plan from 6 to 12 months. Mr. Hebenstreit made a motion to approve credit and payment plan. Mr. Hayes seconded the motion, and all Trustees voted “Aye”.

Julie Romano 1065 – Has two questions 1. In March her neighbor’s alarm went off and was going off all night. Ms. Romano contacted Mr. Urban and went to talk to her neighbor. She asked if he requested that the on-call personnel come in the morning and was told that he had not, the operator had said that they would be out in the morning. Ms. Romano then contacted Mr. Urban again to question the policy. Mr. Urban said that late night calls were handled on a case-by-case basis. Ms. Romano wants the board to make sure there is a fair policy in place. 2. In April Mr. Hayes had asked to explore water and sewer consolidation with Illinois American Water. Ms. Romano asked Ms. Phillips if it is decided to go with American Water, would that be voted on by the public and not just up to the three trustees? Ms. Phillips stated that it would have to be voted on by the public. Ms. Romano is concerned about a possible rate increase. Ms. Romano then asked why, if Holiday Shores Sanitary District is going down that road and spending resources to answer those questions, why would you also spend money on new software and a new truck? Ms. Phillips stated that there have been in talks with Illinois American Water for up to seven or eight years. There are lots of folks who consider it, I think, under the due diligence of the board, just to make sure that they can't provide services at a lesser expense, has been the question. But questions have been raised about if it would increase the cost, so we still must move forward, doing the daily tasks and making improvements. But yes, it is definitely something that is open to the whole district, though. Holiday Shores Sanitary District is nowhere close to that.

APPROVAL OF MINUTES

The minutes of the June 2, 2025, regular meeting were submitted for approval, with the March Operations Report attached. Mr. Hayes made a motion to approve the minutes for the June 2, 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 May 31, 2025. Mr. Hayes made a motion to note that the Summary of Accounts and

Statement of Revenue and Expenses for the month end May 31,2025 were received. Mr. Hebenstreit seconded the motion, and all Trustees voted “Aye”.

The Summary of Accounts and Statement of Revenues and Expenses were reviewed for the month-end balances on June 30, 2025. Mr. Hayes made a motion to note that the Summary of Accounts and Statement of Revenue and Expenses for the month-end June 30,2025 were received. Mr. Hebenstreit seconded the motion, and all Trustees voted “Aye”.

DISBURSEMENTS

Approve invoice dated July 9, 2025, for legal fees from May 26, 2025, through July 2, 2025, submitted by Unsell Schattnik & Phillips. Mr. Hayes made a motion to approve the invoice dated May 29, 2025, for legal fees. Mr. Hebenstreit seconded the motion, and all Trustees voted “Aye”.

APPROVAL OF APPLICATIONS

Water/Sewer applications list for May 2025 was submitted for approval. Mr. Hebenstreit made a motion to approve the applications for April 2025. Mr. Hayes 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. No new grants were researched or applied for. Mr. Hebenstreit mentioned that when he and Joe were at the AWWA ACE 25 Conference the EPA said that if we do have grants to apply for, they have grant assistance programs and people to help with applications. Mr. Hebenstreit also requested that Mr. Skiff come up with a time frame for item 1.

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. Hebenstreit requested Mr. Urban come up with a time frame for items 2 & 3

Action Item 4 Explore water & sewer utility consolidation. Illinois American water has asked for a meeting with Mr. Hayes and Ms. Phillips. Mr. Hebenstreit stated that if there is any notion to proceed it will be reviewed and voted on by the community.

Mr. Hebenstreit asked that we add Item 5 Water Systems Mapping.

Tabled Items. Item 1 Mr. Urban has reached out via email & voice mail to the EPA contractor about cybersecurity and is waiting for a response. Mr. Hebenstreit stated that items 2 & 3 should be removed from the list, item 2 FEMA disaster training is no longer offered due to budget cuts. Item 4 should be changed to include cataloging and make them electronically available. Ms. Phillips mentioned looking in to a service to assist with this. Item 5 and 6 no updates at this time.

Discuss Amendment D to Ordinance No. #90-07 addressing HSSD employee vacation policy. Ms. Phillips stated that neither Mr. Skiff or her had made any further revisions to it at this time. Mr. Hebenstreit stated that he believes that the vacation and insurance need to be addressed to make Holiday Shores Sanitary District more competitive when searching for new employees. Ms. Phillips stated that maybe we should look into replacing Ordinance No. #90-07 instead of amending it because many of the items outlined in it need updated.

NEW BUSINESS

Review and vote on Authorizing Debt Ordinance 07142025 Authorizing Loan Agreement Non-Home Rule Entity. Ms. Phillips stated that this is the same ordinance that was passed June 2nd and communicated to the IEPA but not yet published. The June 2nd ordinance needed to be published within 30 days to conform to all requirements. Because of this she wanted it to be voted on again tonight. Ms. Phillips will provide a legal opinion letter about the ordinance once it is published. Mr. Hebenstreit made a motion to approve Authorizing Debt Ordinance 07142025 Authorizing Loan Agreement Non-Home Rule Entity. Mr. Hayes seconded the motion, and all Trustees voted “Aye”.

Review 2025-2026 FY Budget draft. Mr. Skiff stated that he did not have enough of the budget completed to provide a draft at this time. Mr. Hebenstreit asked what the time frame was that we must hit. Mr. Skiff stated that the budget needs to be voted on at the August 11th meeting.

Review of landscaping bids. Mr. Skiff was informed July 1, 2025 that Holishor was going to send the Sanitary District a letter about the condition of the landscaping at the main office. Three bids were submitted out of the four landscaping companies that were contacted for bids. Madison County Lawn Care, Inc. submitted a bid of \$8300.00, Integrity Landscapes submitted a bid of \$9675.00 and Warnick Complete Land Management, LLC. submitted a bid of \$15250.00. Discussion ensued. Mr. Hebenstreit made a conditional motion to go with the most economical bid, from Madison County Lawn Care, Inc. pending they can provide a certificate of insurance and if he cannot, go with Integrity Landscapes. Mr. Hayes seconded the motion, and all Trustees voted “Aye”

OPERATIONS REPORT

Mr. Urban presented the Operations Report for June 2025, and it is attached to these meeting minutes.

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 asked if there was a motion on the personnel issue discussed in executive session. Mr. Hebenstreit made a motion proceed as discussed in executive session. Mr. Hayes seconded, and all Trustees voted “Aye”.

ADJOURNMENT OF REGULAR MEETING

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

Respectfully submitted, Rick Skiff, District Clerk

Operations Report June 2025

Employees

Gavin Powers

AWWA Conference

EPA cybersecurity / WTP computer

Force flow scales / WTP Cl2 scales

GIS / water & sewer distribution

Badger on-line instruments / WTP (pH, Cl2 & Turbidity)

Educational Sessions / PFAS, Microplastics, DBP's & Utility process

Water

Monthly coliform results / satisfactory

We are currently tallying the water distribution system (valves, hydrants, water meters, etc.) for IRWA GIS mapping. After the IRWA receives our information, they will send a quote.

EPA cybersecurity. I have the contact information for the EPA contractor running the cybersecurity program & have reached out via voicemail & emails. Jimmy Cady with Horsley Witten group is the cybersecurity analyst.

Raw water pumps were "overloading" in the extreme temperatures. We will be installing an exhaust fan on the pump house for added ventilation.

Sewer

Total sewer calls for the month of June: 30

Complete pump changes for the month of June: 22

Two GP tank valves replaced

One sewer service leak repaired

New Construction

603 Westview & 6648 Golden raintree are on-line

5 currently in various stages of construction