

MINUTES OF REGULAR MEETING
OF BOARD OF TRUSTEES
HOLIDAY SHORES SANITARY DISTRICT
Monday August 11, 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

Keith Chandler 606 – Requested a sewer credit of \$188.43 for sod watering, the home is uninhabited and for sale, all the water was used to water sod. Discussion ensued. It was decided to credit the sewer usage of \$177.16 would be credited.

Brennan Murphy 671Z – Requested a sewer credit of 195.50 for sod watering.

Mr. Hebenstreit made a motion to approve the sewer credit for sod watering. Mr. Hayes seconded the motion. Mr. Hebenstreit and Mr. Hayes voted “Aye”. Mr. Murphy abstained.

Sewer credit requests for pool fills (4) were presented to the board and there were no objections.

Arc Design Resources, Inc. on behalf of their client, Cissell Mueller, the developer of a proposed Dollar General at the corner southwest of Moro Rd and St. James Dr. on a 1.7 acre parcel. Discussion ensued. The utility plan shows the sanitary line connecting to the existing sanitary main lines on the south side of Moro Rd. The typical usage for this type of building is approximately 350 gallons. Mr. Hebenstreit made a motion to approve the annexation with the condition that all annexation fees and normal hookup fees are covered by the developer. Mr. Hayes seconded the motion. All Trustees voted “Aye”.

Other open forum, there were no other customers in attendance.

APPROVAL OF MINUTES

The minutes of the July 14, 2025, regular meeting were submitted for approval, with the June Operations Report attached. Mr. Hayes made a motion to approve the minutes for the July 14, 2025, meeting. Mr. Hebenstreit seconded the motion, and all Trustees voted “Aye”.

FINANCIAL

The Summary of Accounts and Statement of Revenues and Expenses were not ready at the time of the meeting and will be reviewed at the September 8, 2025, meeting. No motion necessary.

DISBURSEMENTS

Approve invoice dated August 11, 2025, for legal fees from July 8, 2025, through July 31, 2025, submitted by Unsell Schattnik & Phillips. Mr. Hebenstreit made a motion to approve the invoice dated August 11, 2025, for legal fees. Mr. Hayes seconded the motion, and all Trustees voted “Aye”.

APPROVAL OF APPLICATIONS

Water/Sewer applications list for July 2025 was submitted for approval. Mr. Hebenstreit made a motion to approve the applications for July 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 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. Action Items 2 & 3 have a goal of being completed by the end of the year.

Action Item 4 Explore water & sewer utility consolidation Ms. Phillips stated that Illinois American Water was interested in coming to a meeting to address the board. Mr. Hayes stated that just selling the District does not make sense but if there could be enough money left over to possibly bring the Holiday Shores roads up to county standards so Madison County would provide tax dollars to help maintain the roads and reduce the maintenance cost to the residents. Ms. Phillips stated that Illinois American Water did state that our water rates are comparable to its rates, but our sewer rates are low. Mr. Hebenstreit asked who controls the money left over after the debt is paid off. Ms. Phillips said that if it is decided at some point to go through with this it would then have to be put on a ballot and passed by the voters in the District and eventually there could be a second vote that discusses where it gets applied. More discussion ensued. Mr. Hayes stated that he would contact Holishor to get an estimate of what it would cost to bring the roads up to the county standard and report back in the September meeting. Ms. Phillips stated that we should go back to the point of contact at Illinois American Water and inform them we are doing some investigating and are not ready to have them come to a Board of Trustees meeting. Action Item 5 Water Systems Mapping. Mr. Urban is working to gather information to send to Illinois. Mr. Hebenstreit asked to change item 5 to Water System Mapping and Sub Surface Instrument Training with a training plan by the end of October.

Tabled Items. Item 1 Cyber Security Assessment. Mr. Urban will address this in his Operations Report.

Item 2 Ordinance Catalog, Review & Electronic Availability. Mr. Hebenstreit asked to have a plan for this item by the end of the year.

Mr. Hebenstreit requested to move tabled items 1 & 2 to active items

Item 5 and 6 no updates at this time and will stay tabled items.

Discuss Amendment D to Ordinance No. #90-07 addressing HSSD employee vacation policy. Mr. Skiff reported that no changes have been made and there is no updates at this time.

Review 2025-2026 FY Budget draft. Mr. Skiff the Budget need to be reviewed and voted on to avoid calling a special meeting later in the month. Discussion ensued. The following items were noted. The rates have not changed so revenue should be very similar to last year. The expenses were based on last years numbers. The Lagoon Project loan will have to be a line item in the 2026/2027 budget. The staff wages are increased by 5%. The dates shown on the summary page of the 2025-2026 Budget Draft did not get changed and should read "25-26 Budget", "Balance 07/01/2025", "End Balance 06/30/2026

Mr. Hebenstreit made a motion to approve the draft budget with the editorial corrections addressing the dates on the summary page. Mr. Hayes seconded the motion. All Trustees voted "Aye".

Mr. Hebenstreit made a motion to approve the Budget Ordinance No. 2025-2026 for Fiscal Year 25-26. Mr. Hayes Seconded the motion. All Trustees voted "Aye".

NEW BUSINESS

Ordinance No. 2026-2027T FY 2026-2027 Tax Levy and Assessment Ordinance of Holiday Shores Sanitary District. Discussion ensued. Ms. Phillips noted that there is a correction to the ordinance number it should read 2025-2026T. Mr. Hayes made a motion to approve the Ordinance No. 2025-2026T Tax Levy and Assessment. Mr. Hebenstreit seconded the motion. All Trustees voted "Aye".

OPERATIONS REPORT

Mr. Urban presented the Operations Report for July 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 to approve the pay increases discussed in executive session.

Mr. Hebenstreit made a motion to approve the pay increases discussed in executive session. Mr. Hayes seconded, 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 JULY 2025

Employees

Colin Stone start date August 11, 2025

Nick McMillian performance review completed

Ryan Davis performance review completed

Water

Monthly coliform results / satisfactory

DBP results / under the MCL's

EPA cybersecurity. I spoke Michael Hitcho from General Dynamics. We will be setting up a meeting with General Dynamics & Logicon Group to go over a preliminary checklist. They will then send us a summary suggesting improvements

Exhaust fan has been installed on raw water pump house to assist with motors overheating

Sewer

Holishor has asked HSSD if we have form to add to their construction permit package. This includes decks, sheds, fencing, etc.... This form would advise about access to grinder pump tanks. I believe we should have something in place.

Ryan Davis will be the certified sewer operator starting in September. He currently has a Class II sewer license. A letter has been sent to Certop informing the end of contract agreement.

Nick, Ryan & Colin will be attending training for Extreme series pumps on August 27th at Flow System. They also will be set up with the E-ONE Training Academy so they can be certified to work on Warranty pumps and they will have access to plenty of videos and documents for pump repairs.

One of the VFD's at Midway lift station has gone out. Replacement roughly \$3600.00

Total sewer calls for the month of July: 36 / Yearly 209

Complete pump changes for the month of July: 22 / Yearly 116

Two GP tank valves replaced

Two sewer service leaks repaired