

MINUTES OF REGULAR MEETING  
OF BOARD OF TRUSTEES  
HOLIDAY SHORES SANITARY DISTRICT  
Monday September 8, 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**

Jeremy Jasudowicz 1041 - Requested sewer credit of \$62.40 for a broken hose. Mr. Hebenstreit made a motion to approve the sewer credit. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

Linda Beasley 1849 – Requested sewer credit of \$92.08 for watering grass. Ms. Beasley stated that the yard was damaged by tree trimming equipment. Mr. Hayes made a motion to approve the sewer credit. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

Nora Muffler 69 – Requested a sewer credit of \$392.53 for a water leak external to the home that was ongoing for eleven months. Mr. Hebenstreit suggested that we recalculate using July 2024 to December 2024 to get the average to calculate the credit for January 2025 to July 2025. Mr. Hebenstreit made a motion to approve the sewer credit based on the discussion. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

Sewer credit requests for pool fills (3) and a leak were presented to the board as well and there were no objections.

Report on sewer backups. There are three. First is 349 Wanda Dr, the circuit breaker in our panel was mistakenly turned off on a service call to a neighbor's home and not turned back on. Second is 487 Tamarach Dr, the circuit breaker inside the customer's home that supplies power to our panel tripped disabling both the pump and alarm system. Third is 1602 Waikiki Dr, there was a pump and alarm failure resulting in a backup while waiting for parts to repair the alarm that was found inoperable the week before. Discussion ensued. Mr. Hebenstreit asked Mr. Skiff to reach out to the insurance company to see how turning 349 Wanda Dr. in would impact the rates and decide about how it is paid at that time. It was decided that 487 Tamarach Dr. would be denied because the power to Holiday Shores Sanitary District equipment was interrupted. Lastly 1602 Waikiki Dr. will be turned into insurance.

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

**APPROVAL OF MINUTES**

The minutes of the August 11, 2025, regular meeting were submitted for approval, with the June Operations Report attached. Mr. Hayes made a motion to approve the minutes for the August 11, 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 July 31, 2025.

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### **DISBURSEMENTS**

Approve invoice dated September 5, 2025, for legal fees from August 4, 2025, through August 24, 2025, submitted by Unsell Schattnik & Phillips. Mr. Hebenstreit made a motion to approve the invoice dated September 5, 2025, for legal fees. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

### **APPROVAL OF APPLICATIONS**

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

### **UNFINISHED BUSINESS**

Continuing the discussion of the Action Items list.

Action Item 1 regards 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. The goal for this plan is the end of the year.

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 Item 4 Explore water & sewer utility consolidation Mr. Hayes contacted Holishor Association about possible community improvements and has not received a response. Mr. Hayes does not believe that the district would benefit from consolidation at this time. This item will remain on the Action Item List for one more month.

Action Item 5 Water Systems Mapping. There is no update currently.

Action Item 6 Department of Homeland Security Cyber Security Assessment. Mr. Urban is attempting to set up a meeting for the assessment.

Action Item 7 Ordinance Catalog & Review and Electronic availability plan. No update currently.

Tabled Items. Items 1 and 2 there are 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. This should be moved to the Action Item List going forward.

### **NEW BUSINESS**

IEPA Lagoon Project Loan Document discussion and approval. The loan documents were not received prior to the meeting. Ms. Phillips and Mr. Skiff have been working to get this done but we are waiting on the documents from the IEPA. Ms. Phillips was informed by Ms. Tebbe that once the loan manager has approval to write the loan it can take up to two weeks to get through the signature process before we will receive the documents. This should not negatively impact the time line for the project but if the

documents come in with in the next two week we will need to call a special meeting to sign the documents.

#### **OPERATIONS REPORT**

Mr. Urban presented the Operations Report for August 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. 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 August 2025

### Employees

Colin Stone is scheduled into the on-call rotation on September 19<sup>th</sup>.

### Water

Monthly coliform results / satisfactory

We performed a pinning procedure on Memcor #2 due the AHT results were climbing (.857) AHT (air hold test) is one procedure in checking the integrity of the membranes. We took 83 lumens out of service. There are between 384,000 to 480,000 lumens per Memcor skid (48 membrane modules. AHT results after was .217.

The cl<sub>2</sub> gas detector at the WTP has failed. I reached out to Hydro-Kinetics our Regal distributor about repairing our existing one. Unfortunately, it cannot be repaired. We have a new one on order the cost is \$3,724.00. 2/3 weeks lead time.

Ryan ran the WTP for 6 days with no issues while I was out of town.

### Sewer

The training for the Extreme series grinder pumps at flow systems was beneficial for the guys.

The 200 series grinder pumps (the first wave of installations in the 90's) are at the "end of life" stage. E/One has not carried parts for these in years, so we have been getting after-market parts. We are now starting to see a rash of repeat failures on those units. Issues ranging from bad motors to possible bad after market parts. Also, we cannot get every single part for the units. We roughly have 700+ of those units.

Total sewer calls for the month of August: 15 / Yearly 224

Complete pump changes for the month of August: 21 / Yearly 137

Two GP tank valves replaced.