

MINUTES OF REGULAR MEETING
OF BOARD OF TRUSTEES
HOLIDAY SHORES SANITARY DISTRICT
Monday October 13, 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, Erin Phillips District Council, and Sarah Tebbe HMG Engineers.

OPEN FORUM

Sewer credit requests for pool fills (6) and a leak were submitted in September. The requests were approved or denied per the Water & Sewer Credit Policy. There were no objections.

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

APPROVAL OF MINUTES

The minutes of the September 8, 2025, regular meeting were submitted for approval, with the August Operations Report attached. Mr. Hebenstreit made a motion to approve the minutes for the September 8, 2025, meeting. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

FINANCIAL

The Summary of Accounts was reviewed for the month-end balances on September, 2025. The Statement of Revenues and Expenses was not ready for review and will be addressed at the November regular meeting.

DISBURSEMENTS

Approve invoice dated October 9, 2025, for legal fees from September 3, 2025, through October 2, 2025, submitted by Unsell Schattnik & Phillips. Mr. Hayes made a motion to approve the invoice dated October 9, 2025, for legal fees. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

APPROVAL OF APPLICATIONS

Water/Sewer applications list for September 2025 was submitted for approval. Mr. Hayes made a motion to approve the applications for September 2025. Mr. Hebenstreit 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. Mr. Urban stated this is almost wrapped up. We are continuing to work on it.

Action Item 3 Emergency Sewer System Plan. We are continuing to work on it.

Action Item 4 Explore water & sewer utility consolidation Mr. Hayes has not received a response from Holishor Association regarding community improvements and thinks this item should be removed from the list. Mr. Hebenstreit agreed and asked that it be documented that the Board of Trustees are no longer pursuing this at this time. This item is to be removed from the Action Items List.

Action Item 5 Water Systems Mapping and Sub Surface Instrument training. This item will be updated in the Operations Report.

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.

Action Item 8 Update Amendment D to Ordinance NO #90-07 addressing HSSD employee vacation policy. There is nothing to present currently.

Tabled Items. Items 1 and 2 there are no updates at this time and will stay tabled items.

NEW BUSINESS

Approval of the agreement between KamEx, Inc. and Holiday Shores Sanitary District for the Wastewater Treatment System Improvements that was bid on April 2, 2025. Ms. Tebbe presented the agreement and guaranteed that we have all the items we need to move forward. This is the agreement that the board voted to award to Kamadulski Excavating & Grading, now KamEx, Inc. during the April 14, 2025, regular meeting. Ms. Tebbe will schedule a preconstruction meeting, KamEx, Inc will have 365 days from seven (7) days after the preconstruction meeting for substantial completion and 400 days to achieve readiness for final payment for the project. Mr. Murphy signed the agreement.

Review employee health insurance quotes got December 2025 through November 2026. Mr. Skiff stated that the insurance premium for the plan the district has currently decreased by half a percent, and it is the lowest premium quoted without a significant reduction in coverage. Mr. Skiff Recommended renewal option one and keeping the current plan. Discussion ensued. Mr. Hayes made a motion to approve renewal option one as recommended. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

Discuss creation of an employee attendance policy. Mr. Skiff stated that the district needs to have a written policy in place for handling employee absences. Discussion ensued. The Board of Trustees asked that Mr. Skiff and Mr. Urban, with Ms. Phillips assistance, create an outline at minimum and possibly a policy to vote on for the November meeting.

Review and vote on Unsell, Schattnik & Phillips P.C. rate increase letter. Mr. Skiff received a letter on October 1, 2025, informing the district of a rate increase to go into effect January 1, 2026. Discussion ensued. Mr. Hayes made a motion to accept the rate increase. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

Mr. Hebenstreit requested to move the November 10, 2025, meeting up. Mr. Hebenstreit is out of town for work. Discussion ensued. Mr. Hayes made a motion to move the meeting to Thursday November 6, 2025. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

OPERATIONS REPORT

Mr. Urban presented the Operations Report for September 2025, and it is attached to these meeting minutes. Mr. Urban highlighted that 39 grinder pumps were changed in September, 28 of those were 200 Series pumps. The 200 Series pumps are the original pumps installed when the sewer system was installed. The replacement parts used to rebuild these pumps have been discontinued by the manufacture. The aftermarket parts are proving to be inferior, and many of the pumps can no longer be rebuilt. We will need to order the newer model pumps to replace the 200 Series pumps sooner than expected. Discussion ensued. Mr. Hebenstreit made a motion to order 20 replacement pumps. Mr. Hayes seconded the motion, 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. 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. 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 for September 2025

Water

Our source water protection plan has been submitted for IEPA approval

The new Cl₂ gas detector has been installed at the WTP

A letter was sent to Madison County Zoning to express HSSD's disagreement with the rezoning of Lot B113 from commercial to residential. We have an emergency interconnect with Fosterburg Water District on that lot.

Monthly coliform results were satisfactory

We are currently not in "dual pump mode" due to the current drawdown of the lake.

Raw water quality has not been affected due to the drawdown.

Both elevated tower inspections were satisfactory.

Sewer

One pump at our main lift station has failed & is currently at Vandeventer to evaluate a repair or replacement. They also recommend we have one spare pump for the main lift station. Also, one LS pump from the Midway subdivision is there also.

Sewer calls YTD 288

Complete pump changes for September: 39/ YTD 176. 28 were 200 units.

Three GP tank valves replaced

120V replacement pump costs:

20+ \$3,633.30 / \$72,666.00

40+ \$3,520.26 / \$140,810,40

Sub Surface Locator

November 3rd, two staff members will be attending a 2-day training course for our AML Pro Series w/GPS locator.