

MINUTES OF REGULAR MEETING
OF BOARD OF TRUSTEES
HOLIDAY SHORES SANITARY DISTRICT
Thursday November 6, 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. Auditor Jessica Smith with Scheffel Boyle, Carla Lankster retired District Clerk and Tom Lankster resident at 2000 Dubloon Ct were also in attendance.

OPEN FORUM

Sewer credit requests for five pool fills and two leaks were submitted in October. The pool fills and one leak requests were approved or denied per the Water & Sewer Credit Policy. There was one leak credit that was subject to further review. 358 Wanda Dr. had an ongoing leak from May through August 2025 and was requesting sewer credit and the additional 25% water credit for four months. Discussion ensued. Mr. Skiff mentioned that there was a credit given earlier this year for a leak that was ongoing for more than 12 months. The customer was given a sewer and water credit for six of the twelve months. Mr. Hebenstreit made a motion to approve the sewer and water credit for 358 Wanda Dr. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

Other open forum, presentation of the annual fiscal year 2024-2025 audit report by Scheffel Boyle. Ms. Smith of Scheffel Boyle presented the Audit Report for the Fiscal Year 2024-2025, ending June 30, 2025. In the opinion of Scheffel Boyle, the report is presented fairly and is a clean report. Ms. Smith went through the report, explaining the statements for General Fund and the Water and Sewer Proprietary Funds. The new GASB accounting standards adopted this year require the reporting of "Sick Time" as compensated absences and the District has not identified any new constraints that pose a risk requiring disclosure as a result of adopting this standard.

APPROVAL OF MINUTES

The minutes of the September 26, 2025, special meeting were submitted for approval. Mr. Hayes made a motion to approve the minutes for the September 26, 2025, meeting. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

The minutes of the October 13, 2025, special meeting were submitted for approval, with the August Operations Report attached. Mr. Hebenstreit made a motion to approve the minutes for the October 13, 2025, meeting. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

FINANCIAL

The Statement of Revenues and Expenses were reviewed for the month end balances on September 30, 2025.

The Summary of Accounts and Statement of Revenues and Expenses were reviewed for the month end balances on October 31, 2025.

DISBURSEMENTS

Approve invoice dated October 29, 2025, for legal fees from October 8, 2025, through October 29, 2025, submitted by Unsell Schattnik & Phillips. Mr. Hayes made a motion to approve the invoice dated October 29, 2025, for legal fees. Mr. Hebenstreit seconded the motion, and all Trustees voted "Aye".

APPROVAL OF APPLICATIONS

Water/Sewer applications list for October 2025 was submitted for approval. Mr. Hebenstreit made a motion to approve the applications for October 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. Mr. Urban stated the plan is completed and can be removed from the Action Item List. Mr. Hebenstreit agreed that it can be removed from the Action Item List.

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

Action Item 4 Water Systems Mapping and Sub Surface Instrument training. There is no update on mapping. Two Operators returned from sub surface instrument training today.

Action Item 5 Department of Homeland Security Cyber Security Assessment. No update currently.

Action Item 6 Ordinance Catalog & Review and Electronic availability plan. No update currently.

Action Item 7 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.

Discuss creation of an employee attendance policy. A working draft of an Attendance Policy was presented to the Board of Trustees. This policy will address time keeping, permitted uses for sick leave, notification requirements for sick leave, notification expectations for missing work, medical certification, vacation time usage, and disciplinary actions. Discussion ensued. It was determined that the policy needs to be voted on by the Board of Trustees. The goal is to have a policy for the Board of Trustees to review before the December 8th meeting.

NEW BUSINESS

No new business currently.

OPERATIONS REPORT

Mr. Urban presented the Operations Report for October 2025, and it is attached to these meeting minutes. Mr. Urban highlighted that the IEPA has approved our source water protection plan and Metro-Ag plans to start dredging of the lagoon within a few weeks.

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 for October 2025

Water

The IEPA has approved our source water protection plan

Our final Cyanotoxin (HAB/blue-green algae) results were ND

October's monthly coliform results were satisfactory

WTP start procedure has been completed

Currently working on the GAC BW procedure manual

Raw pumps are in "dual mode" due to the lake level

Raw water quality has not been affected by the drawdown

Sewer

Metro-Ag plans to start the dredging of the lagoon within a few weeks

Sewer calls YTD 329

Complete pump changes for October: 20 / YTD 196

Two GP tank valves replaced

Two sewer service leaks repaired