

MINUTES OF REGULAR MEETING
OF BOARD OF TRUSTEES
HOLIDAY SHORES SANITARY DISTRICT
Monday December 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, Erin Phillips District Council.

OPEN FORUM

Sewer credit requests for four pool fills and one leak were submitted in November. The pool fills and leak requests were approved or denied per the Water & Sewer Credit Policy. There was one leak credit for 1815 Sextant Dr. that was subject to further review. The customer was not in attendance at the time of open forum Patricia Davenport, 1815 Sextant Dr came in after closed session and asked to address the board regarding her sewer credit request. The Board of Trustees listened to Ms. Davenport's request. The leak was a running toilet. Mr. Hebenstreit noted that toilet leaks do not qualify for sewer credits because Holiday Shores Sanitary District must process both the incoming water and outgoing wastewater. Ms. Davenport's request was denied.

APPROVAL OF MINUTES

The minutes of the November 6, 2025, regular meeting were submitted for approval, with the October Operations Report attached. Mr. Hayes made a motion to approve the minutes for the November 6, 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 November.

DISBURSEMENTS

Approve invoice dated December 3, 2025, for legal fees from October 31, 2025, through November 24, 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 November 2025 was submitted for approval. Mr. Hebenstreit made a motion to approve the applications for November 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 developed a spreadsheet to track the grant opportunities. No new grants were researched or applied for. Mr. Skiff did not have an example of the spreadsheet available and was asked to provide one at the next meeting.

Action Item 2 Emergency Sewer System Plan. We are continuing to work on it.

Action Item 3 Water Systems Mapping and Sub-Surface Instrument training. Mr. Urban stated that the sub-surface instrument training went well in November. Both Operators have been able to successfully use the sub-surface instrument to locate water and sewer lines. Mr. Urban stated that Illinois Rural Water Association can help with the mapping, but it is a slow process.

Action Item 4 Department of Homeland Security Cyber Security Assessment. No update currently.

Action Item 5 Ordinance Catalog & Review and Electronic availability plan. No update currently.

Action Item 6 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. Ms. Phillips presented a policy created with input from Mr. Skiff and Mr. Urban to address the following issues: timely reporting to work, permitted uses for employee personal leave time, notification requirements for personal leave time, employee notification expectations for missing work, activity while on personal leave, medical certification, vacation, definition of no call no show, disciplinary actions, and evidence of need to use time off. The policy has an effective date of January 1, 2026. Discussion ensued. Mr. Hebenstreit made a motion to approve the implementation of the attendance policy effective January 1, 2026. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

NEW BUSINESS

Approve 2026 schedule of monthly meeting. Two lists of dates were presented. The first is the normal second Monday of each month and the second is adjusted to address know conflicts in scheduling for Mr. Hebenstreit's work schedule to avoid having to reschedule meetings at a later date. Mr. Hayes made a motion to approve the second 2026 schedule of monthly meetings addressing the know conflicts. Mr. Hebenstreit seconded the motion, all Trustees voted "Aye".

Approve 2026 schedule of employee holidays. Mr. Skiff stated that the list of eleven holidays has not changed from the previous year. Only the actual dates and the observed dates have changed. Mr. Hayes made a motion to approve schedule of employee holidays. Mr. Hebenstreit seconded the motion, all Trustees voted "Aye".

Discuss election of officers effective January 1, 2026. Discussion ensued. It was recommended by Mr. Hayes that Mr. Hebenstreit move to President, Mr. Hayes to Vice President and Mr. Murphy to Treasurer for calendar year 2026. Mr. Hebenstreit agreed. Mr. Hayes made a motion to approve the nomination of officers as he described. Mr. Hebenstreit seconded the motion, all Trustees voted "Aye".

Discuss annual Christmas bonus checks for employees in executive session.

OPERATIONS REPORT

Mr. Urban presented the Operations Report for November 2025, and it is attached to these meeting minutes. Mr. Urban highlighted the need for the purchase of a backup raw water pump and motor valued at \$8467.99. Discussion ensued. Mr. Hebenstreit asked if this required three bids. Mr. Urban stated that the pumps are pretty much custom-made. Ms. Phillips stated that because we cannot get a generalized bill on it, it should be okay. Mr. Hayes made a motion to approve the purchase of the raw water pump and motor. Mr. Hebenstreit seconded the motion, 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, 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 Christmas bonuses as discussed in executive session. Mr. Hebenstreit made a motion to approve the Christmas bonuses 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 for November 2025

Water

November's monthly coliform results were satisfactory

Lead & Copper results did not exceed the 90th percentile value. Lead acl 15ppb (average 3.7ppb)

4" water main was repaired at 68 Shore. Only 2 homes were shut off during the repair, and a precautionary boil order was issued.

Proposal for a spare raw water pump & motor: \$8,467.99

Sewer

Lagoon dredging has begun

Sewer calls YTD 349

Complete pump changes for November: 12 / YTD 209

2 GP tank valves replaced