

MINUTES OF REGULAR MEETING  
OF BOARD OF TRUSTEES  
HOLIDAY SHORES SANITARY DISTRICT  
Monday January 12, 2026

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.

Jeff Hebenstreit, President and Trustee called the meeting to order. Trustees Richard Hayes and Brennan Murphy were present. Joe Urban Operations Manager, Rick Skiff, District Clerk, Erin Phillips District Council.

**OPEN FORUM**

Sewer credit requests for two pool fills and one watering, and four leaks were submitted in December. The pool fills and watering requests were approved or denied per the Water & Sewer Credit Policy. Two of the four leak credits were in attendance.

Erica Freeman, 130 Shore Dr. Sw. requested a sewer credit for a leak that occurred while she was out of town. When HSSD collected the meter readings in December it was noted that her reading was much higher than normal. The office contacted Ms. Freeman, and she requested that we turn her water off at the meter because she was out of town. When the Operator for HSSD went to turn off the water a hose on the side of the home was found to be leaking. The hose was turned off and the meter was checked. No water was being used once the hose was turned off. Mr. Hayes made a motion to approve the sewer credit request for 130 Shore Dr. Sw. Mr. Murphy seconded the motion, and all Trustees voted "Aye". Kaitlyn Shanle, 3 Waikiki Dr. requested a sewer credit because a pipe burst while the customer was out of town. The water usage was only 5500 gallons over the customers average usage. This amount does not qualify for sewer credit under the policy. The reading was taken the day the customer returned and found the leak. There is a possibility that some of the leak was not included in the current reading. Mr. Skiff will look at the reading for 3 Waikiki to see if any of the leak is in the next billing cycle. Mr. Hayes made a motion stating that once the next readings are completed Mr. Skiff can make the final decision on the sewer credit once the reading is completed in January. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

Leak credit for 351 Wanda Dr. The customer could not be in attendance and requested that Mr. Skiff present the leak request on their behalf. Mr. Skiff reported that during a cold snap in December a water line to the customer's dock broke and leaked 103,522 gallons of water over their normal monthly average. Discussion ensued. This was not the first time this customer has submitted a sewer credit for reading more than 100,000 gallons. Mr. Hayes made a motion to approve the credit. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

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

**APPROVAL OF MINUTES**

The minutes of the December 8, 2025, regular meeting were submitted for approval, with the November Operations Report attached. Mr. Hayes made a motion to approve the minutes for the December 8, 2025, meeting. Mr. Murphy 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 as of December 2025.

### **DISBURSEMENTS**

Approve invoice dated January 12, 2026, for legal fees from December 2, 2025, through January 2, 2026, submitted by Unsell Schattnik & Phillips. Mr. Murphy made a motion to approve the invoice dated January 12, 2026, for legal fees. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

### **APPROVAL OF APPLICATIONS**

Water/Sewer applications list for December 2025 was submitted for approval. Mr. Murphy made a motion to approve the applications for December 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 provided a copy of the spreadsheet to track the grant opportunities. No new grants were researched or applied for.

Action Item 2 Emergency Sewer System Plan. Mr. Urban stated that this plan should be ready for the next meeting.

Action Item 3 Water Systems Mapping and Sub-Surface Instrument training. Mr. Urban stated that the work with the sub-surface locator is progressing slowly with practice and they are getting better at using it.

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 there are no updates at this time. Item 2 Polyfluoroalkyl substances Mr. Urban has received results of the testing and reports all levels are well below the standards. Mr. Hebenstreit requested that Mr. Urban email the result to him for review. Both items will stay tabled.

### **NEW BUSINESS**

Resolution Authorizing a Representative to Sign Loan Documents. This is a result of changing the Board of Trustee President to Mr. Hebenstreit for the 2026 calendar year. Mr. Hayes made a motion to approve signing the resolution authorizing Mr. Hebenstreit to sign loan documents. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

Approve application for first payment and distribution form the IEPA loan for the lagoon project. Mr. Skiff was informed by Ms. Tebbe of HMG Engineers that some Districts require the documents to be brought to a meeting before signing and others are of the opinion that the payments were approved when the loan and contract with the contractor was signed. Discussion ensued. It was decided that going forward Mr. Hebenstreit could sign the distribution forms as they come in and Mr. Skiff would bring them to the following meeting to update the Board Members. Mr. Hayes made a motion to approve signing the payment application. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

Discuss signage requirements for lagoon project and decide which method HSSD will use. There are four options to choose from, only two must be used. Option one is local newspaper or newsletter, option two is an insert in water/sewer bill, option three is online, and option four is standard sign at the project location. Discussion ensued. It was decided that the signage requirement would be met using option 1,

newspaper, and option 3 online. Mr. Murphy made a motion to approve the signage methods discussed. Mr. Hayes seconded the motion, and all Trustees voted “Aye”.

Board of Trustees to affirm District Clerk and District Counsel. Ms. Phillips asked to have this added to the agenda after the last meeting. She stated that the District Clerk and District Counsel serve at the pleasure of the Board this should be done on an annual basis. Mr. Hayes made a motion to affirm Mr. Skiff as District Clerk. Mr. Murphy seconded the motion, and all Trustees voted “Aye”. Mr. Murphy made a motion to affirm Ms. Phillips as District Counsel. Mr. Hayes seconded the motion, and all Trustees voted “Aye”.

### **OPERATIONS REPORT**

Mr. Urban presented the Operations Report for December 2025, and it is attached to these meeting minutes. There was discussion about Mr. Urban registering for the AWWA conference on June 21, 2026, to June 24, 2026. Mr. Hayes made a motion to approve sending Mr. Urban to the AWWA conference. Mr. Murphy 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, and pursuant to Statute 5ILCS 120/2 (C)(11), to discuss possible litigation. Mr. Hayes made a motion to adjourn to Executive session. Mr. Murphy seconded the motion, and all Trustees voted “Aye”.

### **BACK IN REGULAR MEETING FROM THE EXECUTIVE SESSION**

Ms. Phillips reported that two issues were discussed in executive session, one having to do with the separation of an employee from employment with the District on January 2, 2026 and the board will take up a motion in a moment in light of that employee separation, secondarily Counsel also provided a brief update with respect to ongoing potential litigation. Mr. Hayes made a motion to hire a replacement and Mr. Urban and Mr. Skiff jointly look for the replacement and inform the Board of the particulars when the replacement is found. Mr. Murphy seconded the motion, and all Trustees voted “Aye”.

### **ADJOURNMENT OF REGULAR MEETING**

Mr. Hayes made a motion to adjourn the regular meeting. Mr. Murphy seconded the motion, and all Trustees voted “Aye”.

Respectfully submitted, Rick Skiff, District Clerk

## **Operations Report for December 2025**

### **Employees**

All employees are OSHA 10 certified

Colin Stone will complete his hepatitis vaccination in May. Ryan & I are fully vaccinated.

## Water

8" water main was repaired @ 2085 Castle Dr. Repair was outsourced due to the material of the main.

Membranes at the WTP are nearing the end of life & will need to be replaced within the next 6 months. The current membranes were installed in early 2019.

December's monthly coliform results were satisfactory

Registration is open for the AWWA conference on June 21<sup>st</sup>/24<sup>th</sup>

## Sewer

Roughly 15% of the upper cell has been dredged. They hope to have the upper cell completed by this Friday, the 16<sup>th</sup>.

Sewer calls for 2025: 362

Complete pump changes for December: 6 / Total for 2025: 215

1 GP tank valve replaced