

MINUTES OF REGULAR MEETING  
OF BOARD OF TRUSTEES  
HOLIDAY SHORES SANITARY DISTRICT  
Monday March 2, 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 with Joe Urban Operations Manager, Rick Skiff, District Clerk, and Erin Phillips District Council were present.

**OPEN FORUM**

Sewer credit requests for one pool fill and one leak were submitted in February. The pool fill and leak requests were approved or denied per the Water & Sewer Credit Policy.

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

**APPROVAL OF MINUTES**

The minutes of the February 9, 2026, regular meeting were submitted for approval, with the November Operations Report attached. Mr. Hayes made a motion to approve the minutes for the February 9, 2026, meeting. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

**FINANCIAL**

The Summary of Accounts and Statement of Revenues and Expenses for February 2026 were not ready at the time of the meeting and will be reviewed at the April 13, 2026 meeting.

**DISBURSEMENTS**

Approve invoice for legal fees by Unsell Schattnik & Phillips. No invoice was submitted prior to the meeting. Ms. Phillips stated that she was holding the invoice until the next month.

**APPROVAL OF APPLICATIONS**

Water/Sewer applications list for February 2026 was submitted for approval. Mr. Murphy made a motion to approve the applications for February 2026. 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 stated that he had not applied for or researched any new grant opportunities since the last meeting. Mr. Skiff has located the binder with grants information from the previous Operations Manager and has begun adding them to the grant list.

Action Item 2 Water Systems Mapping and Sub-Surface Instrument training. Mr. Urban stated there is no update currently.

Action Item 3 Department of Homeland Security Cyber Security Assessment. Mr. Urban is currently working with Water Information Sharing and Analyst Center (WISAAC). WISAAC is insisting Mr. Urban meet with CISA, a cyber security advisor in Illinois, who can come onsite and go over the whole plant and computer system. This will be delayed because CISA is a part of the Department of Homeland Security and is currently shut down.

Action Item 4 Ordinance Catalog & Review and Electronic availability plan. No update currently.  
Action Item 5 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 currently. Item 2 Polyfluoroalkyl substances Mr. Urban will address PFAS in the Operations Report. Both items will stay tabled.

Discuss previously approved Dollar General annexation. Ms. Phillips reported that we needed a signature from Dollar General. The forms have been submitted. Discussion ensued. Ms. Phillips stated that to create an ordinance, verify the petition and file it all with the County Reorders office to change the map. The petition for annexation has been officially submitted to the district. The requirement that the property is not already situated within any municipality, the owner of record and voters of record have been given notice. The sole owner and voter of record are the petitioners. Mr. Skiff mentioned that he had been contacted by the General Contractor for the project about ordering the tank and paying the connection fees. Mr. Skiff asked if the process was far enough along to let them order and pay for the tank and connection fees. Discussion ensued. It was determined that the order could be placed and fees paid at this time. Ms. Phillips stated that no vote was necessary at this time as this was just catching the Board up on the formalization to get things moving forward.

#### **NEW BUSINESS**

Review bids for the 2026 mowing season. Three bids were submitted for the 2026 mowing season at the office water tower 1, water plant and lift stations. Bid 1 is Patriot Mowing, LLC, who bid \$300.00 per week for all locations. Bid 2 is Madison County Lawn Care, Inc. who bid \$310.00 weekly for the office, water tower 1 and water plant and \$205.00 per month for the lift stations. Bid 3 is The Johnson Lawn Firm who bid \$330.00 per week for the office, water tower 1 and water plant and \$45.00 per cut or trim per lift station bi-weekly. Discussion ensued. It was determined to go with the lowest bidder Patriot Mowing, LLC. Mr. Murphy made a motion to accept the bid from Patriot Mowing, LLC. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

There were also three bids submitted for mowing the area around the lagoon. The bids were from Skidsteer Hauling and Outdoor Service, LLC, Patriot Mowing, LLC, and Madison County Lawn Care, Inc. It was determined that the bids were not comparable as written and Mr. Skiff and Mr. Urban will contact the bidders to request the bids be resubmitted in the same format so they can be compared easily at the next meeting. No vote was taken at this time.

Review bids for office roofing replacement. Three bids were submitted for the replacement of the office roof. Bid 1 is Hero Roofing and Exteriors, PLLC. for \$79902.69. Bid 2 is LDL Roofing and Construction, LLC. for \$73637.28. Bid 3 is Laguna's Roofing, LLC. for \$75000.00. Discussion ensued. Mr. Urban noted that all three bidders would not bid a roof repair. All three were using comparable metal roof material with the same warranty and life expectancy. The lowest bidder was chosen for the job. Mr. Hayes made a motion to accept the bid from LDL Roofing and Construction, LLC. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

Review bids for installation of video surveillance at the water plant and main office. All bids are for three cameras, an 8 channel receiver and installation at the water plant and six cameras, an 8 channel receiver and installation at the main office. Bid 1 is George Alarm Company, Inc. for \$2885.00 at the water plant and \$4843.00 at the office, totaling \$7228.00. Bid 2 is Advanced Wiring Solutions for a total of \$6225.00 for both locations. Bid 3 is Security Camera Warehouse (SCW) for \$6773.00 for the office and \$5600.00 for the water plant, totaling \$12373.00. Discussion ensued. Advanced Wiring Solutions

was chosen as they are the lowest bidder. Mr. Hayes made a motion to accept the bid from Advance Wiring Solutions. Mr. Murphy seconded the motion, and all Trustees voted "Aye".

#### **OPERATIONS REPORT**

Mr. Urban presented the Operations Report for February 2026, and it is attached to these meeting minutes. Mr. Urban noted the following items:

The newest employee has progressed well and will be going on call 30 days before he was expected to. Holiday Shores Sanitary District has received the December PFAS results. See the attached Operations Report for February 2026 for more detail.

One of the two Midway lift station pumps have failed repair estimate is \$11252.28 replacement estimate is \$10065.00. Mr. Murphy made a motion to replace the pump for \$10065.00 to keep the system functioning. Mr. Hayes seconded the motion, and all Trustees voted "Aye".

The dredging on the upper lagoon cell should be completed last week, and the lower cell should only take a couple of days.

#### **ADJOURN TO EXECUTIVE SESSION**

Adjourn to executive session, pursuant to Statute 5ILCS 120/2 (C)(1), to discuss employee personnel issues. 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**

Mr. Hebenstreit noted that personnel issues were discussed in executive session. Mr. Murphy made a motion to approve the pay recommendation that was discussed in Executive Session. Mr. Hayes 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 February 2026

## **General**

Zak McTearnen will go O/C on March 20<sup>th</sup>.

## **Water**

We have received our December PFAS results. Two compounds were detected. PFBA was reported at 0.00620 ug/l & PFOA was reported at 0.0040 ug/l. All other compounds part of the analysis were less than the minimum reporting level (MRL)

I'm currently working with WaterISAC (Water Information Sharing and Analysis Center). They are assisting in getting me the name of the CISA Cybersecurity Advisor in IL who could come on-site. Due to the current DHS and CISA (Cybersecurity and Infrastructure Security Agency) shutdown, that's not a quick turnaround.

## **Sewer**

Midway lift station pump: Repair \$11,252.28 / New \$ 10,065.00

The Lagoon upper cell dredging should have been completed on February 27<sup>th</sup>. The lower cell is only to take a few days to complete dredging.

I currently do not have the tally for grinder pump calls/changes for February