



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT April 09<sup>th</sup>, 2026

Call to Order: The Chair, Commissioner Bill Hamilton called the meeting to order at 1558.

- I. Participants present: Commissioners, Bill Hamilton, Charlene Arnold, Bill Criswell, Bob Miller and General Manager Chad Clay. Julia Doherty of Foster Garvey was present; no other members of the public were present.
- II. Approval of the April 9<sup>th</sup> proposed agenda: Commissioner Bill Criswell moved to approve the proposed agenda with a change to add executive session. That motion was seconded by Commissioner Bob Miller and passed unanimously
  - I. Executive session

TOPIC: RCW 42.30.110 (i)	DURATION: 20 minutes
START TIME: 1600	EXTENDED: N/A
END TIME: 1619	

No action was taken out of ES
- III. Approval of March 12<sup>th</sup> 2026 minutes: Commissioner Bill Hamilton moved to approve the minutes of the March meeting. This motion was seconded by Commissioner Charlene Arnold and passed unanimously.
- II. Total voucher approval: Commissioner Bill Hamilton moved to approve total vouchers (attached) in the amount of \$69,111.27. Motion was seconded by Commissioner Charlene Arnold and passed unanimously.

- IV. Plant operations report: **\*\*written attached\*\***
  
  - V. New Business:
    - i. Permit application was tabled – no application fee
  
  - VI. Old Business:
    - a. Commissioner Arnold leading FINAL purchase of D-2 property
      - i. District will be contacting property owner - GM
        - 1. Commissioner Hamilton moved to negotiate with property owner to seek contract extension, for payment and interest. Bill Criswell seconded. Passed unanimously
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- III. Financial report:
  - a. Balance/P&L/Investments
  - b. Budget
    - i. Commissioner Hamilton - add a rate increase discussion to the May agenda
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- IV. Public comment:

N/A
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- V. Commissioner report:

N/A
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- VI. Next meeting: TUESDAY May 19<sup>th</sup> 2026, 4:00PM Holmes Harbor Sewer District Office at 1200 Antelope Drive Freeland, WA 98249 – POSTED ON WEBSITE

Conclusion: With no further business, meeting was adjourned at 1646

HHSD MONTHLY SUMMARY REPORT March 2026

**System Performance:**

NO violations

Inf 43,000 avg

Eff 66,000 avg

Reserve inventory – 0 MG this month

Irrigation Total – 0 MG

*I am projecting ~16MG total this year for irrigation. We will have a transfer target of 2.7MG per month.*

*March rain totals: 5.34”*

Reference:

2025 Reclaimed Water Annual report:

HHSD treated and stored 15.6 million Gallons.

HHSD transferred 17.4 million Gallons of reclaimed water to the effluent disposal area for irrigation.

2025 BioSolids Annual report:

HHSD transported 231,000 liquid gallons (16.72 Dry tons) of BioSolids for further treatment by Island County or LaConner.

**Process Changes:**

Business as usual

**Callouts & Emergencies:**

4972 Spinnaker	N/A	GDR - New, EQD	
1327 Sealawn		4-Mar New pump, discharge piping with new check valve	Alarm, Floats, Flex d/c hose, I&I
4878 Harbor Hills Drive	PASS	System operating fine	Noise
4854 Spinnaker Drive		24-Mar On/Off floats, tested	Water around lids (NO water was found upon inspection) NEED Riser dress-up, Inlet penetration
4874 Haines Road	PASS		Service panel was shut off

**VOUCHERS FOR APPROVAL**

**MEETING OF April 9th 2026**

Submittal Date	Fund Name	Fund Number	Payment For	Amount
31-Mar-26	O&M	703	Vouchers 3-1 thru 3-30	\$39,298.41
	Cap	786	Vouchers	
	Replac	785	Vouchers	
	PWTF	772	Voucher	
31-Mar-26	O&M	703	EFT IRS 941	\$6,748.40
31-Mar-26	O&M	703	EFT IRS 941	\$281.57
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
31-Mar-26	O&M	703	EFT DRS DefComp	\$565.26
31-Mar-26	O&M	703	EFT DRS PERS	\$1,893.37
31-Mar-26	O&M	703	EFT Payroll	\$18,262.41
	O&M	703	WaCaresFund	
31-Mar-26	O&M	703	EFT DOR B&O, PUT	\$2,061.85
	O&M	703	EFT FMLA	
			<b>31-Mar-26</b>	<b>\$69,111.27</b>

FOR APPROVAL  
ATTACH TO MINUTES



APPROVED in open meeting this 19<sup>th</sup>, day of May 2026



Commissioner Hamilton, President



Commissioner Arnold

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Commissioner Vacant



Commissioner Miller



Commissioner Criswell

