



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT December 11th, 2025

Call to Order: The Chair, Commissioner Bill Hamilton called the meeting to order at 1600.

- I. Participants present: Commissioners, Bill Hamilton, Charlene Arnold, Jon Bloom and General Manager Chad Clay. No public were in attendance.
- II. Approval of the December 11th proposed agenda: Commissioner Charlene Arnold moved to approve the proposed agenda. That motion was seconded by Commissioner Jon Bloom and passed unanimously
- III. Approval of November 13th 2025 minutes: Commissioner Charlene Arnold moved to approve the minutes of the August meeting. This motion was seconded by Commissioner Jon Bloom and passed unanimously.
 - I. Total voucher approval: Commissioner Bill Hamiltonr moved to approve total vouchers (attached) in the amount of \$113,769.28. Motion was seconded by Commissioner Jon Bloom and passed unanimously.
 - II. Executive session
TOPIC: N/A DURATION: 0 minutes
START TIME: 0000 END TIME: 0000
- IV. Plant operations report: ****written attached****
 - a. No questions

V. New Business:

- a. Island County Signature and contacts for 2026
 - i. Seattle CPI discussion for budget adjustments
 1. 3% is the CPI
- b. Res 464 – Auditing Officer (annual)
 - i. Commissioner Charlene Arnold moved to approve Resolution 464. That motion was seconded by Commissioner Jon Bloom and passed unanimously
- c. Island County investment pool approval for 2026 signed – return agreement to Island County

VI. Old Business:

- a. GC trial date is set for March 2026

III. Financial report:

- a. Balance/P&L/Investments
- b. Budget
 - i. Investment Pool
 - ii. Salary adjustments

IV. Public comment:

N/A

V. Commissioner report:

Commissioner Criswell reported that Island County has approved 70 ADU applications per year and has included 2 per lot in HHSD

Discussion:

- Will require an HHSD sewer availability application for each
- HHSD has approximately 160 original lots that can be developed
- Water availability may be prohibitive

VI. Next meeting: January 8th 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 1640

HHSD MONTHLY SUMMARY REPORT November 2025

System Performance:

NO violations

Inf 41,000 avg

Eff 62,000 avg

Reserve inventory – 1.95 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.

I will say that this is right on schedule with last year.

November rain totals: 4.15”

Still seeing evidence (reference flows increase in wet weather) of I&I

Reference:

2024 Reclaimed Water Annual report:

HHSD treated and stored 15.32 million Gallons.

HHSD transferred 14 million Gallons of reclaimed water to the effluent disposal area for irrigation.

2024 BioSolids Annual report:

HHSD transported 202,608 liquid gallons (16 Dry tons) of BioSolids for further treatment by Island County or LaConner.

Process Changes:

Business as usual

ADU Conversation: *IC still working on Comp Plan*

Considerations:

I have uploaded a spread sheet for review and discussion of retrofits from GDR to STEP

Callouts & Emergencies:

1319 Seatawn	N/A	GDR	Alarm
4970 Eagle Ridge Drive	PASS	Pump/Motor, pass power cord	Breaker tripped
4936 Harbor Hills Drive	17-Nov-25	Pump/Motor, pump check valve(missing)	Alarm
1296 Long Drive	N/A	area around GDR is secure	Odor
5017 Harbor Hills Drive	2-Dec-25	No power - Electrician	Odor

VOUCHERS FOR APPROVAL

MEETING OF December 11th 2025

Submittal Date	Fund Name	Fund Number	Payment For	Amount
30-Nov-25	O&M	703	Vouchers 11-3 thru 11-12 & 11-14 thru 11-29	\$28,004.15
30-Nov-25	Cap	786	Voucher 11-1	\$2,756.00
30-Nov-25	Replac	785	Voucher 11-2 & 11-13	\$53,683.88
	PWTF	772	Voucher	
7-Nov-25	O&M	703	EFT IRS 941	\$7,226.38
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
3-Nov-25	O&M	703	EFT DRS DefComp	\$538.34
12-Nov-25	O&M	703	EFT DRS PERS	\$1,882.02
30-Nov-25	O&M	703	EFT Payroll	\$17,640.28
	O&M	703	WaCaresFund	
13-Nov-25	O&M	703	EFT DOR B&O, PUT	\$2,038.23
	O&M	703	EFT FMLA	
			31-Oct-25	\$113,769.28

FOR APPROVAL
ATTACH TO MINUTES



APPROVED in open meeting this 8th, day of January 2026



Commissioner Hamilton, President



Commissioner Arnold



Commissioner Bloom



Commissioner Miller



Commissioner Criswell

