



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT January 8<sup>th</sup>, 2025

Call to Order: The Chair, Commissioner Bill Hamilton called the meeting to order at 1601.

- I. Participants present: Commissioners, Bill Hamilton, Charlene Arnold, Bill Criswell, Jon Bloom and General Manager Chad Clay. No public were in attendance.
- II. Approval of the January 8<sup>th</sup> proposed agenda: Commissioner Bill Hamilton moved to approve the proposed agenda. That motion was seconded by Commissioner Charlene Arnold and passed unanimously
- III. Approval of December 11<sup>th</sup> 2025 minutes: Commissioner Bob Miller moved to approve the minutes of the August meeting. This motion was seconded by Commissioner Bill Hamilton and passed unanimously.
  - I. Total voucher approval: Commissioner Bob Miller moved to approve total vouchers (attached) in the amount of \$88,184.98. Motion was seconded by Commissioner Charlene Arnold and passed unanimously.
  - II. Executive session  
TOPIC: HHSD COLA      DURATION: 3 minutes  
START TIME: 1614      END TIME: 1617
- IV. Plant operations report: **\*\*written attached\*\***
  - a. Wind storm- outages- losses- clean-up
  - b. Foreclosures-Liens-Finesk
  - c. Verbal updates of employees time off and Holidays
  - d. Election expenses from Island County

V. New Business:

a. Annual COLA's for HHSD

- i. Commissioner Bill Hamilton moved to approve the COLA's of 3% employees; 5% for GM and Financial Admin. This motion was seconded by Commissioner Bill Criswell and passed unanimously.

VI. Old Business:

- a. Commissioner Arnold leading purchase of D-2 property

III. Financial report:

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

IV. Public comment:

N/A

V. Commissioner report:

- a. Discussion RE: Commissioner training

VI. Next meeting: February 12<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 1636

**HHSD MONTHLY SUMMARY REPORT December 2025**

**System Performance:**

NO violations

Inf **43,000** avg

Eff **57,000** avg

Reserve inventory – **1.34 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.*

*December rain totals: 4.89”*

*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

**Callouts & Emergencies:**

1405 Commodore	NEEDS	Yes	Backup	Tampering disconnect
1268 Dunlap Drive	N/A		Suspect MAN transfer switch	Won't run on GEN
5028 Eagle Ridge Drive	PASS		J-Box bad connection motor	Backup
4889 Harbor Hills	PASS		Floats, pump - needs new lids	Tampering On /Off was OFF
1216 Lotus Lane	PASS		Discharge piping, floats, motor	Alarm
5007 Chipshot	19-Dec-25		Panel - D/C rod, alarm light - check valve, floats - Iso valve MIA, marker/delineator	Alarm
1319 Sealawn	N/A		GDR	Alarm
4805 Lawrence Lane	PASS		WARRANTY	Alarm
4894 Katydidd Court	N/A		GDR	Alarm

**VOUCHERS FOR APPROVAL**

**MEETING OF January 8th 2026**

Submittal Date	Fund Name	Fund Number	Payment For	Amount
31-Dec-25	O&M	703	Vouchers 12-1 thru 12-6, 12-10 thru 12-29 & 12-32	\$31,897.20
31-Dec-25	Cap	786	Voucher 12-8 & 12-9	\$22,077.94
31-Dec-25	Replac	785	Voucher 12-7, 12-30 & 12-31	\$4,453.31
	PWTF	772	Voucher	
4-Dec-25	O&M	703	EFT IRS 941	\$6,852.24
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
8-Dec-25	O&M	703	EFT DRS DefComp	\$538.34
11-Dec-25	O&M	703	EFT DRS PERS	\$1,804.44
31-Dec-25	O&M	703	EFT Payroll	\$18,728.22
	O&M	703	WaCaresFund	
23-Dec-25	O&M	703	EFT DOR B&O, PUT	\$1,833.29
	O&M	703	EFT FMLA	
			<b>31-Dec-25</b>	<b>\$88,184.98</b>


FOR APPROVAL  
ATTACH TO MINUTES



APPROVED in open meeting this 12<sup>th</sup>, day of February 2026

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Commissioner Hamilton, President

  
\_\_\_\_\_  
Commissioner Bloom

  
\_\_\_\_\_  
Commissioner Criswell

  
\_\_\_\_\_  
Commissioner Arnold

  
\_\_\_\_\_  
Commissioner Miller

