



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT August 13th, 2026

Call to Order: The Vice Chair, Commissioner Charlene Arnold called the meeting to order at 1600.

Vice President Arnold provided introductions and reiterated the OPMA guardrails.

HHSD Business

- I. Participants present: Commissioners Charlene Arnold, Bob Miller, Bill Criswell, and General Manager Chad Clay. Twenty or so members of the public were present.
- II. Approval of the August 13th proposed agenda: Commissioner Bob Miller moved to approve the proposed agenda with scratching the DEA proposal and the addition of Resolution 468. That motion was seconded by Commissioner Bill Criswell and passed unanimously
- III. Approval of July 9th 2026 minutes: Commissioner Bob Miller moved to approve the minutes of the July meeting. This motion was seconded by Commissioner Bill Criswell and passed unanimously.
- I. Total voucher approval: Commissioner Bob Miller moved to approve total vouchers (attached) in the amount of \$51,869.26. Motion was seconded by Commissioner Bill Criswell and passed unanimously.
- IV. Plant operations report: ****written attached****
 - a. Commissioner Miller reflected on a few of the items from the report regarding annual reporting. HHSD treated 15.6 million gallons of wastewater. HHSD transferred 17.4 million gallons to irrigate the effluent disposal area. HHSD transferred 16.72 dry tons of biosolids for additional treatment. HHSD has expended \$74,000 so far in 2026 for collections system replacement equipment and materials.

V. New Business:

- a. Ad Hoc committee approval – tabled for additional review
- b. Resolution 468 – credit card acceptance
 - i. Commissioner Charlene Arnold moved to approve resolution 468. That motion was seconded by Commissioner Bob Miller and passed unanimously
- c. Resolution 450 – ADU amendment
 - i. Commissioner Bill Criswell moved to approve resolution 450. That motion was seconded by Commissioner Bob Miller and passed unanimously
- d. D-2 lease agreement – 12 month written lease with Island Concierge
 - i. Commissioner Bill Criswell moved to enter into a written 12-month lease agreement with Island Concierge. That motion was seconded by Commissioner Bob Miler and passed unanimously

VI. Old Business:

- a. Golf Course discussion – Main topic – HHSD was advised by legal counsel to plan on being in receivership until late 2026. The receiver has to allow 6 months for taxing authorities to file their claims against Holmes Harbor Golf LLC

II. Financial report:

- a. As submitted for review

III. Public comment:

- a. Rate increase questions
- b. Meeting minutes
- c. Restaurant
- d. Weeds on 17th fairway
- e. Proposal and decisions of Ad Hoc committee
- f. Mowing and irrigation of the EDA
- g. One attendee has requested to meet with GM and Commissioner regarding a bill for contractor services to recover a missing isolation valve for a sewer service

IV. Executive session

TOPIC: N/A

DURATION:

START TIME:

EXTENDED:

END TIME:

V. Commissioner report:

- 1. N/A

VI. Next meeting: THURSDAY September 10th 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 1712

JULY 2026 GM Report

System Performance:

NO violations
Inf 41,000 avg
Eff 54,000 avg
Reserve inventory – 1.3 MG this month
Irrigation Total – 2.5 MG
I am projecting ~16MG total this year for irrigation. We will have a transfer target of 2.7MG per month.

May rain totals: 1.18"

Callouts & Emergencies:

18-Jul-26 5060 Chipshot Way	N/A		GDR - New - EQD	Alarm
19-Jul-26 1304 Hickory Way		23-Jul	Roots , Inlet has settled	Alarm
28-Jul-26 1205 Lotus Lane	REQ		Pump	Alarm, Panel post is rotten
28-Jul-26 5011 Eagle Ridge Drive	PASS		D/C neutral wire to the hour meter	Slow toilet, control breaker t
31-Jul-26 1324 Bar Harbor Court	REQ		Pump, 3 floats, 6" riser material, 2 grade rings	Alarm

VOUCHERS FOR APPROVAL

MEETING OF August 13th 2026

Submittal Date	Fund Name	Fund Number	Payment For	Amount
31-Jul-26	O&M	703	Vouchers 7-1 thru 7-15	\$18,522.03
	Cap	786	Vouchers	
	Replac	785	Vouchers	
	PWTF	772	Voucher	
30-Jun-26	O&M	703	EFT IRS 941	\$7,235.90
20-Jul-26	O&M	703	EFT L&I	\$1,434.28
20-Jul-26	O&M	703	EFT UI	\$206.14
30-Jun-26	O&M	703	EFT DRS DefComp	\$565.26
10-Jul-26	O&M	703	EFT DRS PERS	\$1,951.39
31-Jul-26	O&M	703	EFT Payroll	\$18,778.97
17-Jul-26	O&M	703	WaCaresFund	\$466.17
24-Jul-26	O&M	703	EFT DOR B&O, PUT	\$2,060.37
17-Jul-26	O&M	703	EFT FMLA	\$648.75
			31-Jul-26	\$51,869.26

FOR APPROVAL
ATTACH TO MINUTES



APPROVED in open meeting this 9th, day of July 2026

Commissioner Hamilton, President

Commissioner Arnold

Commissioner Miller

Commissioner Kolod

Commissioner Criswell