



## MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT August 14<sup>th</sup>, 2025

- I. Call to Order: Commissioner Bill Hamilton called the meeting to order at 1606.

Participants present: Commissioners Bill Hamilton, Charlene Arnold, Bill Criswell, Bob Miller, Jon Bloom and HHSD General Manager Chad Clay.

Public introduced – N/A

- II. Approval of August proposed agenda: Commissioner Bob Miller moved to approve the proposed agenda. That motion was seconded by Commissioner Charlene Arnold and passed unanimously.
- III. Approval of July 10<sup>th</sup> 2025 minutes: Commissioner Bob Miller moved to approve the minutes of the June meeting. That motion was seconded by Commissioner Jon Bloom and passed unanimously.
- IV. Voucher approval: Commissioner Bill Hamilton moved to approve total Vouchers (attached) in the amount of \$83,551.39 that motion was seconded by Commissioner Charlene Arnold and passed unanimously.
- V. Executive session:  
TOPIC: N/A DURATION: 0 minutes  
START TIME: 0000 END TIME: 0000

- VI. Plant operations report: (Chad Clay) \*\*written attached\*\*
- a. Verbal updates –
    - i. Camp Trailer on Golf Course – trying to reach Homeowner
    - ii. PWTF discussion for future accounts and Capital
- VII. New Business:
- a. No new business
- VIII. Old Business:
- a. Golf Course – no discussion
- IX. Financial report:
- a. Balance/P&L/Investments – written reports
- X. Public Comment:
- a. Nothing presented
- XI. Commissioner reports:
- a. Nothing presented
- XII. Next meeting: Next meeting is September 11<sup>th</sup>, 2025 4:00PM Holmes Harbor Sewer District office at 1200 Antelope Drive Freeland, WA 98249. - POSTED ON WEBSITE
- XIII. Conclusion: With no further business the meeting concluded with Commissioner Bill Hamilton declaring to adjourn at 1642

## HHSD MONTHLY SUMMARY REPORT June 2025

### System Performance:

NO violations

Inf 42,000 avg

Eff 70,000 avg – retreat P11 & P12 are IN full service

Reserve inventory – 1.3MG this month

Irrigation Total – 5.3 MG (over target)

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

### 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.

### Callouts & Emergencies:

5013 Chipshot Way	Requested	Grade rings/risers	SVC panel breaker OPEN/H.O. RESET
4829 Reindeer Road	PASS	D/C #1 LSL Float	Alarm
1268 Dunlap Drive	N/A	GDR	Alarm
1410 Everett Lane	PASS	Nothing - bad address?	Alarm

VOUCHERS FOR APPROVAL

MEETING OF August 14th 2025

Submittal Date	Fund Name	Fund Number	Payment For	Amount
7/31/2025	O&M	703	Vouchers 7-1 thru 7-14, 7-16 thru 7-27, 7-29 thru 7-32	\$35,713.13
7/31/2025	Cap	786	Voucher 7-15	\$10,865.46
7/31/2025	Replac	785	Voucher	\$6,941.44
	PWTF	772	Voucher	
7/31/2025	O&M	703	EFT IRS 941	\$7,242.58
7/8/2025	O&M	703	EFT L&I	\$1,326.39
7/18/2025	O&M	703	EFT UI	\$197.13
	O&M	703	EFT DRS DefComp	
	O&M	703	EFT DRS PERS	
7/31/2025	O&M	703	EFT Payroll	\$18,273.23
7/14/2025	O&M	703	WaCaresFund	\$443.42
7/23/2025	O&M	703	EFT DOR B&O, PUT	\$2,045.57
7/14/2025	O&M	703	EFT FMLA	\$503.04
			<b>31-Jul-25</b>	<b>\$83,551.39</b>

FOR APPROVAL  
ATTACH TO MINUTES



APPROVED in open meeting this 11<sup>th</sup> day of September, 2025



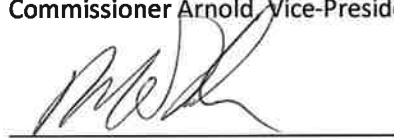
Commissioner Hamilton, President



Commissioner Arnold, Vice-President



Commissioner Bloom, Secretary



Commissioner Miller, Treasurer

  
Commissioner Criswell

