



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT July 10th, 2025

- I. Call to Order: Commissioner Bill Hamilton called the meeting to order at 1600.

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 June 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 June 12th 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 Bob Miller moved to approve total Vouchers (attached) in the amount of \$114,182.44 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 – Price increases for:
 - i. chemicals 5%
 - ii. USPS 7.4%
 - iii. Washington State Department of Ecology Annual Clean Water Permit 900%.
 - iv. Washington State B&O tax TBD%
 - v. Fuel surcharges – Bio Solids, Chemical deliveries etc
 - b. Water leak on Backswing – Harbor Hills water line
 - c. Clarifying the leak on the 17th hole
- VII. New Business:
- VIII. Old Business:
- a. Recent hearing on the Golf Course lease; the Judge awarded in favor of HHSD
- IX. Financial report
- a. Balance/P&L/Investments – written reports
- X. Public Comment:
- a. Nothing presented
- XI. Commissioner reports:
- a. Harbor Hills water system delays
- XII. Next meeting: Next meeting is August 14th, 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 1639

HHSD MONTHLY SUMMARY REPORT June 2025

System Performance:

NO violations

Inf **39,000** avg

Eff **55,000** avg – retreat P11 & P12 are OOS

Reserve inventory – **1.19 MG** this month

Irrigation Total – **3.3 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.

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:

1213 Lotus Lane	9-Jun-25	Yes	Pump	Alarm
1295 Dunlap Drive	9-Jun-25		Pump	Alarm, Breaker tripped
4863 Reindeer Road	N/A	Yes		6" riser
4802 Brittany Drive	Requested	Yes	Cleared FOG in SAN TEE	Backup & girgling
1412 Cattlewood Court	PASS		Repair discharge piping, rework lids for seal	Wet spot around lids
5049 Bradshaw Road	N/A		GDR	
14915 Reindeer Road				Alarm

VOUCHERS FOR APPROVAL

MEETING OF July 10th 2025

Submittal Date	Fund Name	Fund Number	Payment For	Amount
6/30/2025	O&M	703	Vouchers 6-1 thru 6-5, 6-8 thru 6-14, 6-16 thru 6-38	\$29,204.83
6/30/2025	Cap	786	Voucher 6-15	\$6,375.15
6/30/2025	Replac	785	Voucher 6-6	\$720.58
6/30/2025	PWTF	772	Voucher 6-7	\$48,686.38
6/30/2025	O&M	703	EFT IRS 941	\$6,721.72
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
7/2/2025	O&M	703	EFT DRS DefComp	\$538.34
7/11/2025	O&M	703	EFT DRS PERS	\$2,561.30
6/30/2025	O&M	703	EFT Payroll	\$17,156.12
	O&M	703	WaCaresFund	
6/13/2025	O&M	703	EFT DOR B&O, PUT	\$2,218.02
	O&M	703	EFT FMLA	
			30-Jun-25	\$114,182.44

FOR APPROVAL
ATTACH TO MINUTES



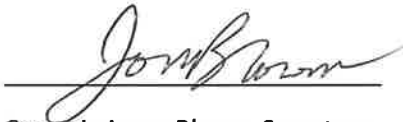
APPROVED in open meeting this 14th day of August, 2025

A handwritten signature in blue ink, appearing to read 'W. Hamilton', written over a horizontal line.

Commissioner Hamilton, President

A handwritten signature in blue ink, appearing to read 'Charlene Arnold', written over a horizontal line.

Commissioner Arnold, Vice-President

A handwritten signature in blue ink, appearing to read 'Jon Bloom', written over a horizontal line.

Commissioner Bloom, Secretary

A handwritten signature in blue ink, appearing to read 'Matt Miller', written over a horizontal line.

Commissioner Miller, Treasurer

A handwritten signature in blue ink, appearing to read 'Willy Criswell', written over a horizontal line.

Commissioner Criswell

