



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT November 13th, 2025

Call to Order: The Chair, Commissioner Bill Hamilton called the meeting to order at 1602.

- I. Participants present: Commissioners, Bill Hamilton, Bob Miller, Charlene Arnold, Jon Bloom and General Manager Chad Clay. No public were in attendance.
- II. Approval of the November 13th proposed agenda: Commissioner Bill Hamilton moved to approve the proposed agenda. That motion was seconded by Commissioner Jon Bloom and passed unanimously
- III. Approval of October 16th 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 \$65,196.03. 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. Interesting – West Pond level is at 3' since rain started (8000,000 gallons)
 - b. Had to rebuild top end of turbidimeter
 - c. Spares ordered for CL17 analyzer

V. New Business:

N/A

VI. Old Business:

- a. GC trial date is set for March 2026
 - i. Continue to answer discovery questions

III. Financial report:

- a. Balance/P&L/Investments
- b. Budget

IV. Public comment:

N/A

V. Commissioner report:

Nothing to report

VI. Next meeting: December 11th 2025, 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 October 2025

System Performance:

NO violations

Inf 39,000 avg

Eff 54,000 avg

Reserve inventory – 1.2 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.

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:

1319 Sealawn 4970 Eagle Ridge Drive	PASS	GDR Pump/Motor, poss power cord	Alarm Breaker tripped
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VOUCHERS FOR APPROVAL

MEETING OF November 13th 2025

Submittal Date	Fund Name	Fund Number	Payment For	Amount
31-Oct-25	O&M	703	Vouchers 10-3 thru 10-22, 10-24 thru 10-32	\$32,040.12
31-Oct-25	Cap	786	Voucher 9-1	\$1,388.27
31-Oct-25	Replac	785	Voucher 10-1 & 10-23	\$6,649.27
	PWTF	772	Voucher	
	O&M	703	EFT IRS 941	
20-Oct-25	O&M	703	EFT L&I	\$1,386.72
20-Oct-25	O&M	703	EFT UI	\$202.21
2-Oct-25	O&M	703	EFT DRS DefComp	\$538.34
10-Oct-25	O&M	703	EFT DRS PERS	\$1,841.38
31-Oct-25	O&M	703	EFT Payroll	\$18,096.27
20-Oct-25	O&M	703	WaCaresFund	\$449.32
23-Oct-25	O&M	703	EFT DOR B&O, PUT	\$2,094.40
20-Oct-25	O&M	703	EFT FMLA	\$509.73
			31-Oct-25	\$65,196.03

FOR APPROVAL
ATTACH TO MINUTES



APPROVED in open meeting this 11th, day of December 2025



Commissioner Hamilton, President



Commissioner Arnold



Commissioner Bloom

Commissioner Miller



Commissioner Criswell

