



MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT October 16<sup>th</sup>, 2025

Call to Order: The Chair, Commissioner Bill Hamilton called the meeting to order at 1600.

- I. Participants present: Commissioners, Bill Hamilton, Bob Miller, Charlene Arnold, Jon Bloom, Bill Criswell and General Manager Chad Clay. No public were in attendance.
- II. Approval of the October 16<sup>th</sup> proposed agenda: Commissioner Jon Bloom moved to approve the proposed agenda. That motion was seconded by Commissioner Charlene Arnold and passed unanimously
- III. Approval of September 11<sup>th</sup> 2025 minutes: Commissioner Charlene Arnold moved to approve the minutes of the August meeting. This motion was seconded by Commissioner Jon Bloom and passed unanimously.
  - I. Total voucher approval: Commissioner Charlene Arnold moved to approve total vouchers (attached) in the amount of \$83,116.04. 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. P12 discharge line restriction, updated and resolved

V. New Business:

N/A

VI. Old Business:

- a. GC trial date is set for March 2026

III. Financial report:

- a. Balance/P&L/Investments
- b. Budget
  - i. Bob Miller reported on average HHSD monthly expenses

IV. Public comment:

N/A

V. Commissioner report:

- a. CCRs – HHSD is not an enforcement arm of the CCR's
- b. Island County Comp plan decisions and potential influence on HHSD

VI. Next meeting: November 13<sup>th</sup> 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 1643

## HHSD MONTHLY SUMMARY REPORT September 2025

### System Performance:

NO violations

Inf 40,000 avg

Eff 60,000 avg

Reserve inventory ~ 1.2 MG this month

Irrigation Total – 2.9 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:

4909 Breezefair Road	8-Oct-25			Home back-up
1213 Lotus Lane	PASS	Yes	On float/contactor	No alarm
1407 Everett Lane	PASS		On float	Alarm

**VOUCHERS FOR APPROVAL****MEETING OF October 16th 2025**

Submittal Date	Fund Name	Fund Number	Payment For	Amount
30-Sep-25	O&M	703	Vouchers 9-2 thru 9-13 & 9-15 thru 9-31	\$44,286.91
30-Sep-25	Cap	786	Voucher 9-1	\$6,570.43
30-Sep-25	Replac	785	Voucher 9-14	\$2,879.87
	PWTF	772	Voucher	
30-Sep-25	O&M	703	EFT IRS 941	\$7,072.64
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
2-Sep-25	O&M	703	EFT DRS DefComp	\$538.34
11-Sep-25	O&M	703	EFT DRS PERS	\$1,817.38
30-Sep-25	O&M	703	EFT Payroll	\$17,912.43
	O&M	703	WaCaresFund	
24-Sep-25	O&M	703	EFT DOR B&O, PUT	\$2,038.04
	O&M	703	EFT FMLA	
			<b>30-Sep-25</b>	<b>\$83,116.04</b>

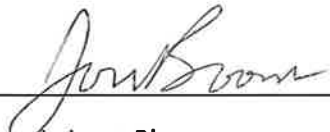
FOR APPROVAL  
ATTACH TO MINUTES



APPROVED in open meeting this 13<sup>th</sup>, day of November 2025

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

Commissioner Hamilton, President

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

Commissioner Bloom

Commissioner Arnold

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

Commissioner Miller

Commissioner Criswell

