



MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS

HOLMES HARBOR SEWER DISTRICT June 12th, 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 Bob Miller moved to approve the proposed agenda with a correction to move directly to Executive Session. That motion was seconded by Commissioner Jon Bloom and passed unanimously.
- III. Approval of May 8th 2025 minutes: Commissioner Bob Miller moved to approve the minutes of the meeting with correcting the total expense amount for May (\$23,813.72) to the actual TOTAL \$53,355.41 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 \$73,399.84 that motion was seconded by Commissioner Jon Bloom and passed unanimously.

V. Executive session:

TOPIC: Golf Course – legal discussion - update

DURATION: 30 minutes

START TIME: 1602

END TIME: 1630

Julia Dougherty of Foster Garvey joined via Zoom to offer updates to the case.

No action out of ES

VI. Plant operations report: (Chad Clay) **written attached**

Verbal updates – Business license name, HHSD property

VII. New Business:

VIII. Old Business:

IX. Financial report

a. Balance/P&L/Investments – written reports

X. Public Comment:

a. Nothing presented

XI. Commissioner reports:

a. Timeline update RE: Golf Course

b. Whidbey Marine and Auto Supply site cleanup

c. Harbor Hills water system delays

XII. Next meeting: Next meeting is July 10th, 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 1653

HHSD MONTHLY SUMMARY REPORT May 2025

System Performance:

NO violations

Inf 37,000 avg

Eff 53,000 avg – retreat P11 & P12 are OOS

Reserve inventory – 1.17 MG this month

Irrigation Total – 2.85 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.

Process Changes:

Business as usual

Callouts & Emergencies:

5047 Par Drive		GDR - updated EQD	Alarms
1383 Everett Lane	PASS	adapter, 6" riser	Infiltration
1326 Sealawn Boulevard	PASS	Replace pump and motor	Alarm
4885 Harbor Hills Drive	PASS	Update lid elevation	Back-up, no alarm
4835 Haines Road		GDR	No power - phone troubleshoot, close breaker in 200A service panel
1321 Sealawn Boulevard	30-May-25	Pump & motor replaced	Alarm
1406 Joseph Lane	Requested		Alarm

VOUCHERS FOR APPROVAL**MEETING OF June 12th 2025**

Submittal Date	Fund Name	Fund Number	Payment For	Amount
5/31/2025	O&M	703	Vouchers 5-2 thru 5-20 & 5-23 thru 5-44,	\$35,874.90
5/31/2025	Cap	786	Voucher 5-21	\$4,591.00
5/31/2025	Replac	785	Vouchers 5-1 & 5-22	\$3,319.94
5/30/2025	O&M	703	EFT IRS 941	\$6,895.40
	O&M	703	EFT L&I	
	O&M	703	EFT UI	
5/30/2025	O&M	703	EFT DRS DefComp	\$538.34
6/9/2025	O&M	703	EFT DRS PERS	\$2,614.75
5/31/2025	O&M	703	EFT Payroll	\$17,648.07
	O&M	703	WaCaresFund	
5/22/2025	O&M	703	EFT DOR B&O, PUT	\$1,917.44
	O&M	703	EFT FMLA	
			31-May-25	\$73,399.84

FOR APPROVAL
ATTACH TO MINUTES



APPROVED in open meeting this 10th day of July, 2025

Handwritten signature of Commissioner Hamilton in black ink.

Commissioner Hamilton, President

Handwritten signature of Commissioner Arnold in black ink.

Commissioner Arnold, Vice-President

Handwritten signature of Commissioner Bloom in black ink.

Commissioner Bloom, Secretary

Handwritten signature of Commissioner Miller in black ink.

Commissioner Miller, Treasurer

Handwritten signature of Commissioner Criswell in blue ink.

Commissioner Criswell

