

IV. NEW BUSINESS

A. Next Meeting: Wednesday, April 16, 2025 at 10:00 a.m.

V. CONCLUDED: 11:21 AM Jones moved to conclude; Wilburn seconded. Approved.

Approved 4/15/25  
Date

C n Jones  
Secretary

[Signature]  
Clerk

# Fisherman Bay Sewer District

P. O. Box 86  
Lopez Island, WA 98261  
(360) 468-2131

## BOARD OF COMMISSIONERS MEETING

March 19, 2025 at 10:00 am

At 295 Village Rd. Lopez, WA upstairs meeting room and via Zoom

## Minutes

### REGULAR MONTHLY MEETING OF BOARD OF COMMISSIONERS OF FISHERMAN BAY SEWER DISTRICT

- I. CALL TO ORDER: 10:00AM Commissioners in attendance- Justin Jones, Kit Ledbetter (via phone), Randy Wilburn (via Zoom); staff in attendance – Tracy Faulkner, Roy Light, and Meike Meissner.  
Public present: Travis Porter. Held in the meeting room at 295 Village Road, Lopez WA and via Zoom.
- II. REGULAR BUSINESS
  - A. Adjustments to Agenda –
    - a. From UNFINISHED BUSINESS – AKART and Optimization Report contract negotiations. Travis Porter with Dept of Commerce Small Communities Initiative (via Zoom) gave his input on how to narrow down the scope of work and what to focus on for Wayne Haeefe's proposal.
    - b. Public Comment – none
  - B. Approval of Minutes – February 19, 2025 Regular Meeting: Jones moved to approve minutes as presented, Wilburn seconded. Motion passed.
  - C. Approval of Vouchers and Payroll: Jones moved to approve all claims and payroll as presented (listed below), Wilburn seconded. Motion passed.
    - a. Acct 6641- Claims 2/24/202 (\$5,758.73); 3/11/2025 (\$921.71) DOR Excise Tax
    - b. Payroll – 2/24/2025 (\$20,978.24) payroll/payroll taxes, (\$11,754.18) medical & dental
  - D. Superintendent's Report
  - E. District Operations Technician's Report
  - F. Clerk's Report – Sewer billing penalties on unpaid account balances will be reinstated (post COVID) at 8% per annum beginning with the May 2025 billing cycle. Customers will be notified in their April bills of this change.
  - G. Monthly Budget Report, Monthly Billing Reconciliation & Annual Budget Approval: Ledbetter requested new financials reporting that show more information vs. annual budget with new accounting software
    - a. Confirm Reconciliation – Jones moved to confirm monthly billing reconciliation, Ledbetter seconded, motion passed. Wilburn suggested grouping all such confirmations on a consent agenda for future meetings.
- III. UNFINISHED BUSINESS
  - A. AKART and Optimization Report contract negotiations will be arranged in a meeting with Wayne Haeefe, meeting date and time to be determined with his schedule.
  - B. Lopez Community Land Trust - Pear Tree Apartments billing update. FBSD will install a new meter at Pear Tree apartments on April 1, 2025 to ensure up-to-date reading for all future billings for this location.
  - C. Wilburn motioned to have Jones negotiate with King Excavating regarding the additional \$3,500 bond payment for the Weeks Point Way sewer main extension project, Ledbetter seconded. Motion passed.