

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS MEETING

August 20, 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: 10:03 AM Commissioners in attendance- Justin Jones, Kit Ledbetter, Randy Wilburn; staff in attendance -- Roy Light, Tracy Faulkner, and Meike Meissner. Public: Joshua West from Global Sampson Equipment (via Zoom). Held in the meeting room at 295 Village Road, Lopez WA and via Zoom.
- II. REGULAR BUSINESS
 - A. Public Comment – Joshua West from Global Sampson Equipment joined meeting to learn about FBSD.
 - B. Consent Agenda – Wilburn motioned to approve, Ledbetter seconded; motion approved.
 - a. Approval of Minutes – July 16, 2025 Regular Meeting
 - b. Approval of Vouchers & Claims
 - i. Claims
 1. 1. Fund 6641: medical & dental (\$9,341.85); July 22, 2025 DOR (\$896.67); July 22, 2025 (\$771.85); August 11, 2025 \$3,442.18; August 19, 2025 DOR \$888.65
 2. 2. Fund 6642: July 22, 2025 (\$787.50); August 11, 2025 (\$1,925.00)
 - ii. Payroll: July 22, 2025 (\$15,502.44)
 - c. Monthly Budget Report
 - d. Monthly Billing Reconciliation
 - C. Superintendent's Report – Faulkner reported and gave updates on activities in the District (report attached).
 - D. Clerk's Report– verbal report and update on District activities
- III. UNFINISHED BUSINESS
 - A. Staffing & New Technician Introduction – moved to end of meeting for executive session
 - B. FLIP Addendum and timeline for hookup – Jones reported that FLIP has approved the addendum, waiting on final language for easement.
 - C. AKART Update – Funding for the AKART and Optimization Plan from Ecology Agreement WQPSNR-2021-FiBaSD-00020 has been extended to June 30, 2026 to cover Haefele's work on both of these projects.
 - D. Perimeter fencing project – Faulkner reported on two bids received to complete the perimeter fencing of the plant site. Wilburn motioned to approve a contract with Rendon Home Services, Jones seconded; motion approved.
 - E. 1823 Fisherman Bay Road – Wilburn discussed that removal of his property from the Lopez Village UGA will be a multi-year process and requested that the old agreement (2015) timeline be amended. FBSD will ask opinion of attorney before responding to request.
- IV. NEW BUSINESS
 - A. PERS Options Review – Jones motioned to run PERS options as a separate line item in the draft budget to determine whether or not to include in 2026 budget, Wilburn seconded; motion approved

V. EXECUTIVE SESSION

- A Jones motioned to enter an executive session to evaluate new hire applicant, Ledbetter seconded, motion approved and entered executive session at 10:33 a.m. Attendees: Justin Jones, Kit Ledbetter, Randy Wilburn, Tracy Faulkner, and Meike Meissner. Purpose: to discuss the hiring requirements for Technician position and whether new hire is approved.
- B. Executive Session concluded at 10:45 a.m.

VI. NEW BUSINESS CONTINUED

- A. Jones motioned to update hiring practices to include background checks and requiring a valid Washington drivers license of all new staff hires, Wilburn seconded; motion approved.
- B. Next Meeting: Wednesday, September 24, 2025, at 10:00 a.m.
- C. CONCLUDED: 10:50 AM Wilburn moved to conclude; Jones seconded. Approved.

Approved 9/25/25
Date


Secretary


Clerk