

# Fisherman Bay Sewer District

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

## BOARD OF COMMISSIONERS MEETING

March 18, 2026 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: 10:01 AM Commissioners in attendance- Justin Jones, Kit Ledbetter and Randy Wilburn (via Zoom); staff in attendance – Jo Johnson, Tracy Faulkner, and Meike Meissner. Public: Michael G. (via Zoom). Held in the meeting room at 295 Village Road, Lopez WA and via Zoom.
- II. REGULAR BUSINESS
  - A. Public Comment – none
  - B. Consent Agenda – Wilburn motioned to approve, Ledbetter seconded; motion approved.
    - a. Approval of Minutes – February 18, 2026 Regular Meeting
    - b. Approval of Vouchers & Claims
      - i. Claims
        1. Fund 6641: February 19, 2026 (\$913.29); March 10, 2026 (\$10,269.64); March 16, 2026 DOR (\$1,012.49)
        2. Payroll: February 19, 2026 (\$22,120.13)
      - c. Monthly Budget Report
      - d. Monthly Billing Reconciliation
    - C. Superintendent’s Report – Faulkner reported and gave updates on activities in the District.
    - D. Clerk’s Report– Meissner reported and gave updates on administrative activities.
  - III. UNFINISHED BUSINESS
    - A. FLIP Addendum: Addendum has been finalized, signed, and notarized; will be recorded along with a Sewer System Easement and Septic Tank Facilities License. FLIP officially connected to FBSD on March 16, 2026 and will be billed starting from this date.
    - B. Innisfree tank issues and point of sale inspection, attorney opinion shared - moved to executive session at end of meeting.
  - IV. NEW BUSINESS
    - A. Staff time off requests and vacation/paid time off: Wilburn motioned to approve Technician Johnson’s access to accrued paid time off prior to the end of his probation period on April 20, 2026, Ledbetter seconded, motion passed.  
Superintendent Faulkner relayed that he will be taking an extended absence from April 25 – May 23, 2026 due to medical reasons and will communicate with Clerk regarding PFML.
    - B. Discussion regarding Admin code changes about requirements for property sale inspections and septic tank pumping – moved to executive session at end of meeting.
    - C. Wilburn motioned to pass Resolution 2026-02: Adopting Updated Construction, Procurement, and Purchasing Procedures. Ledbetter seconded. Roll-call vote: Jones, aye; Ledbetter, aye; and Wilburn, aye. Motion passed.
    - D. Next Meeting: April 15, 2026, at 10:00 am

V. EXECUTIVE SESSION


**10:29 a.m.** Recessed into Executive Session for approximately 15 minutes to discuss attorney opinion shared on Innisfree tank issues and property sale inspections. No action taken during Executive Session.

**10:46 a.m.** Regular session reconvened.

CONCLUDED: 10:47 AM Wilburn moved to conclude; Ledbetter seconded. Motion approved.

Approved 4/15/26  
Date

  
Clerk

  
Secretary