

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS MEETING

May 22, 2024, at 10:00am

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: 10:10 AM Commissioners in attendance- Lauren Stephens, Kit Ledbetter and Justin Jones. Staff in attendance - Tracy Faulkner, Jason Kramer, Roy Light, and Meike Meissner. Public in attendance: None. Meeting held in the meeting room at 295 Village Road, Lopez WA.
- II. REGULAR BUSINESS
 - A. No adjustments to agenda.
 - B. Public Comment - None
 - C. Approval of Minutes – April 2024, Regular Meeting: Jones moved to approve minutes as presented, Ledbetter seconded. Motion passed.
 - D. Approval of Vouchers and Payroll: Stephens moved to approve all claims and payroll as presented (listed below), Jones seconded. Motion passed.
 - a. Acct 6641- Claims 4/29/2024 (\$2302.23); 5/7/2024 (\$2416.00); 5/20/2024 (\$985.78)
 - b. Acct 6646 – Claims 5/14/2024 (\$23,187.70)
 - c. Payroll-March payroll 4/26/2024 (\$16,669.04 & \$12,599.42) Includes payroll taxes & Insurance.
 - E. Superintendent's Report – Light gave a brief verbal update.
 - F. District Operations Technician's Report – Report attached. Showed new safety vests, uniform shirts, and hats that staff will now wear in the field to help customers identify District personnel.
 - G. Clerk's Report – Report attached.
 - H. Monthly Budget Report, Monthly Billing Reconciliation & Annual Budget Approval
 - a. Confirm Reconciliation – Stephens moved to confirm monthly billing reconciliation, Ledbetter seconded, motion passed.
- III. UNFINISHED BUSINESS
 - A. Jones will send FLIP addendum to Clerk this week to send to Dick Jonson and FLIP for review.
 - B. Admin Code and Rate Schedule changes:
 - a. Stephens motioned approval of Resolution 2024-04: Accept language in Admin Code addressing grease tanks. Ledbetter seconded. Roll call vote: Stephens aye, Ledbetter, aye, Jones aye. Motion passed.
 - b. Stephens motioned approval of Resolution 2024-05: Changes to Rate Schedule. Jones seconded. Roll-call vote: Stephens aye, Ledbetter aye, Jones aye. Motion passed.
 - C. Staff evaluations were discussed and Faulkner, Kramer, and Light were commended on essential work well done as the entire staff has become a well-functioning team. Faulkner was directed to become a Level II Operator within the next year, with Operator-in-Training to begin in June 2024. Stephens motioned approval of Resolution 2024-06: Staff Merit Raises. Jones seconded. Roll-call vote: Stephens aye, Ledbetter, aye, Jones aye. Motion passed. Raises take effect on July 1, 2024.
 - D. Ledbetter motioned approval of purchase of two (2) new composite samplers from USA BlueBook for \$23,187.70. DOE has approved reimbursement of this expense as part of Agreement No. WQPSNR-2021-FiBaSD-00020. Jones seconded. Motion passed.

IV. NEW BUSINESS

A. Next Meeting: Wednesday, June 19, 2024 at 10 a.m.

B. The August meeting will be changed to August 28, 2024 to accommodate commissioners' schedule.

V. CONCLUDED: 10:58 AM Stephens moved to conclude; Jones seconded. Approved.

Approved 6/11/24
Date


Secretary


Clerk