

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS MEETING

December 18, 2024 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: 10:02 AM Commissioners in attendance- Kit Ledbetter, Justin Jones and Lauren Stephens. Staff in attendance - Tracy Faulkner, Jason Kramer, Roy Light, and Meike Meissner. Held in the meeting room at 295 Village Road, Lopez WA and via Zoom.

II. REGULAR BUSINESS

- A. Adjustment to Agenda - none
- B. Public Comment – none
- C. Approval of Minutes – November 13, 2024 Regular Meeting: Ledbetter moved to approve minutes as presented, Jones 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 11/18/2024 (\$1,426.98 DOR Excise Tax); 11/18/2024 (\$6,810.08), 12/3/2024 (\$2,286.23), 12/16/2024 (\$753.79 DOR Excise Tax), 12/16/2024 (\$3,532.39)
 - b. Payroll - \$16,260.20 (includes payroll taxes), \$10,959.79 (medical)
- E. Superintendent's Report – Light reported on a big surge in influent during this past rain event, but the system is under control and everything is working well
- F. District Operations Technician's Report - attached
- G. Clerk's Report - attached
- H. Monthly Budget Report, Monthly Billing Reconciliation & Annual Budget Approval
 - a. Confirm Reconciliation – Stephens moved to confirm monthly billing reconciliation, Jones seconded, motion passed.

III. UNFINISHED BUSINESS

- A. 10:26 a.m. Announcement of Public Hearing regarding Pasture Lease with Donna Hasbrouck. Lease terms were reviewed. Stephens moved to approve lease, Jones seconded, motion passed. Public hearing adjourned at 10:27 a.m. and the meeting continued.

IV. NEW BUSINESS

- A. Discussion of proposed Personnel Manual changes. On December 30, 2024 at 10:30 a Special Meeting will be called to approve changes.
- B. Jones motioned approval of Resolution 2024-11: 2025 District Meeting Calendar with change of January meeting moved to January 29, 2025. Ledbetter seconded. Roll-call vote: Stephens aye, Ledbetter aye, Jones aye. Motion passed.
- C. Stephens motioned approval of Resolution 2024-12: Admin Code changes. Jones seconded. Roll-call vote: Stephens aye, Ledbetter aye, Jones aye. Motion passed.

- D. Ledbetter motioned approval of Resolution 2024-13: Master Rate Schedule changes. Jones seconded. Roll-call vote: Stephens aye, Ledbetter aye, Jones aye. Motion passed.
- E. Stephens motioned to close Projects Funds 6646 (Balance of \$83,625) and transfer the balance to the General Fund 6641 to cover large expenses in the beginning of 2025. Ledbetter seconded. Motion passed.
- F. Commissioner Lauren Stephens presented her resignation letter from FBSD after 17 years of service. Resignation accepted by Jones and Ledbetter, as well as the presentation of a small thank you gift.
- G. Next Meetings: Special Meeting, December 30, 2024 at 10:30 a.m..

V. CONCLUDED: 10:46 AM Stephens moved to conclude; Jones seconded. Approved.

Approved 1/29/25
Date


Secretary


Clerk