

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETINGS
Tuesday, April 30, 2018 @ 5:00 p.m.
Continued to May 6, 2019 @ 5:00 p.m.**

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 30th of April 2019 and concluded of the 6th of May 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:00 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon. Zachary Ahneman was present for the May 6th portion of the meeting.

A. Personal Appearances – None.

B. Approval of Minutes

Minutes from the regular meeting on 4/30/19 were presented and approved by motion, with Stephens moving and McDaniel seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 4/30/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 3/25/19, 4/12/19, 4/15/19 (2), and 4/15/19 (B&O), against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 3/28/19, 3/29/19, 4/4/19, 4/12/19, 4/17/19, and 4/30/19, against deposits shown. Mackinnon reviewed the expense vouchers presented for payment and confirmed that all vouchers were supported by adequate documentation and all totals are reconciled to the SJC Trial Balance Detail Report.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$6,618.72 (3/25/19), \$2,018.20 (4/12/19), \$788.72(B&O) (4/15/19), \$5,206.03 (4/15/19) and \$169.81 (4/15/19). Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,333.27 for the pay period 3/16/19 to 3/29/19, \$7,200.63 for the pay period 3/30/19 to 4/12/19, and \$5,980.65 for the pay period 4/13/19 to 4/26/19. The motions passed unanimously.

D. Correspondence – None

E. Superintendent's Report

At 6:30 o'clock, p.m., the President announced that it would be necessary to continue the meeting to May 6, 2019, at the same location and to commence at 5:00 pm. Upon motion duly made, seconded and approved, the continuation of the meeting as proposed by the President was approved. The Clerk was directed to post notice of the continuation in the usual public places including near the front door of the meeting location.

At 5:00 pm, on May 6, 2019, the regular meeting of the Board of Commissioners was reconvened at the same location and the meeting continued.

Mackinnon reported the following: Discussed Superintendent revised weekly schedule.
See Attached:

F. District Operations Technician's Report

Ahneman reported the following:
See Attached:

G. Clerk's Report

Lavoie reported the following

III. UNFINISHED BUSINESS

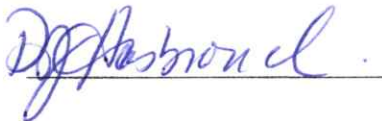
- A. **Discuss the flows & I & I at plant.** Will be continued during the summer.
- B. **Discussion on Shipley or policy for additional bedrooms, sinks, etc.,** Resident will be metered.
- C. **Update on the Influent Flume Replace.** Plans are being approved.
- D. **DOE Application.** Application will be going out to DOE soon.
- E. **Update on the Lopez School District Participation Agreement.** Table
- F. **Lopez Landing phase one timing.** Discussion with Lopez Landing will continue.
- G. **Discuss emergency line break soil disposal.** Luke will talk to the County

IV. NEW BUSINESS

- A. **Monthly Budget Q & A** – none
- B. **Miscellaneous Items**
 - 1. Status of the customer's sewer system repairs or replacements. Superintendents report will list this in the Tech Report in the future.
 - 2. Resolution to appoint Stephens as the second Auditing Officer. Approved & Signed. We will add a third auditing officer.
 - 3. Status of the Records Retention Project. We are moving along.
 - 4. Discuss FLIP's request to become a contract customer. No final decision yet.
 - 5. Go over dates for upcoming board meetings. Done.

V. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 7:02p.m.



Commissioner



Clerk

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, March 21, 2019 @ 5:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

AGENDA

I. CALL TO ORDER

II. REGULAR BUSINESS

- A. Personal Appearances*
- B. Approval of Minutes
- C. Approval of Vouchers and Payroll
- D. Review of Correspondence
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report

III. UNFINISHED BUSINESS

- A. Update on the Influent Flume Replacement
- B. DOE Application update.
- C. Normandy Lane Project, Resolution 2019-01 to be signed.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.
- F. Discuss emergency line break soil disposal.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Status of the Records Retention Project.
 - 2. Discuss a date for workshop of the flows & I & I at plant.
 - 3. Discuss FLIP's request to become a contract customer.
 - 4. Calendar – Go over dates for upcoming board meetings.

V. CONCLUDED

*Personal appearances will be limited to 5 minutes. Thank you.

Superintendent Report

April 2019

Call Outs: We had a couple of call outs – most Zac handled. I went to one, as it is a complex old system that we are on the fringe of require replacement (Fire Hall). There are so many deficiencies that we are discussing the fact that they might need to replace even though it is not changing hands. I am going to meet with the Chief to discuss.

New installs: We have begun the replacement at the Professional Center (Dentist), and will begin the Kingfisher install next week.

Upgrades: We did several minor upgrades (lids, floats, electrical) on various sites.

Other: I have gotten our new large format scanner working and it does great images. We will soon begin the task of scanning all of our large documents into eFile.

I am struggling with a piece of lab equipment (our colorimeter for chlorine) and have failed two sequential Performance Audits. I will be replacing that item soon. I am looking into the best model for our needs.

We are seeing elevated levels in our lagoons that we have yet to determine the cause. Either flows or a worsening situation at the wetland are first on my list of suspects. I will keep you updated as needed.

I will be ordering quite a few meters which will all be charged to our customers in the upcoming upgrades. I am struggling a bit to find a good application for the county shop. I am going to confer with Bill Kimm to see if he has any creative solutions.

A situation has arisen that is going to impact my work here. My mother is in fairly bad shape. To the point that my wife is going to start staying out there with them full time. As we are not willing to spend that much time apart – I am going to have to reduce the days that I am here, work longer days, and spend significantly more time there. I am considering working Wend-Fri/Sat and spending the rest of the time at my folks place. I am going to try to do much of my admin work (letters, correspondence, etc) remotely from there also. I am going to expand Zac into some more administrative duties to help free me up to oversee more planning and administration. Any thoughts or creative ideas are welcome.

DISTRICT TECHNICIAN

April 2019

Full Maintenance: Full maintenance was performed to Lopez Community Center, Children's Center, Village Center Bldg.

New installs: Started install at the dentist office. I met with Bill Kimm and provided him with a meter to be installed (he will try to source the same one or buy ours). I took photographs of the transport discharge.

Upgrades: replaced one lid at LCCA

Pumping: No pumping but have a list going for grease.

Alarm calls: Alarm call to Sydney Peterson for a humming sound coming from control panel. I could not re-create anything other than the normal operational sound.

Alarm Call to David Savage's. Found pump had gone bad. Replaced pump, filter and vault and alarm float.

Alarm Call to Paul White's. Found electrical issue. Had North Sound come out to repair.

Other: I have started the pre-season grease survey.

I have been working on updating the inspection master list and working with Tom on some of that. I have been practicing using e-file and found a few snags that I am still working on, but I have updated a handful of sites and letters using the new format of FBSD # followed by date followed by customer name. I think it is going to work out very well.

I performed a lot of lab work and plant maintenance while Luke was taking care of his wife. It felt like I didn't get out in the district much but on the good side I managed to keep everything flowing downhill. I have this week started working longer days in order to utilize the extra hours of daylight. At the same time, I have tried to be mindful of not working overtime, and there was a hectic Friday while Luke was gone that put me a bit over and then I had to rebuild the Savage's system basically on a Saturday. So, there was some overtime please don't think I wasn't mindful of my time. I did the best I could do as a one-man team for those weeks.

Everything is going well here for me. I am enjoying the longer days and the sunshine. I also just want to thank Tom for all his work with the new inspection master list.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF APRIL 2019

- Customer interactions:
 - 1) Stovall new owners at 44 Kingfisher Way septic tank was installed 4/29/19.
 - 2) Linda Colombo sold 308 Lopez Rd to Ledger Investments as of 4/1/19.
 - 3) Mel Weeks property (501 Lopez Rd) changes ownership to Portside Family Retreat LLC.
 - 4) Linda Bartolucci (2030F Fisherman Bay Road) changes ownership to Racheal Graville as of 6/1/19.
 - 5) Dean Frey (1649 Fisherman Bay Rd) came by to catch up the payment and pay six months forward.
 - 6) Cawley Family Trust (95 Weeks Rd) is going the market for sale.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled and quarterly payroll taxes.

- Tom, Zac and I are continuing work on the billing process. We plan to do the 6/1/19 billing for the month of May done directly from our new billing spreadsheets.

- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done. We are beginning to get the prior information scanned and into eFile Cabinet. A SOS Workshop is scheduled for a Friday, 6/11/19 class in Friday Harbor.

- Reconciliation on funds spend for record retention has been done. All equipment has been ordered. The total amount spent was \$9,969.71 for a maximum on \$10K Grant. We will request reimbursement from the State before the May 31, 2019 deadline.