

**FISHERMAN BAY SEWER DISTRICT**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**Thursday, April 23, 2020 @ 5:00 pm**

**I. CALL TO ORDER**

**II. REGULAR BUSINESS**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 23rd of April 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:15p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

**A. Outside Attendees**  
None.

**B. Approval of January, February and March 2020 Minutes:**

Minutes from all three months 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 4/21/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 3/19/20, 3/26/20, 3/31/20, 4/8/20, and 4/16/20, against deposits shown. All warrants and payroll were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$3,989.43 (6/26/20), \$620.00 (4/13/20) and \$2,366.61 (4/16/20) from account 6641. Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,878.47 for the pay period 3/14/20 to 3/27/20 and \$8,329.35 for the pay period 3/28/20 to 4/10/20. The motions passed unanimously.

**D. Correspondence – None.**

**E. Superintendent's Report**

Mackinnon reported the following:  
See Attached: -Discussed several items.

**F. District Operations Technician's Report**

Ahneman reported the following:  
See Attached:

**G. Clerk's Report**

Lavoie reported the following  
See Attached:

**H. Monthly Budget Q & A**

**III. NEW BUSINESS**

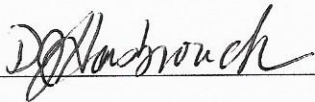
1. Investing Reserve Funds – Tables and move to Unfinished
2. Newsletter discussion regarding COVID 19 – Discussed and move to Unfinished

**IV. UNFINISHED BUSINESS**

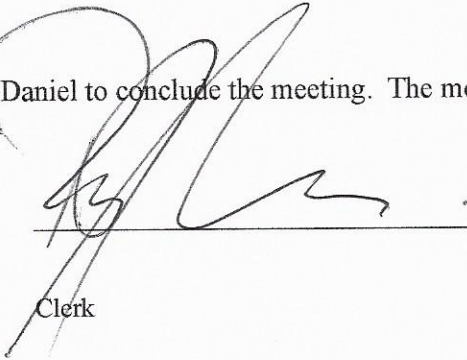
- A. Discuss the flows & I & I at plant. Discussed.
- B. Update on the Influent Flume Replacement. - Working on getting bid
- C. Update on the Lopez School District Participation Agreement. Tabled.
- D. Lopez Landing - Developer Extension Agreement. Discussed several items.
- E. Discuss Weeks Point Way. Continued discussion.
- F. Status of the customer's sewer system repairs and replacements. Will have report next month.
- G. Discussion of On-Call Compensation. Tabled.
- H. Discuss FLIP's request to become a contract customer. Working with attorney for language on contract
- I. Discuss FBSD Comprehensive Plan. Waiting for fund commitment.
- J. Discuss plant part time Tech position. Discussed available budget.
- K. DOE Loan Approval. No fund commitment
- L. Calendar - Go over dates for upcoming board meetings. No change from calendar. During the discussion of the board calendar, future communication between board and staff was discussed.

**V. MEETING CONCLUDED**

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously.  
The meeting adjourned at 7:37p.m



Commissioner



Clerk

# Superintendent Report

## April 2020

**Call Outs:** I had two callouts this month, one at the failed tank at LCLT 3- just changed hands and is owned by a new person (Staci French). This tank is still in dire need of a replacement. We also had a call at Cade, and had to pump his system, replace his pump, and his lid. I had him sign an acknowledgement that his system needs to be replaced and included his last two letters and the whole packet. This bears some discussion as for how we are handling this.

**New installs:** I am reviewing plans for Galley, Lopez Cottages, and making moves to send out for bids for our flume replacement.

**Upgrades:** No upgrades to speak of beyond those mentioned above.

**Other:** Flows are significantly down at the plant, just very little action in the District right now. I am working on scanning and filing and catching up on all the administrative tasks that have fallen behind in our typical pace.

I have been in contact with Pat Roe Jr (who works for a wastewater engineering firm) and he seems very promising as an engineer. We are sharing our data with him and he is looking at possibly forming a proposal for us.

In discussions with Stephanie Allen about this situation, we have come to find that ECY has provided a code that I can enter on the DMR for any data that is not available due to Covid19. I am working on drafting a contingency document that lays out various procedures in case one or both of us fall ill. She assured me that ECY is aware and is working hard to ensure that everything is working smoothly and no violations will be generated from issues related to Covid19.

I have been very engaged with WASWD who is being very proactive with this and doing amazing work to keep us all informed and collaborative. I have been participating in weekly manager check ins with them (as available).

Our supplies are fairly good as I purchased the things that I thought would be hard to source early and are not lacking for much. WASWD shared a questionnaire from the Governor's office about needed supplies and I have issued a request for some supplies that I could not get in time. I have yet to hear about the status of that or if we will be receiving anything. This is looking like the situation may persist for many months to come, and potentially even as far out as 18 mos. We will just keep doing what we can to get through. As always – please let me know if you find yourself lacking in anything, or if you have any Covid19 issues that I can help with (administratively).

# DISTRICT TECHNICIAN

## April 2020

Full Maintenance: Full Maintenance performed CADE

New installs: a few in the works but no current projects

Upgrades: New pump and lid at CADE

Pumping: Pumped two tanks at CADE

Alarm calls: Alarm call CADE, found pump had failed. System is way out of spec. We were lucky to get it going again.

Other: There has been plenty of time to take care of paperwork and customer files. I have worked this month with Tom to get our billing procedure updated and we are finishing up the last few holes in data. We have continued to clean the plant grounds.

There have been many updates to safety due to our field of work, I monitor the situation closely. We seem to be lucky here on Lopez. Our supplies seem to be holding up and our staggered shifts seem to work pretty well. It feels a bit safe to be working proactively to stay healthy so that we don't get sick. I am sure we all hope this passes quickly.

My son's epilepsy specialist at Children's Hospital cancelled our appointment due to Covid-19. I may need to use some of my sick time to help keep my son in his best health. I will keep Luke up to date should we be able to get him a new appointment.

## **DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF APRIL 2020**

- Customer interactions:
  - 1) Marilyn Greer (127 Lopez Rd #7) rented to Beth St. George.
  - 2) Craig Gilbert (196 Weeks Point Way) question on receipt of monthly payment.
  
- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports.
- Work on Quarterly Payroll Tax.
- Respond to a Payroll Public Records Request.
- Tom, Zac and I are continuing work on the billing process. Tom and I are reconciling the inconsistencies on residential and contract billing.
- My cancer treatment plan has been completed. I am having a lot of difficult with the effect from six month of chemotherapy. With my own health issues and the Coronavirus outbreak I am working at home as much as possible. I am not up to par with my performance yet.

# Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS  
Thursday, April 23, 2020 @5:00 p.m.  
Join Zoom Meeting

<https://us04web.zoom.us/j/75821131298?pwd=RG1YQkNzMDB2ZXlnT0k5dHRaZ0pRUT09>

Meeting ID: 758 2113 1298  
Password: fbsd

## AGENDA

### I. CALL TO ORDER:

### II. REGULAR BUSINESS

- A. Attendees\*
- B. Approval of Minutes:
  - January 2020
  - February 2020
  - March 2020
- C. Approval of Vouchers and Payroll
- D. Review of Correspondence
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report
- H. Monthly Budget Q & A

### III. NEW BUSINESS

- 1. Investing Reserve Funds
- 2. Newsletter discussion regarding COVID 19

### IV. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant. Tom would like to discuss a resolution
- B. Update on the Influent Flume Replacement.
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. Discuss Weeks Point Way – Wayne Haefele's Proposal
- F. Status of the customer's sewer system repairs or replacements.
- G. Discussion of On-Call Compensation,
- H. Discuss FLIP's request to become a contract customer.
- I. Discuss FBSD Comprehensive Plan,
- J. Discuss Plant part time Tech position,
- K. DOE Loan Approval
- L. Calendar – Go over dates for upcoming board meetings.

### VI. CONCLUDED

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