

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Wednesday, August 29, 2018 @ 4:00 p.m.**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 26th of July 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:01 p.m. Also present were Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

II. REGULAR BUSINESS

Personal Appearances – Bob Wardell and Wayne Haefele came representing FLIP to inquire about contract hook-up to the District. We will discuss further at the next meeting.

A. Approval of Minutes

Minutes from the regular meeting on 07/26/18 were presented and approved by motion, with McDaniel moving and Stephens seconding.

B. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 8/29/18, Mackinnon compared and verified general operations voucher for account 6641 totals dated 7/31/18, 8/3/18, 8/13/18 and 8/27/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 7/31/18, 8/7/18, 8/13/18, 8/16/18, 8/23/18 and 8/29/18, 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.

Stephens moving and Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$5,309.28 (7/31/18), \$3,394.54 (8/3/18), \$773.17(8/13/18) and \$7,466.21 (8/27/18). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$8,430.07 for the pay period 7/21/18 to 8/3/18 and \$7,201.87for the pay period 8/4/18 to 8/17/18. The motions passed unanimously.

C. Correspondence – Department of Ecology award for Outstanding Wastewater Treatment.

D. Superintendent's Report

Mackinnon reported the following:

See Attached:

E. District Operations Technician's Report

Ahneman reported the following:

See Attached:

F. Clerk's Report

Lavoie reported the following

See Attached:

III. UNFINISHED BUSINESS

- A. **Update on the Influent Flume Replace.** Bids have been requested through MRCS.
- B. **Update on the Normandy Lane Project.** Meeting with Jeff King and Speer Tap is scheduled for 9/12/18.
- C. **Update on the Lopez School District Participation Agreement.** No update.
- D. **Update on the replaced Air Vac line's ownership transfer.** Next meeting.
- A. **Discuss emergency line break soil disposal.** On Hold.

IV. NEW BUSINESS

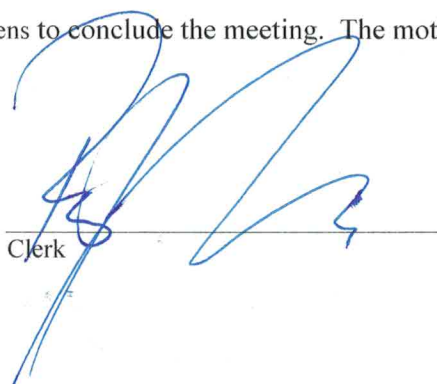
- A. **Monthly Budget Q & A** – Revision of budget will be done in future meeting
- B. Miscellaneous Items
 - 1. Commissioners compensation increase to \$ 128 per meeting from \$ 114.
Increase will go into effect January 2019
 - 2. Discussion on billing rate increases. Discussion will continue at the next meeting.
 - 3. Standardize Customer billing. Discussion will continue at the next meeting.
 - 4. Calendar – List of upcoming events. Reviewed
 - 5. Audit recommendation changes made to policy. Discussion will continue at the next meeting
 - 6. Cultural Resources Plan. Tabled to next meeting
 - 7. Next monthly Board meeting was scheduled for Tuesday September 25th at 5:00 p.m.

V. MEETING CONCLUDED

McDaniel moved, seconded by Stephens to conclude the meeting. The motion passed unanimously.
The meeting adjourned at 6:35 p.m.



Commissioner



Clerk

Superintendent Report

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Call Outs: I had two call outs – One at the Edenwild (in the middle of a show at the Islander) which was a backup in his plumbing de to the powers outage that we had, and the other was at IMC , but could not discern a problem. We are still struggling with a mysterious problem at that site.

New installs: We have had no replacements this last month, but have sent a letter to Paswaters laying out our requirements.

Upgrades: There were no upgrades this month.

Other: Lauren, Paula, Zac, and I have gone over each customer account and repaired some discrepancies.

I have a plan submitted by Wayne that I will forward to you all to examine.

I have some quotes from various surveying companies to locate our southern border at the Plant so that we can begin planning to replace the southern fence. I would like to have it done before they begin to work the sites next door. Presently we have a natural barrier of brush, but the existing fence is basically falling apart. Once we locate our corners I can begin to apply the parameters set by L&I and begin to plan it replace at some point.

I have a meeting set with Jeff King and Speer tap on the 12th to make our final plan for finalizing Normandy.

I am working with Bill Kimm and Wayne Haefele to replace the significantly large system that serves the apartments.

I have been approached by FLIP again to discuss connection, however, until some of our upgrades have been performed – I am not in support. Perhaps we could consider some sort of agreement like the flume replacement agreement that we worked out with Lopez Landing? If we did take them on it would be a significant connection fee that would assist in performing some of the required upgrades – I think there is a fine line to be examined that could potentially assist us in our growth plans.

Process: This month in the process highlight – We are going to discuss the second aspect (in line) of our system – “The Headworks”. The Headworks consists of a few components: The junction of our two large mains, the flume, diversion valves, and the Trash tank. There are two valves that can shut of our flow from two sides of the District – one from fisherman bay to the east and one that comes up Lopez road. The valve coming from the east is frozen and we have been incapable of exercising it. I am confident that we could replace that valve ourselves as we have the means to shut off flows in order to replace. There was another valve just upstream from the flume that failed and was leaking

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months ago that we removed and just plumbed through as it was redundant and will be replaced soon. The next stop in this tour is the flume itself. While it is not damaged or inherently faulty – it has become a choke point for our process as the plumbing configuration just after it is restricting the flow enough to cause a backup. As it stands now we are having to divert part of our flow from a sump pit to the AC to keep it contained in our process. Once we remove the open channel flume and replace it with a sealed measuring device we will eliminate the problem and will need to begin looking at increasing our capacity for the AC next. It is clearly being overworked and has been consistently at a nearly overflow point. I truly believe the problem is that our flows have increased so greatly that we are seeing the trend that is drastically upon us. After the Flume there is a series of valves to divert flows for maintenance and then to a large septic tank (the Trash Tank) that acts as a grease interceptor for the plant. Unfortunately, this has been rendered nonfunctional by the large flows and has been allowing grease to enter our treatment process. This tank is part of the failed component that must be replaced. The new design is made to replace the tank now and to plumb for the eventuality to double the tankage there to facilitate a design limit upgrade. The new tank will be made of fiberglass and will be invulnerable to the severe Hydrogen Sulfide that occurs at the flume (the entire District vents the significant off-gassing at the flume).

As we all know- The current configuration was sufficient for much lower flows, but as our flow increases each year it becomes more and more incapable of tolerating the higher flow. These last few months have shown us much higher flows and a distinct uptick in our incoming water. I think this is a unstoppable and inevitable sign of the times and that we have hit our first roadblock in our ability to handle the growth of our District. With the plan that Wayne has provided we are able to begin moving forward with replacement once we secure some funding. I think this is of utmost importance.

DISTRICT TECHNICIAN

AUG 2018

Full Maintenance: I have done 6 full maintenance this month

New installs: No new installs

Upgrades: No upgrades

Pumping: No pumping

Alarm calls: We have had alarm calls to Bargreen Plaza, IMC, Islander, Westlund.

Other: I have completed my class through Green River College on Wastewater Labs. My overall grade was 88.58%. This class will count towards my required continued education requirements for Dept. of Ecology.

We have done a lot of work at the plant to keep everything maintained and running well. We have worked on sludge and duckweed, flume maintenance, removal of unwanted bushes and shrubs around the lagoons, and general clean up.

We had multiple alarm calls this month, all due to heavy use. All problems were solved through additional maintenance and easy repairs. We have an ongoing alarm problem at IMC and have not solved the issue.

I have worked on my files for meter readings and have consolidated everything into a single file folder for easy access.

I have started filing out the new excel sheet Tom has made for maintenance. It seems like it will be a valuable tool for me and the district.

I met with Luke, Lauren and Paula to discuss billing and meter reading. This was in an effort to help figure out consistency amongst customers and ensuring customers are paying a fair share for their usage.

Overall for our busy summer season things are going well. I have contacted a local septic installer Foster Septic and Excavation, he would like to be added to our list of septic contractors we can recommend to our customers.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF AUGUST 2018

- Customer interactions:

- 1) Sue Metzger's personal representation letter and sewer fee payments were received.
- 2) Paul Angel is the new tenant for Ruggles rental (Geoff Holmes old property). He came by to give me his billing information.
- 3) Possible buyer for Paswaters bunkhouse came by to inquire about the sewer system upgrade needed. I referred her to Luke.
- 4) Paul White is interested in building a separate house on the back side of his home. I will email to updated application packet to him.

- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled.
- Audit for the State from 2015 – 2017 management letter. Reviewed list of recommendations and will make the necessary changes.
- Billing error was found that had started in November 2017. A formula error happened, and it went unnoted until August. A schedule was created to calculation each customer effected and a repayment plan was proposed to the customers.
- Studies are underway for a proposed 2019 rate increase.