

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, August 22, 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 22nd of August 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:02p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, and Superintendent Monico Mackinnon.

A. Personal Appearances

None.

B. Approval of Minutes

Minutes from the meeting 7/25/19 were presented and approved by motion, with Hasbrouck moving and McDaniel seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 8/20/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 8/7/19, 8/8/19, 8/12/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 7/25/19, 7/30/19, 8/8/19, 8/14/19, and 8/23/19, 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 Stephens, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,196.25 (8/7/19), \$5,338.34 (8/8/19), \$801.97 (8/12/19) and \$2,620.53 (8/20/19). McDaniel moving and Hasbrouck seconding to approve payroll in the amount of \$7,312.26 for the pay period 7/20/19 to 8/319, and \$7,056.33 for the pay period 8/3/19 to 8/16/19. The motions passed unanimously.

D. Correspondence – None.

E. Superintendent's Report

Mackinnon reported the following:
See Attached:

F. District Operations Technician's Report

Ahneman reported the following:
See Attached:

G. Clerk's Report

Lavoie reported the following
See Attached:

III. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant.** Table.
- B. Update on the Influent Flume Replacement and DOE Application.**
- C. Update on the Lopez School District Participation Agreement.** Table.
- D. Lopez Landing - Developer Extension Agreement.** Mackinnon will send email.

IV. NEW BUSINESS

A. Monthly Budget Q & A

B. Miscellaneous Items

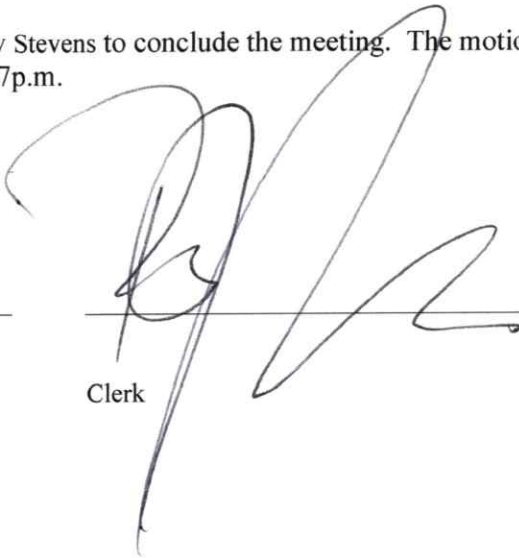
- 1. Status of the customer's sewer system repairs or replacements.** In Mackinnon Superintendent report.
- 2. Discussion of On-Call Compensation.** No action. Will continue discussion.
- 3. Status of the Records Retention Project.** Moving forward.
- 4. Discuss FLIP's request to become a contract customer.** Mackinnon will review ERUs needed.
- 5. Discuss FBSD Comprehensive Plan and Grant strategy.** A workshop will be scheduled.
- 6. Discuss plant part time tech position.** Table.
- 7. Discuss date for planning meeting for fill-in during Lavoie's treatment.** No meeting needed because a schedule has been made.
- 8. Go over dates for upcoming board meetings.**

V. MEETING CONCLUDED

McDaniel moved, seconded by Stevens to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:47p.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, August 22, 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. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. DOE Application update.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Status of the customer's sewer system repairs or replacements.
 - 2. Discussion of On-Call Compensation,
 - 3. Update on the Records Retention Project.
 - 4. Discuss FLIP's request to become a contract customer.
 - 5. Discuss FBSD Comprehensive Plan,
 - 6. Discuss Plant part time Tech position,
 - 7. Discuss Grant application strategy,
 - 8. Discuss date for planning meeting for fill-in during Paula's treatment.
 - 9. Calendar – Go over dates for upcoming board meetings.

V. CONCLUDED

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

Superintendent Report

August 2019

Call Outs: There was one call out at Westview. Zac repaired it.

New installs: There are two installs occurring right now – Meachum and Ruggles rental place.

Upgrades: There were minor upgrades – nothing of much import.

Other: We have had a stable summer – no big leaks, not big system malfunctions, and only one large overflow event. System replacements have started flowing, we have an additional installer working with King/Kimm, and forward motion has finally commenced.

We have a large disparity in our influent and effluent flows showing a glaring problem with our metering. I am submitting our Tech Memo with our plans to Stephanie Allen to get the replacement of our flume rolling as this is the first problem that needs to be addressed.

There is a lot of action working towards getting the Galley system replaced- it seems that it will happen sooner than later as they don't want to deal with money in escrow. They are working towards getting it done before escrow closes.

The condo replacements are pending shortly after the Ruggles installs are completed. There was a slight glitch in our supply chain of tanks – the tank at Meachum was cracked and had to be replaced on the fly and thus pulled an additional tank out of the rotation. King is working with Cuz Concrete (another approved source for tanks) to make the Galley tanks and potentially some extra tanks for other jobs.

DISTRICT TECHNICIAN

AUGUST 2019

Full Maintenance: Full maintenance was performed to Westview Apartments, School and School Maintenance shack.

New installs: Install at Hank Meacham's and Tom Ruggles.

Upgrades: float at Westview Apartments.

Pumping: pump IMC dock tank

Alarm calls: Westview Apartments, found system overflowed. Wiring was suspect but also a float was replaced, and new waterproof wire nuts installed.

Other: This was a personally difficult month. I had to use sick time to deal with a family member passing away.

We have been doing a lot of work with Jeff King and Bill Kimm and are finally moving on our install list. I have an idea that we should have an "out of compliance" surcharge on our bill. There are a lot of customers that have been notified about tank upgrades that don't seem to be taking steps in the right direction.

We continued this month to work on the plant to keep flows moving through the plant.

Our commercial customers have been working very efficiently this month and have been operating very successfully for our extra busy summer season.

I spoke with Jeremiah Johnson (again) about providing excavation services to the district as well as becoming a licensed septic installer. He has shown interest but is not sure when he might get licensed.

I left a message with Trevor Steinbrueck regarding him recently becoming a licensed septic installer.

The IMC boat dock tank has been busy this month.

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

- Customer interactions:
 - 1) Kristina Burgess (62 Weeks Point Way) was sent a certified letter on the \$665.77 of delinquent charges on her account. The letter was returned after 5 weeks stating that it was not deliverable as addressed, unclaimed. Luke will look into
 - 2) LCLT (Salish Way) has requested (4) additional hook ups and they are sending the funds in before the end of this month.
 - 3) Corrie Harrington for parcel # 252211013000 new hook up fee has been paid.
 - 4) Galley Restaurant (3365 Fisherman Bay Rd) sale of the property is scheduled to close on September 16th. We will do a meter reading that morning and escrow will pay for all sewer charges at that time. The lien will be paid for prior so we can file a lien release and the system upgrades will either be completed and escrow will pay the bill or if not completed the funds for the new system will be held in escrow until the project is completed.

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

- Tom, Zac and I are continuing work on the billing process. We will continue to test the billing for the month of June and forward until the few exceptions have their own meter to read. Then we will bill 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 continuing to get the prior information scanned and into eFile Cabinet.

- I will be started treatment on the 29th office hours will be limited and outside duties that have exposure to the public. These will be done by other staff members.