

FISHERMAN BAY SEWER DISTRICT

BOARD OF COMMISSIONERS

REGULAR MEETING

Thursday, August 20, 2020 @ 5:30 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 20th of August 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:32p.m. Also, attending was Commissioner Tom McDaniel, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

A. **Outside Attendees**

None.

B. **Approval of Minutes:**

Minutes were presented and approved by motion, with Stephens moving and Tom McDaniel seconding.

C. **Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 8/18/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 7/24/2020, 7/31/2020, 8/7/20, 8/13/20, and 8/18/20, 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.

McDaniel moving and Stephens, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$6,277.36 (8/13/20), \$604.59, (8/13/20), and \$5,630.91, (8/14/20) from account 6641. Also, from account 6644 \$11,491.95 (8/11/20). McDaniel moving and Stephens seconding to approve payroll in the amount of \$8,345.94 for the pay period 7/18/20 to 8/31/20, and \$7,930.34 for the pay period 8/1/20 to 8/14/20.

D. **Correspondence** – None.

E. **Superintendent's Report**

Mackinnon reported the following:

See Attached: -Discussed.

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.** Discussed.

III. NEW BUSINESS

1. **Discuss ERUs reassessment on Commercial Customers.** Discussed starting with Edenwild and Bargreens
2. **Discuss non metered Commercial Customers.** Mackinnon will get list of all non-metered commercial customers.
3. **Contract with customers when issuing connection.** McDaniel and Mackinnon will set a draft for next meeting.

IV. UNFINISHED BUSINESS

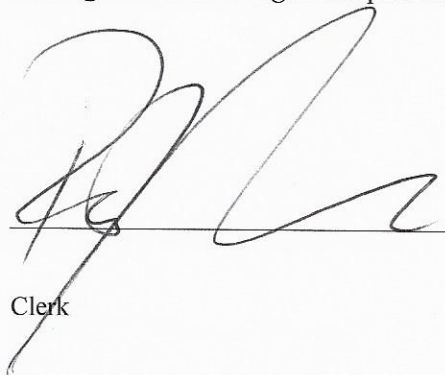
- A. **DOE Loan, Plant expansion, and customer income survey.** Discussed getting contact information for primary residence customers for the MHI survey and updating the letter to customers.
- B. **Discuss change in Admin Code on gallon value of an ERU.** Next step is to reconsider what is the gallonage usage.
- C. **Discuss the flows & I & I at plant.** Tabled
- D. **Update on the Influent Flume Replacement.** Need terms and conditions. Will be having a meeting with Pat Rowe.
- E. **Update on the Lopez School District Participation Agreement.** Mackinnon is working on an update.
- F. **Lopez Landing - Developer Extension Agreement.** Tabled
- G. **Discuss Weeks Point Way – Wayne Haefele’s Proposal.** Discussed
- H. **Discussion of On-Call Compensation.** Tabled
- I. **Discuss FLIP’s request to become a contract customer.** Mackinnon is working on language.
- J. **Discuss Plant part time Tech position.** Stephen will review Mackinnon’s proposal.
- K. **Investing Reserve Funds.** Commissioners will decide how much at next meeting.
- L. **Discuss Lopez Farmers Market extension.** Waiting on bid.
- M. **Calendar – Go over dates for upcoming board meetings.** Keep next meeting as scheduled.

V. MEETING CONCLUDED

The meeting concluded at 7:35p.m.



Commissioner



Clerk

Superintendent Report

August 2020

Call Outs: We had one report of a back up that was not due to our equipment. Customer was advised to contact a plumber. This event alerted us to the fact that there is a missing component to the system (an inlet inspection port) that will be addressed this week.

Tanks: LCLT4 (Salish Way) has tanks in the ground that have passed water-tightness testing. Plumbing to continue shortly. The following highlighted systems have updated:

reminder	Status
Replacements	
LCLT3	accepted plans
Cade	Plans accepted
McCabe	accepted plans
Apartments	accepted plans
Alberty	Job begun
Westlund house	awaiting plans
Westlund rental	awaiting plans
Weeks	Met with/plans in progress
Speiker	working on design
Pickering	plans accepted/ contracted
Knapp	Met with/plans in progress
New Construction	
Lopez Landing	planning phase
Lopez Housing	plans accepted
LCLT 4 (Salish)	partialy complete

Upgrades: We have had no upgrades this month

Other: I have purchased a new lab balance and calibration weight. Unit we received is not functioning properly and we are sending it back for evaluation. Needless to say, I am quite disappointed that the unit didn't work straight away.

I have lined up some Plant pumping this week as L2 has begun its late summer bulking and I am seeing an uptick in solids in the outflow from the lagoon. I believe the duckweed has begun its yearly die off and is dropping bulk into the sludge blanket.

Superintendent Report

August 2020

Our influent logger has failed and is going to need to be sent back for repairs. I am coordinating with ECY to manage the issue. I have had a really hard time making contact with Greyline (the manufacturer) and am still trying to make plans for repair. Finally talked to a rep today and we decided that the fastest repair is to just replace the display. I will be trying to expedite that. Until then, we are taking daily manual measurements at a predetermined time. I am hoping to have a chance to talk to Stephanie soon about it. She is on a highly reduced schedule due to furloughs.

I am still working with Dick on the bid packet template and FLIP customer agreement. We are also still working on the proper wording on for the LISD participation agreement.

I keep getting reports of odors just south of the county shop, and have been unable to locate the source but are watching closely for any problems.

We have a meeting scheduled with the county re: plans for both Weeks Point Way and the Farmers Market projects. We are eager to move forward on planning.

The Alberty job is commencing this week and is the first job with Trevor Steinbrook as the contractor. He is working closely with Kimm and me to ensure he learns the proper routine.

DISTRICT TECHNICIAN

JULY 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
CLT3	accepted plans	3/5/2019	6/13/2019	yes
ade	awaiting plans	1/17/2018	4/17/2018	no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
apartments	accepted plans	3/6/2020	6/6/2020	yes
Alberty	INSTALL STARTED 8/17/20	1/3/2018	7/2/2018	yes
Vestlund house	awaiting plans	2/20/2020	6/19/2020	no
Vestlund rental	awaiting plans	2/20/2020	6/19/2020	no
kidmore	awaiting plans	6/8/2020	10/6/2020	no
Veeks	awaiting plans	4/3/2019	7/2/2019	no
peiker	COMMUNICATING W/ SUPER	9/12/18 & 2/24/20	6/23/2020	asked for extension
CLT2	no movement	10/14/2019	8/1/2020	no
opez Physical Therapy	awaiting plans	11/7/19	6/7/20	no
urgess	no Movement	2/13/2020	6/12/2020	no
an Juan Parks	plans accepted	3/27/19		yes
ickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
napp	awaiting plans	7/24/2018	7/24/2019	no

Full Maintenance: Full maintenance performed to FBSD Plant system. Alberty at time of decommission to re-use components. Vitas grease tank surveyed due to call from Mike Hobi, problem in slow drains appears to be issue between clean out and tank.

New installs: Alberty started 8/17/20

Upgrades: No upgrades performed

Pumping: Pumping scheduled at Vitas Grease

Alarm calls: Alarm call Vitas- slow drains Mike Hobi needed access to tank, tank is outdated round ended tank with no current access to inlet baffle. No resolve but working with Bruce Botts and Mike Hobi to help them on their end.

Other: I have finally heard from everyone on our upgrade list. We are not working as fast as possible with our current supply of contractors to make a dent in the list this season.

We have been doing on-going plant maintenance to our lagoons and infrastructure at the plant. We have contracted with Jason Kramer to do some lagoon pumping. We have noted that the flume is functioning very well this summer. We have seen some heavy flows at the plant.

It has been noticed that a lot of our seasonal housing seems to have a considerable large number of guests this season. While it is not something we officially monitor, some of the houses are absolutely packed. It should be noted that this type of surge flow is not how the typical residential tanks are designed. I think in some instances it may lead to more frequent pumping; I also think it lends to having meters on all customers in the future. I do believe that closely monitoring all customers will help us move into the future as capacity will be more limited until an expansion at our facility.

I have been working with Tom on our new billing software. It should be noted that last month went very smooth compared to previous attempts. There are still a few minor bugs, but I am starting to see how great this will be. My knowledge of the program is also growing, and I appreciate everything Tom is doing.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF AUGUST 2020

- Customer interactions:

- 1) Housing Lopez (6 units to be built in the Village) has paid the Hook-up fees for 6 ERUs and we have issued a FBSD Permit.
- 2) Paul White (lot behind 2169 Fishermen Bay Rd) sent in his application for new sewer hookup and application fee. He has paid application fee and we are waiting for payment on the hook up fee.
- 3) Cate Crawford (22 Salish Way) has moved out. Catalina Kohring has moved in on 8/16/2020. The outstanding fees on Crawford will be paid from LCLT escrow.
- 4) Quani Williams has moved into 32 Salish Way (Catalina Kohring" old unit on 8/17/2020.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports and quarterly payroll tax reports.
- Sent out letter to all residential billing regarding the MHI survey that is coming up. I have been working on providing Steve Smith with the list of Residential Primary Home Residence.
- Tom, Zac and I have work on the billing, customer contact list, the meter reading process and plant flows being collected in a one data base. We utilized the data base for the billing process on the 8/1/2020 billing and things went quite well.
- Completed the 2020-2021 liability insurance renewal.
- My cancer treatment plan has been completed. I am improving from the effect of six month of chemotherapy but still experience fatigue and memory issues. With my own health issues and the Coronavirus outbreak I am working at home as much as possible.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, August 20, 2020 @5:30 p.m.
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQlJEQXVlNGVSVnJoWlZldz09&from=msft>

AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

- A. Attendees*
- 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
- H. Monthly Budget Q & A

III NEW BUSINESS

- 1. Discuss ERUs on some Commercial Customers.

IV. UNFINISHED BUSINESS

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- B. Discuss change in Admin Code on gallon value of an ERU.
- C. Discuss the flows & I & I at plant.
- D. Update on the Influent Flume Replacement.
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VI. CONCLUDED

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