

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING**

Wednesday, December 19, 2018 @ 4:00 p.m.

REGULAR MEETING

I. CALL TO ORDER

- II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 19th of December 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:03 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Personal Appearances – None

B. Approval of Minutes

Minutes from the regular meeting on 11/29/18 were presented and approved by motion, with McDaniel moving and Stephens seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 12/19/18, Mackinnon compared and verified general operations voucher for account 6641 totals dated 12/04/18, 12/17/18 and 12/18/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 11/29/18, 12/6/18, 12/11/18 and 12/20/18, 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 \$8,393.06 (12/04/18), \$3,95.13 (12/17/18), and \$448.38 (12/18/18,) from account 6641. Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$10,869.28 for the pay period 11/24/18 to 12/7/18, and \$6,989.73 for the pay period 12/8/18 to 12/21/18. The motions passed unanimously.

D. Correspondence – Discuss email from Sandy LCLT

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. Update on the Influent Flume Replace. Replacement to be reviewed by DOR

B. DOE Application. Next meeting.

- C. **Update on the Normandy Lane Project.** Jeff King and Speer Tap are scheduled to complete project on 12/19/18.
- D. **Update on the Lopez School District Participation Agreement.** Will be review at the next meeting
- E. **Lopez Landing phase one timing.** Contact developers to inform them that hookup fees are due
- F. **Discuss emergency line break soil disposal.** On Hold.
- G. **Rate Increase.** 2019 rates have been approved. Resolution will be signed at the next meeting.

IV. NEW BUSINESS

A. **Monthly Budget Q & A** – Add lines for each project in 6642 Reserves

B. **Miscellaneous Items**

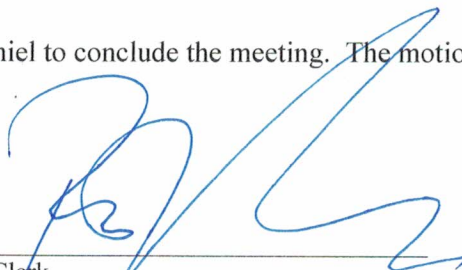
1. COLA approval for 2019 wages. 3.1 Cola increase will go in effect on 2/8/19 payroll , with Stephens moving and Hasbrouck seconding.
2. Calendar – List of upcoming events. Reviewed
3. 2019 Rate Increase – Resolution 2018-11 was approved with Stephens moving and Hasbrouck seconding.
4. Discuss FLIP’s request to become a contract customer. Continuing considering this request. We still need to discuss rates for contract customers
5. Update to ADMIN CODE - Resolution 2018-12 was approved with Hasbrouck moving and Daniel seconding.

V. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:22.m.



Commissioner



Clerk

Superintendent Report

December 2018

Call Outs: Zac had one call out due to a failed float.

New installs: There is still back and forth occurring on Milagra and Kingfisher for two new systems in the works. One for Linnea Arnston and one for Jack Jessup. Linnea has an approved plan and Jack is still working on specs, and locations.

Upgrades: There were no upgrades to speak of this month

Other: Normandy lane has had some difficulties due to the proximity of other utilities and stormwater components, but we have a solid plan to have it wrapped up by the end of the week. Both sites (decommissioning of old line and islander connection) are exposed and ready for Speertaps on Wednesday. We might have to decommission on Friday if Speertaps is unable to accomplish the job due to the configuration. If they cannot we will be decommissioning the live line on Friday. Cross your fingers that it goes well – There is no way to do it in that instance without taking a “bath”.

I had a component of the plant fail this week and am working on a replacement part (pump) for the water reuse system. The pump has failed and will need to be replaced if I can find an applicable model.

Jon Barr has decided to leave the wetland until next year as it is too late to accomplish the mowing this year. He will not be billing us for the portion that he did.

I have some ideas about the wetlands issues we are having and contacted William Li from Stantec about my ideas and he agreed that the inlet side has been in operation long enough to warrant removal and cleaning. He agreed that gravel would be a suitable replacement. We can discuss some of my observations at the meeting tomorrow.

We have been removing and disposing of much of the outdated and unnecessary surplus recovered gear from old systems as we do not have any use for it. I am hoping that by early spring we will have it all gone.

The truck is struggling with the failed catalytic converter, and is in need of repair as soon as we can afford it.

The recent heavy rainfall has had a distinctly reduced effect on the plant, hopefully due to the strides we have made in I&I. It was so reduced I spent a day convinced we were leaking somewhere.

Happy Holidays to you all! I truly hope you spend the next few weeks surrounded by warmth and mirth!

DISTRICT TECHNICIAN

December 2018

Full Maintenance: Full maintenance was performed at Vortex at time of float replacement due to vault flooding.

New installs: Have done locates for Milagra project that Lopez Sand and Gravel is planning on starting this week. Lopez Sand and Gravel plans on starting the project at Vortex for a grease trap as well this month.

Upgrades: float replaced Vortex

Pumping: no pumping

Alarm calls: Found a back up at vortex when reading meters. Replaced the pump float.

Other: We did some important maintenance to the constructed wetland. We have continued our efforts in cleaning up the plant grounds from left over parts and pieces from old installs and decommissions.

We have done a few locates throughout the district and have checked on our recent installs for settling or change.

There has been an opportunity due to weather to organize, file and prepare documents for our customer data as well as prepare for our big digitization push early 2019.

Our hand tools, truck and plant are continually being cleaned and organized.

Our truck is running very poorly even shutting itself off generally upon shifting from drive to reverse. It has a loss of power generally when driving up hill and felt sluggish when reading the meters last time. I fully recommend sending it to the Chevy dealer or independent mechanic to have the catalytic converter replaced as the last diagnosis at the Chevy dealership indicated.

It would be nice if any left overs in our technology grant that we purchase a higher quality camera for septic tank inspections, something like a go pro. We currently are using a cheap go pro knock off that Luke has provided and an out dated digital camera that is mine.

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

- Customer interactions:
 - 1) Jack Jessup (124 Milagra Lane) is eager to get a septic system approved so he can start his build.
 - 2) John McGee (504 Lopez Rd) daughter is setting him up on bill pay through the bank and has requested that bills be emailed instead of snail mail.
 - 3) San Juan County Fire Dept bills will be sent to a new email address.
 - 4) Gary Berg (Honey Bee Lopez Island LLC) requested a schedule of the prior twenty months of meter gallons readings.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled.
- Record and submit to the count all BARS Code changes for 2018.
- Year-end estimate for cash flow.
- Tom, Luke and I have continued work on the Master Customer List.
- Workshop for a proposed 2019 rate increase.
- Tom and I are continuing work on the billing process. We will be testing the new spreadsheet for the remainder of 2018 side by side with the old process.
- Workshop for the Record Retention system that we will start utilizing in 2019