

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Monday, December 16, 2019 @ 4:00 pm

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 16th of December 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:02p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, and District Clerk Paula Lavoie.

A. Personal Appearances

None.

B. Approval of Minutes

Minutes from the meeting 11/19/19 were presented and approved by motion, with McDaniel moving and Hasbrouck seconding.

Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 12/16/19, McDaniel compared and verified general operations voucher for account 6641 totals dated 11/22/19, 12/2/19, and 12/13/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 11/20/19, 11/26/19, 12/5/19 and 12/13/19, 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.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$2,204.16 (11/22/19), \$17,353.89 (12/2/19) and \$3,783.64 (12/13/19). from account 6641. Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$9,627.98 for the pay period 11/9/19 to 11/22/19, and \$10,828.44 for the pay period 11/23/19 to 12/07/19. The motions passed unanimously.

C. Correspondence – Willis hook-ups, Diller Legal. Discussed

D. Superintendent's Report

Mackinnon reported the following:
See Attached:

E. District Operations Technician's Report

Ahneman reported the following:
See Attached:

Clerk's Report

Lavoie reported the following
See Attached:

III. UNFINISHED BUSINESS

A. Discuss the flows & I & I at plant. Discussed.

B. Update on the Influent Flume Replacement and DOE Application. Table

C. DOE Application Update. Table

D. Update on the Lopez School District Participation Agreement. Table.

E. Lopez Landing - Developer Extension Agreement. Table

F. Public Records Request. Fulfilled

IV. NEW BUSINESS

A. Monthly Budget Q & A – We will not renew Dropbox, eFile has replaced

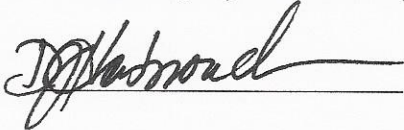
B. Miscellaneous Items

1. Discuss Weeks Point Way – Wayne Haefele’s Proposal. Discussed
2. Status of the customer’s sewer system repairs or replacements. Table
3. Discussion of On-Call Compensation. Table.
4. Status of the Records Retention Project. Purchase additional scanner.
5. Discuss FLIP’s request to become a contract customer. Discussed 10 ERUs.
6. Discuss FBSD Comprehensive Plan. Table
7. Discuss plant part time Tech position. Table.
8. Stephens renew term in office. Sworn in.
9. Go over dates for upcoming board meetings. Discussed

V. EXECUTIVE SESSION. Discussed. No action

VI. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously.
The meeting adjourned at 6:05p.m



Commissioner



Clerk

Superintendent Report

December 2019

Call Outs: Had a call out to LCLT3 for an alarm. Pump was bad (likely due to bad wiring – one of the reasons that this tank has already been slated for removal. Just got word that the house has sold. Usually that would be an issue, but the tank is already slated for replacement. Had an alarm call at the Patty's house which is a fairly new system. We had recently replaced a float there for the same issue. During the troubleshooting I found a crack in the wire (probably from the install) which I am confident was the problem.

New installs: There were no new installs.

Upgrades: The system at Haven has passed its final inspection and is online.

Other: I submitted a number of issues that I found with the Landing plans. I am still waiting to hear back from them about my comments.

I have met twice with Krista Davis – once in Friday Harbor with Kendra Smith (Ecologist, Environmental Resources Manager-SJC) regarding the bioswales that they are going to install on Village Rd in spring of 2020, and once with Wayne Hafele, Jerry Hays (Public Works), Jeff King, and Stacy Baumbach (archeology) to discuss coordinating for the Weeks Point Way Line Replacement Project.

One very surprising and important aspect of the bioswale on Village Rd. is that in our Franchise agreement with the County – they can request that we must move our line and we will have to do it at our own cost. They are offering to handle the excavation portion of it, but we must handle the rest. One benefit is that we can increase the size and upgrade to HDPE as well. The biggest alarming point to be had is that this was unknown until last week and this is going to incur significant costs for us that we have not budgeted for. I have been on contact with Dick about this and he has read the franchise agreement and agreed that we are going to be responsible for any costs incurred. This might require a special meeting to discuss options and strategies.

The county is also going to be potentially adding a Bioswale there on Weeks Point Way and we were discussing strategies for making that project work for all the involved parties and to design the line replacement with this work in mind as well as being sensitive to the needs of the Native Archeological aspect of putting in a line in the oldest documented archeology site in the county. There is a good chance that the County may pick up the tab on some of the archeology that will be required for a portion of this. We are also in talks with Rock Island about bringing fiber in with our line and reducing our costs. We are trying to coordinate all these services to make all facets align in the most efficient and functional way. We may change the footprint of the line in order to save costs, reduce the impact, and avoid conflicts with other utilities.

DISTRICT TECHNICIAN

December 2019

Full Maintenance: Full Maintenance performed to Tom Patty, Von's tank at LCLT3, IMC dock tank which included changing alarm float height, Galley, Bay co set up.

New installs: Start planning with Jeff King for Pickering replacment

Upgrades: repairs to Tom Patty's system included new wire nuts and new connections.

Pumping: No pumping

Alarm calls: Alarm call to Tom Pattys - found system flooded, upon inspection found wire had chaffing and was intermittently shorting out.

Other: This has been a busy moth to keep everything going. With the holidays and sick kids, it has been a lot of just maintaining the sewer district. As this is the last board report of the year, I want to thank all the commissioners and my co-workers for a solid year (2019). This year seems to have had a lot of ups and downs to most of us both in our personal and professional lives. I hope that we can all work together to make 2020 an even better year and look forward to our success as a growing sewer district. Again, thank you to everyone of you as we end 2019 and enjoy this Holiday season.

DISTRICT CLERK'S REPORT -HIGHLIGHTS OF THE MONTH OF DECEMBER 2019

- Customer interactions:
 - 1) Anna Alberty (2398 Fisherman Bay Rd) requesting a meeting with Lauren regarding new septic system required.
 - 2) Francine Shaw (re. Willis property on Normandy Ln) feels that the \$136,006. is a lot of money to pay before the letter of availability.
 - 3) Galley Restaurant (3365 Fisherman Bay Rd) escrow closing date on sale of the property is now finalized for Monday, 12/16/19.
 - 4) Bill Diller's (Islander Resort) lawyer Robert Bulloch continues to dispute the excess charges rate.
 - 5) Jim Phillips (127 Lopez Rd #1) is now residing in his unit fulltime.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports.
- Submitted the 2020 Budget and Revised 2019 Budget to the County.
- Tom, Zac and I are continuing work on the billing process. We are billing directly from our new billing spreadsheets with test to ensure accuracy.
- Preliminary work for the Record Retention system that we started utilizing in 2019 has been done. We continue to get the prior information scanned and into eFile Cabinet. We have received and Luke hooked up a new scanner for the office's part in the record retention project.
- Completed the application process for health insurance with Regence commencing January 1, 2020. We will be switching to PEBB (which is the Public Employees Benefit program) later in the year. It is a lengthy process to get the application approved.
- My treatment plan did not go into radiation. I went back to resuming chemotherapy for three more rounds (11/21/19 - 12/31/19) I am having a lot of difficult this time around and it is very important that I work at home as much as possible. I will have to be working outside of the office until after January 23rd when I have my follow-up visit with my doctor.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, December 16, 2020 @ 3:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261
REGULAR MEETING 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
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. Public Records Request.

IV. NEW BUSINESS

A. Monthly Budget Q & A

Miscellaneous Items:

- 1. Discuss Weeks Point Way – Wayne Haeefe's Proposal
- 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 Plant part time Tech position,
- 6. Calendar – Go over dates for upcoming board meetings

V. Executive Session

VI. CONCLUDED

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