

# Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

REGULAR MEETING

Thursday, December 17, 2020 @4:00 p.m.

MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING

295 VILLAGE ROAD

LOPEZ ISLAND, WA 98261

Please, email [super@fishbaysewer.com](mailto:super@fishbaysewer.com)

For your ZOOM invite

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQJEQXVlNGVSVnJoWlZldz09&from=addon>

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 17th of December 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 4:10p.m. Also, attending was the Commissioner Tom McDaniel, Commissioner Donna Hasbrouck, District Clerks Paula Lavoie and Ece Kocak, and the Superintendent Monico Mackinnon.

## I. REGULAR BUSINESS

### A. Attendees\* and Public Access

Brian Westlund was interested in and wanted to learn more about the rate increase.

### B. Approval of Minutes:

11/14/20, 11/19/20, 11/24/20, and 11/30/20 meeting minutes were moved by Stephens and McDaniel seconded.

### Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 12/16/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 11/25/2020, 11/30/2020, 12/10/20, against deposits shown.

All warrants were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Stephens moving and Hasbrouck seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,209.67(11/30/2020), \$1,039.60(12/10/20) and \$6,350.03(12/11/20) from account 6641. Stephens moving and Hasbrouck seconding to approve payroll in the amount of \$9,355.69 for the pay period 12/05/20 to 12/18/20. It was moved by McDaniel and Hasbrouck seconded.

### C. Review of Correspondence. None.

### D. Superintendent's Report

Mackinnon reported the following:

See Attached: - Discussed.

Aerator issue with the back-up unit that was thought that it was in working condition, but it was not. Both require servicing and the amount estimated for both services is about \$10,000 by the 2<sup>nd</sup> week of January. This expense will come out of the Plant system maintenance expenses. It is advised to do this expense within the 2020-year frame. Stephens moved, and Hasbrouck seconded.

### E. District Operations Technician's Report

Ahneman reported the following:

See Attached: - Discussed.

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

**E. District Operations Technician's Report**

Ahneman reported the following:

See Attached: - Discussed.

**F. Clerk's Report**

Lavoie and Kocak reported the following:

See Attached: - Discussed.

**G. Monthly Budget Q & A.** Discussed.

III. UNFINISHED BUSINESS

A. Complete rate increase process for 2021. Discussed. McDaniel moved; Hasbrouck seconded.

B. Contract with customers when issuing connection. Discussed

C. DOE Loan, Plant expansion, and customer income survey. Discussed.

D. Discuss change in Admin Code on gallon value of an ERU. Tabled.

E. Discussion of On-Call Compensation. Discussed.

F. Update on the Lopez School District Participation Agreement. Discussed.

G. Discuss FLIP's request to become a contract customer. Discussed.

H. Update on Diller delinquent payment issues. Discussed.

I. Calendar – Go over dates for upcoming board meetings. Tabled.

IV NEW BUSINESS

1. Resolution to adopt the 2021 rate increases. McDaniel moved and Stephens seconded. The motion carries anonymously.

V. CONCLUDED

The meeting concluded at 6:00pm.

 

Commissioner

Clerk

# Superintendent Report

## December 2020

Plant/District performance for November:

Plant Performance		I/I Performance	
Flow average	.029 MGD	Tanks to be replaced	16
CBOD5 reduction	97.71%	Percent of Total No of Tanks	?
Fecal (#/100ml)	44.52	# Tanks Replaced Last Month	0
TSS reduction	85.21		
Chlorine average	.04		

### Installation/replacements:

There are no new replacements as we are solidly out of the season for dirt work. We have a growing problem that I am starting to look into: We have intermittent issues on Milagra Ln that seem as if the pump cannot push past the pressure in the main, and thus cause backups during high flow evening times (4-6pm dinner/shower time). Looking at our map and as-builts it seems as if the issue is that there is only a 2" main on that road that serves 13 houses. A 2" pipe (according to my research) can handle 45 GPM flow. If thirteen houses all pump from a 10GPM pump at the same time – they are trying to push 130GPM. This seems to me to be the issue with that line. This may need to be increased to handle the additional flows. I am also going to work with Wayne to confirm that this is the case and if so, will evaluate other areas for appropriate line sizing.

### Call outs/Alarm calls/reported overflow/odor reports:

We had several callouts on Milagra Ln. One was for a burst pipe in a discharge manifold within a pump vault. This was on the Staci French system that is supposed to be replaced. I think what needs to happen is that they are notified that their layout does not meet our current specs and as these systems fail they will have to reconfigure to meet our current design specs. This tank in particular has already been deemed "failed" and needs to be replaced as well as relocated. Two of the three tank farms at that site are located behind the residence in an inaccessible location.

### Locates

We only had a couple of locates that were of no consequence.

### Effluent Meter Installations:

Planned Installations	2
Commercial Water Meter Replacements	0
Special Cases	1
Planned Installations next month	0
Sites with water meters	27

We have completed meter installations for Physical Therapy and Green partners. These will be ready to read for the JAN (actual) billing in Feb.

## Plant Maintenance Activities:

### Completed this month:

The aerator repair looks like it will cost \$2375.10 to rebuild the current motor (needed bearings, sleaving, and rewinding the motor) with an 8-week lead time from the time we approve the cost. I think we should have it done, as well as purchase a new aerator. We can put the repaired one in storage and the new one in service in the other cell. The current functioning aerator is likely in similar shape and should be serviced – he said (providing there are no other issues) just to service and ensure its continued service would be \$740. After that – we can put that one into storage as a backup. This will give us a new one in our primary cell, the rebuilt one in our secondary cell, and a refurbished one in storage for a future event such as this. I received two quotes from WILSON: one for \$8,680.00 and one for \$6,428.07. I think we should purchase the \$6400 one to replace our primary aerator. To have a new aerator, a rebuilt aerator, and a surplus aerator will cost us an estimated total of 9,543.17. I think this is the way we should go.

## Project Updates:

We have movement in all directions:

### Weeks Point Way Replacement:

I have reached out to Wayne and Stacy to begin drafting a plan for installation. Stacy has indicated that our latest design suggestion is great for being outside of the biggest archeology conflict zones on WPW. She has also mentioned that the Sorensens are planning to replace their bulkhead and thus have contracted her to do the archeology. This might apply to some portion of the work that we need done.

### Influent Upgrade:

We are working on the overall planning which we have determined that we will delay this aspect of the project and lump it in with the rest of the plant upgrade. That being said – Wilson has recommended that we install a more accurate flow meter so that they can properly and accurately assess the flows coming into the plant. The cost of the unit and installation is \$4,800. I am working on getting quotes for exposing the pipe. Scott had mentioned running an extension cord for the duration of its implementation – we could also have the contractor that exposes the pipe bring power across the plant road to provide a power source without an extension cord being needed. I think that we should approve this and move forward on this installation asap.

### Comprehensive Plan / Design Build Program:

We are still working on each issue as it arises. I have scanned and sent along two years worth of data for WILSON to review and evaluate. The initial primary goal is to properly

assess our flows so that we can determine what is appropriate and to gauge what will be needed in the future.

### Other Significant Items:

As this month is only half-way finished – these are the issues that have cropped up to date.

I would like to thank the board for another year of progress and dedication to providing our customers ceaseless service and protecting our district from public health threats. Happy holidays!

# DISTRICT TECHNICIAN

## December 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
<b>Replacements</b>				
L LCLT3	accepted plans	3/5/2019	6/13/2019	yes
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Apartments	accepted plans	1/11/18	6/6/2020	yes
Grimsby	Communicating, no progress	9/17/20	9/17/21	NO
Westlund house	awaiting plans	2/20/2020	6/19/2020	no
Westlund rental	awaiting plans	2/20/2020	6/19/2020	no
skidmore	awaiting plans	6/8/2020	10/6/2020	no
Weeks	awaiting plans	4/3/2019	7/2/2019	no
Speiker	COMMUNICATING W/ SUPER	9/12/18 & 2/24/20	6/23/2020	asked for extension
LCLT2	no movement	10/14/2019	8/1/2020	no
opez Physical Therapy	awaiting plans	11/7/19	6/7/20	no
Burgess	No movement	2/13/2020	6/12/2020	no
San Juan Parks	plans accepted	3/27/19		yes
Pickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Knapp	awaiting plans	7/24/2018	7/24/2019	no

Full Maintenance: Full Maintenance performed to LCLT3 tank D,E,F at time of transport line failure

New installs: No new installs

Upgrades: no upgrades

Pumping: No pumping

Alarm calls: Alarm Call to LCLT3 tank D,E,F – intermittent alarm – found transport pipe inside tank had a split in it, so when the pump kicked on part of the effluent was going back into tank. At times of high flow the pump could not keep up. We were called back the next day and found that the float had hung up so we adjusted the throw of the float and reset it. We were called the next day to another system in LCLT3 and found no problems with the tank or piping, we have has an on-going issue with many tanks on milagra lane and are starting to think that the transport line for the road may be insufficient and we get intermittent flow issues when the district pressure is high. We will continue to work on a solution for these sites.

Other: I will be working up a proposal to share with the superintendent and the board to make a contract for a septic pumper, the intent would be to negotiate for a slightly better per gallon cost, secure emergency pumping services and to get the pumping contractor to fill out our forms.

I input the data into the DMR this month and went through the procedure with the superintendent. Luke was helpful with tips and tricks for success. I input the data into one of Tom's data spreadsheets and realized what a great tool it was to look back at past results to not only look for irregularities but to start to notice patterns with results.

I am wanting to get the boards opinion on contractors working under other contractors' licenses. I have had customers ask about who we currently are working with for tank installs. I am wondering the correct way to inform our customers about contractors who have verbally stated they were working under someone else's license. I plan to reach out to all of our contractors to update me with their plans for 2021 and if they want to be included in a list provided to our customers in our replacement packet.

I have input data on most sites for an overall tank count. The larger sites like LCLT 1,2,3 &4 will need to be entered in another format due to shared systems, but I imagine to have a completed tank count by the end of this year.

I have been talking with Luke about LCLT site upgrades, I fully feel that at time of failure that we need to bring the sites up to our current admin code. If that is the case LCLT3 tank D,E, F should be made three stand alone systems instead of another shared system. Access to the tanks as well as continuity of components and tanks should be considered as should the uniqueness of the LCLT sites in regards to size of properties and needed sizing of tanks. I hope we continue to bring the entire district up to admin code for tank specs, tank sizing and stand alone usage for each house. I am waiting on sending a letter to LCLT3 units D,E,F until the Board and the Superintendent discuss the need for stand alone systems. There has been no forward movement on their replacement and it has become clear to me that we were lucky to get this extra time to realize that another shared system is not the long term solution for these sites.

I was told by Luke that at the last Board Meeting, that Lauren was wondering about inconsistencies with dates for contact and replacement. Specifically the contact date for Westview Apartments. I went through why I may have used that specific date and it appears that's when we met on site with Bill Kimm, I also found a letter I wrote on July 1<sup>st</sup> 2019 that was a reminder letter that referenced a letter that was sent a year prior. This is all good to mention that we may have some slight disconnect where some letters have been written by Luke and some by me. We continue to work on customer files and updating file cards. However, we were not as organized in 2018 as we are today and we continue moving forward we are getting better. (January 11<sup>th</sup> 2018, Luke sent a letter to Westview which would be our first contact). Documentation has been a huge aspect of our success in tank replacements and I will continue to document as much as possible. As for the dates, they should all have a date that I referenced in some letter sent so that we could document elapsed time between notification and completion. None of those dates are exaggerated in the sewer districts favor but some may be second contact if Luke and I both contacted customers and none of those dates reflect verbal communication with customers that may have happened prior to written communication.

Being this is my last board report for 2020, I just want to wish everyone a Happy Holidays! I look forward on 2021 and with the help of Luke and the rest of the Board I think we will make great steps in 2021.

**DISTRICT CLERK'S REPORT –  
HIGHLIGHTS OF THE MONTH OF DECEMBER 2020**

- Customer interactions:
  - 1) Paul White (lot behind 2169 Fishermen Bay Rd) sent in his application for new sewer connection and application fee in July. His application and connection fees are paid in full.
  - 2) Dean Frey (1649 FBR) contacted the office regarding the monthly fee pays. There is no longer a building on this property, but he is required to pay the monthly.
  - 3) Tom Shipley from the Galley (3365 FBR) contacted us regarding his monthly sewer fee. He wanted to confirm that he is liable for this even without the Galley being operational.
  - 4) Nancy McCoy (2108 B FBR) contacted us regarding low-income rate. She completed the application and qualified.
  - 5) Nancy Nordhoff (2701 Fisherman Bay Rd) contacted regarding her next payment because she likes making payments ahead of time. She was informed about the coming-up rate increases as well.
  - 6) Christina Johnson (56 Weeks Pt. Way) contacted to make sure that her pay went through for the month.
  - 7) Alice Hibberd from San Juan County Parks & Rec (35 Tower Drive) contacted to update their email address on file.
  
- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports
  
- Trained the new Clerk with the subjects above.
  
- MHI Survey with Madrona Voices: Steve Smith reported that of the 76 customers selected only 60 have responded. The missing 16 are all from the Westview Apartments. We need to decide what our options are to complete the required responses to the survey.
  
- The training of the new District Clerk will be done in the office thru mid-January and then doing additional training remotely. I will also assist in the Payroll taxes due in April 2021 for the first quarter filing.



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## REGULAR MEETING AGENDA

### I. CALL TO ORDER

### II. REGULAR BUSINESS

- A. Attendees\*
- B. Approval of Minutes:  
11/14/20, 11/19/20, 11/24/20, and 11/30/20 meeting 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. UNFINISHED BUSINESS

- A. Complete rate increase process for 2021.
- B. Contract with customers when issuing connection.
- C. DOE Loan, Plant expansion, and customer income survey.
- D. Discuss change in Admin Code on gallon value of an ERU.
- E. Discussion of On-Call Compensation.
- F. Update on the Lopez School District Participation Agreement.
- G. Discuss FLIP's request to become a contract customer.
- H. Update on Diller delinquent payment issues
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### IV NEW BUSINESS

- 1. Resolution to adopt the 2021 rate increases.

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