

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Friday, March 1, 2018 (for February) @ 4:00 p.m.**

I. CALL TO ORDER

- II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 26th of February 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:02 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 1/24/19 were presented and approved by motion, with Stephens moving and McDaniel seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 2/26/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 1/24/19, 2/12/19, 2/14/19 and 2/25/19, and account 6647 total dated 2/12/19 and 2/21/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 1/25/19, 1/30/19, 2/8/19, 2/14/19, 2/25/19, and 2/26/19, 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 McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$2,560.84 (1/24/19), \$6,748.63 (2/12/19), \$673.54 (2/14/19) and \$462.12 (2/25/19), from account 6641 and account 6647 \$697.43 (2/12/19) and \$2,602.18 (2/21/19). Hasbrouck moving and Hasbrouck seconding to approve payroll in the amount of \$7,918.04 for the pay period 1/19/19 to 2/1/19, and \$7,364.39 for the pay period 2/2/19 to 2/15/19. 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. Update on the Influent Flume Replace. Table

B. DOE Application. Table

- C. **Update on the Normandy Lane Project.** Resolution sill be prepared for next meeting.
- D. **Update on the Lopez School District Participation Agreement.** Table
- E. **Lopez Landing phase one timing.** Prepare a Developer Extension Agreement to review for next meeting.
- F. **Discuss emergency line break soil disposal.** Table.

IV. NEW BUSINESS

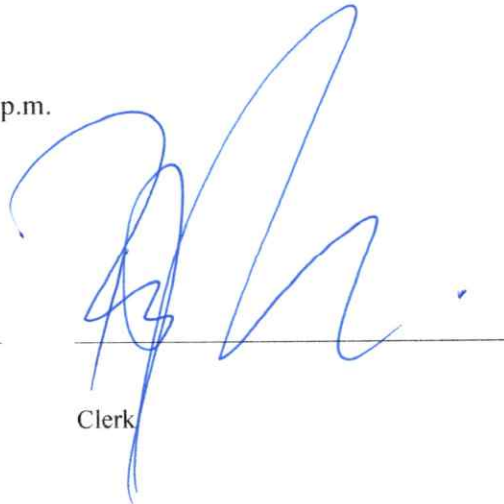
- A. **Monthly Budget Q & A** – none
- B. **Miscellaneous Items**
 - 1. Status of the Records Retention Project. Will schedule a webinar in early April.
 - 2. Discussion of flows & I & I at plant. Table for Workshop
 - 3. Calendar – List of upcoming events. Reviewed and adjusted.
 - 4. Discuss FLIP’s request to become a contract customer. County is still looking into it..

V. MEETING CONCLUDED

No motion was made.
The meeting adjourned at 4:50p.m.



Commissioner



Clerk

Fisherman Bay Sewer District

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Lopez Island, WA 98261
(360) 468-2131
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BOARD OF COMMISSIONERS
Friday, March 1, 2019 @ 3:00 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. Update on the Influent Flume Replacement
- B. DOE Application update.
- C. Update on Normandy Lane Project payment finalization.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing phase one timing.
- F. Discuss emergency line break soil disposal.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Status of the Records Retention Project.
 - 2. Discussion of the flows & I & I at plant.
 - 3. Calendar – List of upcoming events
 - 4. Discuss FLIP's request to become a contract customer.
 - 5. Go over dates for upcoming board meetings.

V. CONCLUDED

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

Superintendent Report

February 2019

Call Outs: We had multiple call outs to LCLT2 due to an electrical issue. We finally determined that the floats were reused floats and were faulty. We have also determined that there are several other deficiencies on this and many of the systems at all the older land trusts (1,2, and 3) This brings the issue that if there needed to be a replacement (namely at this particular site) it would be nearly impossible to get to the existing system. A large chunk of her fence and landscaped back yard would be significantly impacted. Also, as we have seen with the failed tank at LCLT4 – this is a problem with who is ultimately responsible. I can see that this is something that will need to be worked out in the foreseeable future.

New installs: There has been no action on any of the pending installations.

Upgrades: There were no upgrades to speak of this month

Other: I am nearing full functionality with the new hardware – although I have still not received the large scanner.

After all the trouble of getting the supplies to sample our effluent to assess it for the applicability of UV disinfection – we are unable to get the needed sample to them. Their lab is in Ontario Canada, and it is impossible to get a package overnighted to them. For \$153 we could have sent it today (Tuesday) and not had a guarantee that it would arrive by Friday. The sample is no good beyond 48 hrs. I am exploring other companies and trying to source a better plan.

We have significantly overhauled our documentation system and have some real data to mine thanks to Tom's amazing abilities with Excel. I think we are still on the verge of great things.

I am working on some updates to our specs/admin code after attending the inspector/installer meeting with SJC. There are some significant changes that they have made this year and I am going to try to keep us aligned with their practices.

I have not heard anything from the Pro Center (dentist) regarding their upgrade request. I did confirm with Hancock's that they received their letter, but no word from the dentist.

One good outcome from the cold snap was that most of the duckweed has died off. I am going to try to remove what I can as soon as the lagoon is thawed enough now that it is a manageable amount.

DISTRICT TECHNICIAN

February 2019

Full Maintenance: Full maintenance was performed to Public restrooms, clinic, Pickering, Frey, LCLT2 unit D

New installs: No new installs although multiple starting soon.

Upgrades: two floats replaced at LCLT 2 unit D

Pumping: no pumping

Alarm calls: Alarm call to LCLT 2 unit D – report 100 gallons spilled to Ecology, Dept. Health and Shellfish.

Other: I have sent a letter to the Galley requiring a that they meet our design and replace deadline. The Galley has not at this point met our deadline for selecting a contractor and having a design ready.

A phone call to the dentist checking on their upgrade status resulted in a request for the video of the leak as well as an e-mail being written by Luke to provide the video and document what needs to happen.

Letters are being written to all of our “spring” installs. There are multiple customers that will need to have new tanks installed this spring and summer. The Homestead Bldg needs a grease trap, the condos need multiple tanks replaced, Pamela McCabe has a tank that needs replaced, Hank Meachem, the apartments, Milan Alberty, Tom Ruggles, LCLT unit D, and Brian Westlund.

I have continued to work on the customer sheet that Tom has helped to create.

I have continued to fill the dumpster with old lids, vaults and damaged materials from old installs and decommissions.

I would also like to ask the Board to review our health insurance. Our current coverage through Kaiser is not paying for any air transportation. This becomes a huge financial liability. I am not sure if there is something we can change to help ease the potential burden of cost.

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

- Customer interactions:
 - 1) Rate increase conversation with the following customers:
 - SJC Fire & Sheriff Dept.
 - Robert Steele
 - Sorrell North
 - Westview Apts.
 - Martha Spieker
 - Dale Roundy
 - James Phillips
 - Susan Muckle
 - Katherine Mottola
 - Sue McCullough
 - Cynthia Lenz
 - Colleen James
 - Delores Foss
 - Kenny Ferrugiaro
 - 2) Robert Steele's home (127 Lopez Rd. #14) will close on 3/1/19.
 - 3) Sidney and Brett Peterson have signed easement docs. This is the last one needed to complete the project!

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled. All year end W-2s and payroll taxes have been completed.
- The new computer system installation and all files transferred has been completed.
- Tom, Zac 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.
- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done.
- Reconciliation on funds spend for record retention has been done. All equipment has been ordered. All but the large scanner has been received and installed. We have spent all but \$225.00 of the \$10K grant.