

FISHERMAN BAY SEWER DISTRICT

BOARD OF COMMISSIONERS

REGULAR MEETING

Thursday, February 20, 2020 @ 4:00 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a special meeting on the 20th of February 2020 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:00p.m. Also, present was Commissioner Tom McDaniel (Remotely) and Donna Hasbrouck, and Superintendent Monico Mackinnon.

A. **Personal Appearances**

None.

B. **Approval of Minutes** Tabled

C. **Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 2/19/20, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 1/30/20, 2/6/20, 2/12/20, and 2/19/20, 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.

Hasbrouck moving and Stephens, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$5,385.25 (2/10/20), and \$634.55 (2/11/20) from account 6641. Hasbrouck moving and Stephens seconding to approve payroll in the amount of \$7,846.32 for the pay period 1/18/20 to 1/31/20 and \$8,215.32 for the pay period 2/1/20 to 2/14/20. The motions passed unanimously.

D. **Correspondence – WASWD Funding County, Auditor rate increase, Diller Attorney letter.**

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:

H. **Monthly Budget Q & A**

III. NEW BUSINESS


Investing Reserve Funds. Tabled

IV. UNFINISHED BUSINESS

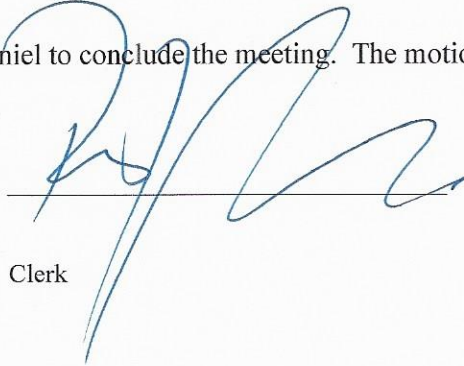
- A. **Discuss the flows & I & I at plant.** Discussed.
- B. **Update on the Influent Flume Replacement.** No word from Wayne
- C. **Update on the Lopez School District Participation Agreement.** Tabled.
- D. **Lopez Landing - Developer Extension Agreement.** Bennett Engineering has just sent reply.
- E. **Discuss Weeks Point Way.** Tabled.
- F. **Status of the customer's sewer system repairs and replacements.** Tabled.
- G. **Discussion of On-Call Compensation.** Tabled.
- H. **Discuss FLIP's request to become a contract customer.** Working with attorney for language on contract
- I. **Discuss FBSD Comprehensive Plan.** Tabled.
- J. **Discuss plant part time Tech position.** Tabled.
- K. **DOE Loan Approval.** Reviewing correspondence received regarding financials
- L. **Calendar - Go over dates for upcoming board meetings.** No change from calendar

V. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously.
The meeting adjourned at 5:20p.m



Commissioner



Clerk

Superintendent Report

February 2020

Call Outs: We had several call outs due to rainfall. Two systems at LCLT3 and one at LCLT4 went into alarm presumably due to high pressure in our main interfering with the pumps ability to overwhelm the pressure. All buffered through within hours. The third was a blown fuse in a panel presumably due to the high mainline pressure and overworking the circuit.

New installs: There were no new installs.

Upgrades: No upgrades

Other: I am working with Dick on an amendment to the Admin Code to reflect our policy with commercial contract customers. He felt that it was more effective to be written as a policy than as a contract as it leaves the Board in control. He is concerned about precedent setting but is fine tuning the language in it to avoid future problems.

We are working with San Juan County to replace the failing system at Tower Park Public Restrooms. During our heavy rain assessments we noted that that system was leaking in several places in all the tanks and considering the gear is all outdated we notified them. They had anticipated our notification due to receipt of last years letter advising them of their deficiencies and had already budgeted it for this year to replace. We are already distinctly into the planning phase of the replacement. I am hoping to see it finalized and completed by mid June (before the Fourth).

I have completed and submitted most of the first round of Performance Audit lab work required.

I have submitted our NOI (for continuing with the WA ECY Biosolids program) to the various required institutions.

With the rain and family problems I was unable to get the trash disposal project wrapped up and would like to keep the dumpster around for another month.

Our analytical balance tech of 20+ years retired and we had our first calibration with the new company. They seemed befuddled with our balance and noted that after looking it up on the internet- the company stopped offering support for that unit in the eighties (over 40 years ago!). Too bad they don't make more things of that quality. That being said a replacement is \$2500-\$5000. It is something that we should consider budgeting for in the next few years. Or this one will just work forever...

This is a very thin report as I am dealing with my Mother being quite ill and having to travel out of town to take care of some things for her.

DISTRICT TECHNICIAN

February 2020

Full Maintenance: Full Maintenance performed to LCLT3 "strong", 26 weeks point way, 46 weeks point way, 56 weeks point way, 62 weeks point way, 86 weeks point way, 116 weeks point way, 150 weeks point way, 158 weeks point way, 170 weeks point way and 196 weeks point way.

New installs: a few in the works but no current projects

Upgrades: No new upgrades

Pumping: No pumping

Alarm calls: Alarm Call to LCLT3 due to high district flows and the system not being able to push into our force main as it is one of the highest areas of the district. We did check all nearby air vacs to make sure they were functioning. Problem resolved itself after a few hours. Tank in question received full maintenance.

Other: During our abnormal high rain event all tanks on weeks point way were inspected for intrusion. Other low tanks in the district were inspected for intrusion as well.

Meters were difficult to read this month as a portion of the water meters we read were fully submerged. This has brought up the idea of a battery powered pump and Luke and I are still looking at our options.

I have been putting together a file for Weeks Point Way that will help me stay on top of intrusion to that particular road. I have 3 tanks that are needing to be replaced (26, 46 and 56 Weeks point Way). There are another four tanks that I will keep a close eye on. I still have 3 sites left on the road that I expect to finish this month to complete my Weeks Point Way project.

I have started working with Luke on our new procedure and documents to include to customers that need to repair or upgrade their system. Just today 2/19/20 we had a piece of mail returned that should have made it to Brian and Judi Westlund, I used their most current address in our customer contact list. I am having Paula e-mail it with their next bill and have her request an updated mailing address.

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

- Customer interactions:
 - 1) Diller – Bay House (3109 Fisherman Bay Rd) is disputing the 3 ERUs. We are looking into the ERU history for all the Diller properties.
 - 2) Tim Slattery (376 Normandy Ln) updated contact information.
 - 3) Shirwin Smith (43 Dragon Run) updated contact information.
 - 4) Peter Cante (42 Dragon Run) updated contact information.
 - 5) Frank & Mark Skidmore Estate (433 Lopez Rd) updated contact information.
 - 6) Staci French (203D Milagra Way) updated contact information.
 - 7) James Phillips (127 Lopez Rd #1) updated contact information.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports.

- Tom, Zac and I are continuing work on the billing process. We are billing Commercial properties 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 are continuing to get the prior information scanned and into eFile Cabinet.

- My treatment plan has been completed. I am having a lot of difficult with the effect from six month of steroid use and it is very important that I work at home as much as possible. I am having some test done on the 20th of this month and will see the doctor on the 21st.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, February 20, 2020 @4:00 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
- H. Monthly Budget Q & A

III. NEW BUSINESS

- 1. Investing Reserve Funds

IV. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. Discuss Weeks Point Way – Wayne Haefele's Proposal
- F. Status of the customer's sewer system repairs or replacements.
- G. Discussion of On-Call Compensation,
- H. Discuss FLIP's request to become a contract customer.
- I. Discuss FBSD Comprehensive Plan,
- J. Discuss Plant part time Tech position,
- K. DOE Loan Approval
- L. Calendar – Go over dates for upcoming board meetings.

I. CONCLUDED

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