

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF A SPECIAL MEETING  
Tuesday, February 20, 2018 @ 4:00 p.m.**

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 20th of February 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:01 p.m. Also present were Commissioners Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie, Superintendent Monico Mackinnon, and District Operations Technician Zac Ahneman.

**II. REGULAR BUSINESS**

**A. Personal Appearances** – None.

**B. Approval of Minutes**

Changes had to be made to the minutes, so approval will be at the next meeting.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 2/20/18, Mackinnon compared and verified general operations voucher for account 6641 totals dated 1/29/18, 2/6/18, 2/7/18, 2/13/18, 2/20/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 2/1/18, 2/8/18 and 2/21/18, 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.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$6,690.03(1/29/18), \$983.72(2/6/18), \$4,409.25 (2/7/18), \$819.17(2/13/18,), \$4,836.40 (2/20/18). Stephens, moving and McDaniel seconding to approve payroll in the amount of \$6,773.52 for the pay period 1/20/18 to 2/2/18 and \$6,897.22 for the period 2/3/18 to 2/16/18. 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: Lavoie will have Public Employee Deferred Compensation Plan presentation in new business for discussion at the next meeting.

See Attached:

**III. UNFINISHED BUSINESS**

**A. Update on the Influent Flume Replace.**

The engineer's proposal for scope of work was approved. Stephens, moving and McDaniel seconding to approve the contract.

**B. Update on the Normandy Lane Project.** Jeff is on vacation. Connection should be completed by the end of March.

**C. Update on the replaced Air Vac line's ownership transfer.** We have the legal description for the line and are submitting the contract to the school.

**IV. NEW BUSINESS**

A. Monthly Budget Q & A – McDaniel had questioned the tabs with bank balances on them.

B. Miscellaneous Items

1. Website development was discussed, and Mackinnon and McDaniel will make some improvements to the current site and we will discuss further at the next meeting.
2. A calendar list of events will be presented at our monthly meetings that will show the next few months events.
3. Changes to the Easement and License documents – No word from the Dillers.
4. Next monthly Board meetings were proposed for Tuesday, March 27<sup>th</sup> at 4:00 pm. and the April meeting is tentatively scheduled for Tuesday April 24<sup>th</sup> at 5:00 p.m.

C. MEETING CONCLUDED

McDaniel moved, seconded by Stephens to conclude the meeting. The motion passed unanimously. The meeting adjourned at 5:40 p.m.

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Commissioner

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Clerk