

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, February 25th @4:00 p.m.

Please email clerk@fishbaysewer.com for your Zoom invite.

Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQlJEQXVlNGVSVnJoWlZldz09&from=addon>

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of February 2021, electronically through Zoom. President Lauren Stephens called the meeting to order at 4:01p.m. Also, attending was the Commissioner Tom McDaniel, Commissioner Donna Hasbrouck, the Superintendent Monico Mackinnon, and the District Clerk Ece Kocak.

I. REGULAR BUSINESS

A. **Attendees* and Public Access**

Bill Diller and Mary Davidson together were interested in and wanted to learn more about the board meeting details.

B. **Approval of Minutes:**

01/07/21, 01/12/21 and 01/28/21 meeting minutes were moved by McDaniel and Hasbrouck seconded.

Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 01/07/21, 01/14/21, 01/21/21, and 01/29/21, 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.

Hasbrouck moving and Stephens seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,065.74(01/07/21), \$8,603.82(01/19/21), \$1,660.24(01/20/21) and \$814.95(01/20/21) from account 6641. Stephens moving and Hasbrouck seconding to approve payroll in the amount of \$9,581.00 and \$9,055.91 for the pay periods of 01/08/21 to 01/22/21. It was moved by Hasbrouck and Stephens seconded.

C. **Review of Correspondence.** None.

D. **Superintendent's Report**

Mackinnon reported the following:
See Attached: - Discussed.

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

Ahneman reported the following:
See Attached: - Discussed.

F. **Clerk's Report**

Kocak reported the following:
See Attached: - Discussed.

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

G. Monthly Budget Q & A. Discussed.

II. UNFINISHED BUSINESS

A. Contract with customers when issuing connection. Discussed.

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

C. Lopez Landing contract. Discussed.

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

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

F. Update on Diller delinquent payment issues. The lawyer was provided the documents by Lauren Stephens. Discussed.

G. Calendar – Go over dates for upcoming board meetings and create a whole year calendar to approve. Discussed.

H. Discussion of McCabe Building Condo Association. Discussed.

I. Discussion of the Gelato Shop in one of the Bargreen's units. Discussed.

J. Scholarship Opportunities discussion. Discussed.

K. Employee review of Zachary Ahneman. Discussed.

III NEW BUSINESS

1. **Annual letter** – Tabled.

2. **Resolution for Septic Tank Facilities License and Service Contract.** Discussed.

IV. CONCLUDED

The meeting was concluded at 6:00pm.

Superintendent Report

FEBRUARY 2021

- I. Plant/District performance for January:

Plant Performance	Monthly
Flow average	.037 MGD
CBOD5 reduction	96.28%
Fecal (#/100ml)	44.58
TSS reduction	74.75%
Chlorine average	.03

I/I Performance	
Tanks to be replaced	16
Percent of Total No of Tanks	?
# Tanks Replaced Last Month	0

Installation/replacements:

There are no new replacements.

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

We have had a few odor reports on Milagra but have yet found any reason for it. We are working to determine what we need to repair the two airvacs that failed due to the extreme pressures. I had an alarm call at LCLT4 due to a switch being turned off. The system was noted as being locked, Zac recalls us putting a lock on it, and yet it was accessed and shut off. I have relocked it and hope it is the end of it.

II. Locates

I have had no located this month.

III. Effluent Meter Installations:

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

We will be implementing an installation program this year (once we get out of the wet season) to add and effluent meter to every site currently with a water meter reading.

IV. Plant Maintenance Activities:

Completed this month:

I have picked up and installed the motor to the aerator and am awaiting electrician and equipment to relaunch the aerator. I believe that Friday is the soonest for the electrician. We have also run into a supply snag with the new aerator in which they are delayed by their motor supplier. They are saying the first week in May we should expect delivery.

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V. Project Updates:

Weeks Point Way Replacement:

We have had a series of meetings to determine the path for the new WPW line. We are approaching a point where Jacobs will apply for the monitoring permit, and almost ready for Wayne to begin with making a construction document. We have some logistical issues to work out with Jeff (entrance/ exit pit locations, potholing for service connections, etc), but so far it looks as if we are going to almost completely avoid getting into the archeological "hot zone". This will be a great benefit to forward progress.

Influent Upgrade:

Will be evaluated as part of our facilities plan.

Comprehensive Plan / Design Build Program:

I have had several meetings with Wilson in addition to a flurry of emails to give them the data they need to formulate a proper facilities plan going forward. I was able to meet Scott Wilson at the Ferndale Wastewater Treatment Plant to see construction in progress and evaluate some potential plans for our future. It was enlightening to say the least to see what the potential is. I will be sharing some photos during the meeting. With the MHI study done, Scott is of the opinion that we are in a great place for securing funding and wants to know what our wish-list is. He has a distinct idea for treatment possibilities, and I am meeting with him and Stephanie (from EGY) to discuss what the Nutrient permit changes mean for our treatment requirements and for what we will need going forward in the lab. We will also be discussing exactly what she needs in his reporting so that we can submit our billing through EAGL.

VI. Other Significant Items:

I have submitted our Biosolids report for 2020, with very similar numbers from the previous year: in 2020 we pumped 35,500 gallons of septage which (when calculated a 2% solids) amounts to 2.96 dry tons of biosolids removed from our collection system.

The FLIP board reached out to me to review a couple of points on the agreement, I will be having at least a phone meeting with one of their members to discuss their concerns.

I have reached out to a few places to work out the issues with the current truck, and to see what it would take to get the old truck back in service – it would likely be cheaper than purchasing an additional vehicle. I have also asked for quotes for service bed upgrades as we discussed in previous years to try to estimate the cost to get that moving forward. I have worked out a resolution to be able to surplus the Toyota, but until I chase down our options for repair, I will refrain from going through the process. It may be unnecessary.

I had a fairly short pay period due to a few contributing factors: there were several family doctor/dentist appointments that I was needed at, was fairly sick from the second vaccine shot, and even with all the PPEs that we are using as policy on any open tank operations, I was still sickened pretty badly when a pipe that I had just repaired came apart and I was sprayed with septic tank effluent. Even with all of my efforts to stay clean, and protect myself (gloves, N95 mask, face shield etc) Was still not enough to avoid sickness. It is quite hard to combat a hazard that is literally invisible. The only thing I can come up with as the source was my clothing (even though I thought I had been exceedingly careful with containment). I am going to look into purchasing at least two sets each of coveralls to try to keep this from happening, but beyond that, until we get sufficient facilities at the Treatment Plant – this is going to continue to be a problem.

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I have spoken to Mike Hobi about coming to take a look at upgrading our water heater and am looking at options for a washer/dryer that will be more effective at sterilizing our clothing.

We are also faced with the problem that we have no appropriate location to have breaks or eat lunch. I am stringent on disinfecting my area but is still not appropriate to only have my office (in the lab that we process wastewater testing) to sit and eat lunch. It is certainly going to be on my "wish-list" to Wilson to upgrade our facilities here on the plant grounds to have a dedicated breakroom, shower, laundry facilities, offices, and a meeting room. As our lab building will need to be upgraded; we may as well bring our employee facilities up with the rest of the upgrade. Now is the time to correct all of these deficiencies.

At this point I am completely vaccinated, but will continue to practice the recommended hygiene, masking, and distancing policies.

There were some questions that arose at the last meeting and with the detail of the response from Dick, I am just going to copy and paste his responses (highlighted) here for your review:

"A couple of questions arose at the last board Meeting we had:

- Do we have an obligation to serve? Yes, a water-sewer district has a general obligation to serve properties within its defined area of service, but the duty is not absolute. If a parcel does not abut a sewer main for example, a district may require the property owner to extend the main at his or her cost and turn it over to the district at no charge. This can be done through a developer extension agmt or the owner can simply pay the district to do it. A district's general sewer plan should contain provisions for owner financed mains so it is clear that the district has not opted into the obligation to extend mains at its cost. With respect to an owner financed main extension, the financier may claim a reimbursement right which would apply if any one else connects to the same main, although that right usually only applies to an intervening property. The sewer plan should provide that an owner is required to extend a new main to the far corner of his or her property, so if someone else needs to extend the main further, they must do so at their cost and generally there would be no reimbursement right to the original extender. There was a statement made by a member of the board that we likely did not have an obligation to either provide service or put a customer up in a hotel during a service interruption. The issue arose during a heavy rain event when several systems became overwhelmed (partially due to deficiencies in their systems) and our pumper was unavailable. We were able to use a portable pump and tank and provided them enough capacity to hold them over until our pumper was available. However the question at the meeting was "if we failed to rectify the situation should we offer to put them up in a hotel?" I know that without a functioning septic system a residence loses occupancy. (according to county code). Our question is – do we have an obligation to either keep their system online or put them up in a hotel? A district should use its best efforts to maintain continuity of service. If an act of God such as a weather catastrophe makes that impossible, then so be it – you can only do what you can do. I have never heard of the general duty requiring a district to put someone up in a hotel. If a district was negligent, then I could see taking that step would be appropriate in order to avoid a liability claim although it should not be done unless your insurance pool approves. The problem is partially our overwhelmed infrastructure and partially their failing tank. What is our legal obligation?
- Another thing that came up was the question – are there limits to what we are permitted to charge for our services? You are allowed and in fact required to recover your cost of operation plus costs of debt service and establish reasonable reserves. Cost of operation include depreciation. Depreciation is just chopping up the cost of a facility over the span of its

useful life and charging the annual cost allocation to revenues. Can we charge extra for tending to failed systems, can we charge for emergency call outs? If the system is part of District owned infrastructure then my reaction is that the cost should be borne by the rates. If you are servicing privately owned facilities, then my sense is that you could charge for a call out. See portion of statute pasted in below on maintaining private facilities. Is there an RCW that lays out what we can and cannot charge fees for? See below

- Is there any regulation that states how quickly we can require a tank replacement? I am not aware of a regulation on this. Our policy has been 30 days to contact a designer for a plan, and another 90 days to complete the installation. I think it would appropriate to discuss this with DOE
- And finally – (liability questions aside) is it permissible to allow a contractor without a septic installer license to work as a subcontractor under another licensed septic installers license? We understand that if so – the licensed contractor is on the hook for any problems deficiencies, but is it permitted in the first place – or is that something that we should address directly in our Admin Code? If a licensed installer needs to hire someone with a big backhoe or trackhoe, for example, that does not offend me. The installer is going to be on the hook for any problems as long as the installer is the contracting part.

RCW 57.08.050

(5) To construct, condemn and purchase, add to, maintain, and operate systems of sewers for the purpose of furnishing the district, the inhabitants thereof, and persons outside the district with an adequate system of sewers for all uses and purposes, public and private, including but not limited to on-site sewage disposal facilities, approved septic tanks or approved septic tank systems, on-site sanitary sewerage systems, inspection services and maintenance services for private and public on-site systems, point and nonpoint water pollution monitoring programs that are directly related to the sewerage facilities and programs operated by a district, other facilities, programs, and systems for the collection, interception, treatment, and disposal of wastewater, and for the control of pollution from wastewater with full authority to regulate the use and operation thereof and the service rates to be charged. Under this chapter, after July 1, 1998, any requirements for pumping the septic tank of an on-site sewage system should be based, among other things, on actual measurement of accumulation of sludge and scum by a trained inspector, trained owner's agent, or trained owner. Training must occur in a program approved by the state board of health or by a local health officer. Sewage facilities may include facilities which result in combined sewage disposal or treatment and electric or methane gas generation, except that the electricity or methane gas generated thereby is a by-product of the system of sewers. Such electricity or methane gas may be used by the district or sold to any entity authorized by law to distribute electricity or methane gas. Electricity and methane gas are deemed by-products when the electrical or methane gas generation is subordinate to the primary purpose of sewage disposal or treatment. The district may also sell surplus methane gas, which may be produced as a by-product. For such purposes a district may conduct sewage throughout the district and throughout other political subdivisions within the district, and construct and lay sewer pipe along and upon public highways, roads, and streets, within and without the district, and condemn and purchase or acquire land and rights-of-way necessary for such sewer pipe. A district may erect sewage treatment plants within or without the district, and may acquire, by purchase or condemnation, properties or privileges necessary to be had to protect any lakes, rivers, or watercourses and also other areas of land from pollution from its sewers or its sewage treatment plant. For the purposes

of sewage facilities which include facilities that result in combined sewage disposal or treatment and electric generation where the electric generation is a by-product, nothing in this section may be construed to authorize a district to condemn electric generating, transmission, or distribution rights or facilities of entities authorized by law to distribute electricity, or to acquire such rights or facilities without the consent of the owners;

(11) * * *

Before adopting on-site inspection and maintenance utility services, or incorporating residences into an on-site inspection and maintenance or sewer utility under this chapter, notification must be provided, prior to the applicable public hearing, to all residences within the proposed service area that have on-site systems permitted by the local health officer. The notice must clearly state that the residence is within the proposed service area and must provide information on estimated rates or charges that may be imposed for the service.

A water-sewer district shall not provide on-site sewage system inspection, pumping services, or other maintenance or repair services under this section using water-sewer district employees unless the on-site system is connected by a publicly owned collection system to the water-sewer district's sewerage system, and the on-site system represents the first step in the sewage disposal process."

SUPERINTENDENT ASSISTANT REPORT

February 2021

Reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
CLT3	PLANS WILL NEED TO BE RE APPROVED TO MEET ADMIN CODE	3/5/2019	6/13/2019	NO
McCabe	accepted plans	5/10/2018	8/8/2018	yes
partments	accepted plans	1/11/18	6/6/2020	yes
irimsby	Communicating, no progress	9/17/20	9/17/21	NO
Vestlund house	awaiting plans	2/20/2020	6/19/2020	no
Vestlund rental	awaiting plans	2/20/2020	6/19/2020	no
kidmore	awaiting plans	6/8/2020	10/6/2020	no
Veeks	awaiting plans	4/3/2019	7/2/2019	no
peiker	COMMUNICATING W/ SUPER	9/12/18 & 2/24/20	6/23/2020	asked for extension
CLT2	no movement	10/14/2019	8/1/2020	no
opez Physical Therapy	awaiting plans	11/7/19	6/7/20	no
urgess	No movement	2/13/2020	6/12/2020	no
an Juan Parks	plans accepted	3/27/19		yes
ickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
napp	awaiting plans	7/24/2018	7/24/2019	no

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Full Maintenance: The entirety of Milagra Ln has been inspected and given full maintenance to assist in determining I&I vs. mainline pressure issues.

New installs: No new installs

Upgrades: No upgrades

Pumping: No pumping

Alarm calls: Alarm Call to LCLT3 multiple times, multiple problems, some unresolved problems. Alarm calls to Milagra lane multiple times.

Other: We were called to "smell complaints" multiple times for the Milagra In area. We were not able to locate anything although could get the occasional smell.

We worked with Jeff King to remove 2 aerators from lagoon 2. It was great having his backhoe on site to do the lifting.

A lot of this month was getting ready for snow, keeping things running in snow, and cleaning up after snow.

We did have a power outage and were getting ready to shut off systems as is our procedure, so that we can stagger when pumps come back on to keep from breaking infrastructure or overflowing flume, power came on as we geared up.

As per Donna's request I completed a review request document that outlines my duties.

GOALS:

Create a list of Airvac's that need work, with a focus on how many will need a contractor with an excavator to do the digging. I will need to determine cost of projects and determine how many bids to get and determine a timeline.

Create a list of valves in the district that are fully or partially failed.

Finish up pumping contract rough draft, send it to Luke for his approval.

Install meter at Lopez Fit. Determine next 5 sites to install meters. Will work through those that have requested and then to those that have been notified.

Send letters to commercial customers explaining upcoming meter installation and associated charges.

DISTRICT CLERK'S REPORT HIGHLIGHTS of FEBRUARY 2021

- This month's customer interactions:
 - 1) Nancy McCoy called in to ask for writing a check for the difference from the last month's rate increase.
 - 2) Valentino Tijerina called to ask for his balance report. A detailed deposit list was sent to him via Quickbooks.
 - 3) Susan from the District Fire Department called in to understand better the excess gallonage charges. She understood all at the end of the call per her saying.
 - 4) Jane Hobbs from the Children Center called in to ask for their bill that was less amount than the regular amount. I explained her that their meter was remained under the water level, so the meter was not legible. The difference will be reflected on the next bill.
 - 5) Sydney Peterson called in and emailed to ask for their agreement contract with the sewer district. I scanned and emailed her the agreement that is in their property folder.
 - 6) Kathy from the Islander Resort called in to question which bill is the correct bill and which to discard.
 - 7) Brat Peterson called in the same day for asking their service agreement to be scanned and emailed to him.
 - 8) Kate Joenings from Friday Harbor branch of the Banner Bank emailed and called in to switch their email and receive their last bill to that email.
 - 9) Diana Sherwood from the Weeks Barn called in for checking their new balance.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR report. Quarterly and annual Payroll taxes were completed.

- Completed over the phone the set-up of the Banner Bank Payroll items with the Banner Bank Technical Support Representatives

- Met with the Banner Bank Customer Service Representative, Sally Gaddis, at the Lopez Island branch to set myself as the Authorized Signer of the FBSD.

- Registered for the 2 online courses of the "Public Records Act Basics Virtual Workshop" (March 17, March 23, and April 6, 2021) and the "Annual Financial Webinar Series-Reporting year 2020" (March 8 – March 11, 2021)

- My planned training with the former District Clerk, Paula Lavoie, ended as off February 9th, 2021. Paula Lavoie will assist me with the Payroll taxes due in April 2021 for the first quarter filing or any other items that may require her assistance.

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AGENDA

I. REGULAR BUSINESS

- A. Public Access*
- 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

II. UNFINISHED BUSINESS

- A. Contract with customers when issuing connection.
- B. DOE Loan, Plant expansion, and customer income survey.
- C. Lopez Landing contract
- D. Update on the Lopez School District Participation Agreement.
- E. Discuss FLIP's request to become a contract customer.
- F. Update on Diller delinquent payment issues.
- G. Calendar – Go over dates for upcoming board meetings and create a whole year calendar to approve.
- H. Discussion of McCabe Building Condo Association
- I. Discussion of the Gelato Shop in one of the Bargreen's units
- J. Update banking and credit to have new clerk be the authorizer.
- K. Scholarship Opportunities discussion
- L. Employee review of Zachary Ahneman

III NEW BUSINESS

- 1. Resolution for Septic Tank Facilities License and Service Contract
- 2. Annual letter

IV. CONCLUDED

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

FUND 6641

FISHERMAN BAY SEWER GENERAL (OPERATIONS)

1	A 2021 BUDGET FUND 6641	B 2021 BUDGET	C 2021 AMENDED BUDGET	D			E			G 2021 ACTUAL	H 2020 TOTALS JAN	I % OF TOTAL	J COMMENTS	K DIFFERENCE BETWEEN CURRENT & HISTORICAL	L AVRG 3 YRS JAN
				1ST QTR	2ND QTR	3RD QTR	4TH QTR	1ST QTR	2ND QTR						
3	BEGINNING BALANCE	20,000	32,060	32,064.16	30,688.11	30,688.11	30,688.11	32,064.16	30,688.11	30,688.11	8%				
6	Customer Billings	448,845	448,845	31,013.28	-	-	-	31,013.28	-	-	7%		(320,931)	351,944	
7	District	423,845	423,845	29,120.19	-	-	-	29,120.19	-	-	7%		(302,028.01)	331,148	
8	Contract	25,000	25,000	1,893.09	-	-	-	1,893.09	-	-	8%		(18,902.88)	20,796	
9	District Decant/Grease														
10	Miscellaneous	38,015	38,015	173.60	-	-	-	173.60	-	-	0%		(2,344.11)	2,344	
11													(31,476.48)	22,281	
12	Customer Reimbursements	5,000	5,000	-	-	-	-	-	-	-	0%		(1,638.00)	1,638	
13	Application Fees	500	500	-	-	-	-	-	-	-	0%		(9,369.52)	9,370	
14	Lease Income	240	240	-	-	-	-	-	-	-	0%		(1,000.00)	1,000	
15	L & I Dividend	0	0	-	-	-	-	-	-	-	0%		(240.00)	240	
16	NSF Check Fee	25	25	-	-	-	-	-	-	-	0%		(2,086.61)	2,087	
17	Interest & Excess Charges	30,000	30,000	173.60	-	-	-	173.60	-	-	1%		(25.00)	25	
18	Miscellaneous income	2,250	2,250	-	-	-	-	-	-	-	0%		(15,567.31)	15,741	
19	Refund from vendor	-	-	-	-	-	-	-	-	-	0%		(246.43)	246	
21	Transfers-In	-	-	-	-	-	-	-	-	-			(1,303.61)	1,304	
22	Transfers-in from Reserves *	-	-	-	-	-	-	-	-	-			(1,666.67)	1,667	
23	TOTAL REVENUES	486,860	486,860	31,186.88	-	-	-	31,186.88	-	-	6%		(556,418.14)	378,236	
28	EXPENDITURES														
30	Employees	306,030	318,090	23,922.80	-	-	-	23,922.80	-	-	8%		(204,439.16)	194,250	
31	Wages	237,670	249,730	6,574.48	-	-	-	6,574.48	-	-	0%		(158,610.12)	177,193	
32	Superintendent	92,000	94,500	5,346.21	-	-	-	5,346.21	-	-	7%		(72,430.01)	79,004	
33	Wages - District Clerk	36,170	36,170	6,662.46	-	-	-	6,662.46	-	-	15%		(27,958.22)	33,304	
34	Superintendent Assistant	74,000	75,300	5,339.65	-	-	-	5,339.65	-	-	9%		(58,221.89)	64,884	
35	New Hire Plant	35,500	43,760	1,451.03	-	-	-	1,451.03	-	-	0%		-	-	
36	Benefits	68,360	68,360	1,637.98	-	-	-	1,637.98	-	-	8%		(45,829.04)	17,056	
37	FICA (7.65% of total wages)	20,000	20,000	2,228.38	-	-	-	2,228.38	-	-	7%		(12,629.37)	14,080	
38	L & I	6,610	6,610	22.26	-	-	-	22.26	-	-	25%	paid quarterly	(4,891.69)	6,530	
39	Medical	41,000	41,000	4,169.93	-	-	-	4,169.93	-	-	5%		(25,070.41)	27,299	
40	Unemployment (1.66% of total wages)	500	500	-	-	-	-	-	-	-	4%	paid quarterly	(3,237.57)	3,260	
41	FMLA Premium Assessment	250	250	-	-	-	-	-	-	-	0%		-	-	
42	Administrative	67,420	67,420	124.52	-	-	-	124.52	-	-	6%		(55,218.33)	59,738	
43	Office supplies	4,500	4,500	1,145.50	-	-	-	1,145.50	-	-	3%	Microsoft 365 \$650, QB \$660, Drop box \$487, Web \$240, eFile 1,365	(3,065.94)	3,190	
44	Legal services	6,000	6,000	551.45	-	-	-	551.45	-	-	19%		(5,253.00)	6,399	
45	Advertising	250	250	-	-	-	-	-	-	-	221%		362.87	189	
46	Training - Tuition	200	200	-	-	-	-	-	-	-	0%		(570.97)	571	
47	Professional services	1,200	1,200	-	-	-	-	-	-	-	0%	paid quarterly	(1,084.34)	1,084	

FUND 6641

FISHERMAN BAY SEWER GENERAL (OPERATIONS)

1	A 2021 BUDGET FUND 6641	B 2021 BUDGET	C 2021 AMENDED BUDGET	D 2021 ACTUAL				H 2020 TOTALS	I % OF TOTAL	J COMMENTS	K DIFFERENCE BETWEEN CURRENT & HISTORICAL	L AVRG 3 YRS JAN
				D 1ST QTR	E 2ND QTR	F 3RD QTR	G 4TH QTR					
48	Telephone	4,000	4,000	198.53				198.53	5%	(4,014.96)	4,213	
49	Postage	1,000	1,000					-	0%	(822.97)	823	
50	Travel	500	500					-	0%	(1,628.55)	1,629	
51	Dept of Revenue B & O utility, st	9,550	9,550	814.95				814.95	9%	(9,240.03)	10,055	
52	Rent	4,800	4,800	400.00				400.00	8%	(4,100.00)	4,500	
53	Insurance	15,950	15,950					-	0%	(12,792.67)	12,793	
54	Electricity	5,800	5,800	283.99				283.99	5%	(4,702.16)	4,986	
55	Water	570	570					-	0%	(443.33)	443	
56	NSF Check Fees							-	0%	(8.00)	8	
57	State Auditor	10,000	10,000					-	0%	(3,576.65)	3,577	
58	Dues	600	600					-	0%	(509.66)	510	
59	Miscellaneous - General	200	200					-		(147.52)	148	
60	Permits	1,500	1,500					-	0%	(2,709.87)	2,710	
61	Licenses	300	300					-	0%	(147.67)	148	
62	Fees	500	500	650.99				650.99	130%	(762.91)	1,414	
63	Elections							-			350	
64	Operational	63,800	63,800	4,086.20	-	-	-	4,086.20	6%	(56,342)	61,426	
65	Operating supplies, small tools	25,000	25,000	43.59				43.59	0%	(24,590.42)	24,634	
66	Small tools & minor equipment							-	0%		-	
67	Water testing	3,000	3,000					-	0%	(2,027.09)	2,027	
68	Travel - District fuel	1,300	1,300					-	0%	(1,094.15)	1,094	
69	Repairs & Maintenance	2,500	2,500	187.13				187.13	7%	187.13	-	
70	Septic tank pumping	30,000	30,000	3,855.48				3,855.48	13%	(26,988.83)	30,844	
71	District vehicle repairs & maint.	2,000	2,000					-	0%	(1,288.01)	1,288	
72	Wetland mowing & weed removal							-		(540.50)	541	
75	Miscellaneous	19,610	19,610	384.00				384.00	2%	(5,370.62)	6,383	
76	Commissioners salaries	4,610	4,610	384.00				384.00	8%	(3,850.00)	4,234	
78	Plant System Maint	10,000	10,000					-			-	
79	District Sewer System Maint	5,000	5,000					-		(1,520.62)	1,521	
81	TOTAL EXPENDITURES	456,860	468,920	32,562.93	-	-	-	32,562.93	7%	(923,346.18)	355,909	
83	Transfer out **	50,000	50,000					-	0%	(26,666.67)	26,667	
84	TOTAL EXPENDITURES INCL TRA	506,860	518,920	32,562.93	-	-	-	32,562.93	6%	(350,012.84)	382,575.77	
86	ENDING BALANCE	0	0	30,688.11	30,688.11	30,688.11	30,688.11	30,688.11				
87												

WW (~\$410), Lab Accred (\$520), Biosolids (~\$1100), WW Operator Certification (2@\$50)?

Luke - \$45/mo; Zac-\$36/mo; CrtyLk -\$139/mo; R I - \$80/mo

FUND 6644

FISHERMAN BAY SEWER REVENUE BOND '95 (DOE)

A	B	C	D	E	F	G	H	I	J	K	O	P	U
	2021 BUDGET	2021 AMENDED	1ST QTR	2ND QTR	3RD QTR	4TH QTR	2021 TOTALS	% OF TOTAL	DIFFERENCE BETWEEN CURRENT & HISTORICAL	AVRG YRS JAN			
1													
2													
3													
4	BEGINNING BALANCE	14,250	14,389.70	16,262.78	16,262.78	16,262.78	14,389.70	100%					
5	Monthly						JAN						
6	REVENUES												
7	Sewer Service Surcharges	22,000	1,727.50				1,727.50	8%	(19,269.69)	20,997			
8	Sewer Service Surcharges	1,590	143.00				143.00	9%	(1,427.42)	1,570			
9	LIGIP Interest	140	2.58				2.58	2%	(374.91)	377			
10	Transfers-in	-	-				-	-	-	-			
11	TOTAL REVENUES	23,730	1,873.08	-	-	-	1,873.08	8%	(21,072.02)	22,945.10			
12	\$ 37,980	\$ -											
13	EXPENDITURES												
14	1995 Bond Reserve	-											
15	1995 Bond Payments - Prind	23,000						0%	(22,983.90)	22,983.90			
16	Transfers Out	-											
17	TOTAL EXPENDITURES	23,000	-	-	-	-	-	0%	(22,983.90)	22,983.90			
18													
19	ENDING BALANCE	14,980	16,262.78	16,262.78	16,262.78	16,262.78	16,262.78						End of 2020
20													\$ 45,968
21	INVESTMENTS	23,000	23,000	23,000	23,000	23,000	23,000			Balance			\$ 22,984
22													
23													
24													
25													
26													

Amt of pmts made:

2003 REFINANCE OF 1995 BOND - THROUGH 2022 (last payment 8/27/2022)
 REQUIRED BY COVENANT TO KEEP A RESERVE OF ONE YEAR'S WORTH OF PAYMENTS = \$22,984
 PAYMENTS DUE: Feb 27th & Aug 27th - \$11,491.95

FISHERMAN BAY SEWER DISTRICT

P.O. Box 86

LOPEZ ISLAND, WA 98261

RESOLUTION No 2021-01

**A RESOLUTION of the SEPTIC TANK FACILITIES LICENSE
AND SERVICE CONTRACT**

The undersigned owner ("Owner") of the improved real property hereafter described ("Property") grants unto Fisherman Bay Sewer District of San Juan County Washington ("District") a license to use, operate, pump, maintain, repair and replace the septic tank, discharge line and appurtenances (collectively "Septic Tank Facilities") located on the Property from the septic tank to the District's sewer system. District shall have the sole and exclusive right to access, operate, maintain and repair the Septic Tank Facilities so that they operate as a first stage of treatment in conjunction with District's sewage collection and treatment system. Owner shall not make any modifications to the Septic Tank Facilities without District's prior written consent or interfere with their operation. District shall make reasonable efforts to give Owner 60 days prior notice and obtain consent for any planned modifications to the septic tank facilities.

The undersigned further grants the District the right to install, maintain and repair a suitable pump, electrical service line connected to Owner's electrical source, panel and controls in or contiguous to the Septic Tank Facilities to pump effluent therefrom into a discharge line that is connected to or will connect to the District's sewer system.

Presently, pursuant to District policy, the costs of improvements and repairs to the FBSD plant and district infrastructure are paid by the District and recovered through connection and service charges; however, the initial installation of a septic tank, discharge line, and effluent flow meter and replacement of defective and failing septic tanks and discharge lines and meters are Owner's responsibility. Such policies may be revised in the sole discretion of District's Board of Commissioners.

This agreement is entered into in connection with an easement executed by the undersigned owner that provides District with a right of access to the owner's septic tank, discharge line, electrical controls and appurtenances and a permit issued by District authorizing connection of the Property to the District's sewer system.

This agreement does not convey title or ownership of any real or personal property or fixtures. Owner shall own and be responsible for the Septic Tank Facilities, including discharge line, electrical pump, flow meter, panel, control, and appurtenances referred to herein.

District provides sewer service, limited septic tank pumping and maintenance services pursuant to its rules, policies and resolutions which may be amended from time to time in the sole discretion of District's Board of Commissioners. Owner agrees to abide by such rules, policies, and resolutions as they may be amended from time to time and to pay all District charges.

This document also defines a service agreement between the District and the Owner. This agreement is for the processing of _____ Equivalent Residential Units (ERUs). Each ERU guarantees the Owner monthly processing of septic effluent at rates set forth in the FBSD Master Rate Schedule which may change from time to time by action of the elected board of FBSD. The current fee for this connection is \$ _____.

This agreement is entered into in consideration of the District furnishing sewer service to the Property in accordance with its policies, rules, rates and regulations and practices and subject to payment of connection and sewer service charges as fixed by the District from time to time.

FISHERMAN BAY SEWER DISTRICT
SEPTIC TANK FACILITIES LICENSE

The terms and provisions hereof shall remain in full force and effect so long as said septic tank and any replacement is connected to the District sewer system.

The legal description of the real property of the undersigned is as follows:

Insert legal description.

San Juan County Tax Lot Number: _____

Dated this ____ day of _____, 20__.

GRANTORS:

GRANTEE:

FISHERMAN BAY SEWER DISTRICT
SAN JUAN COUNTY, WASHINGTON

By _____
_____, District Clerk

On this _____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged to me that _____ signed and sealed the said instrument as _____ free and voluntary act and deed for the uses and purposes therein mentioned.

Notary Public in and for the
State of Washington, residing
at _____
My commission expires: _____

FISHERMAN BAY SEWER DISTRICT
SEPTIC TANK FACILITIES LICENSE

San Juan County,
State of Washington

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged to me that he signed and sealed the said instrument as his free and voluntary act and deed for the uses and purposes therein mentioned.

Notary Public in and for the
State of Washington, residing
at _____
My commission expires: _____

STATE OF WASHINGTON
COUNTY OF SAN JUAN

On this _____ day of _____, 20____, before me personally appeared _____, known to me to be the District Clerk of the Fisherman Bay Sewer District, the municipal corporation that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath stated that he/she was authorized to execute said instrument on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the
State of Washington, residing
at _____
My commission expires: _____