

FISHERMAN BAY SEWER DISTRICT

BOARD OF COMMISSIONERS

SPECIAL MEETING

Wednesday, January 29, 2020 @ 4:00 pm

WORKSHOP

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a workshop on the 29th of January 2020 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:00p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck and Superintendent Monico Mackinnon

- A. Customer Service Training. Discussed
- B. Procedures for replacement of systems. Discussed

III. CONCLUDED

McDaniel moved, seconded by Hasbrouck moved to conclude the meeting. The motion passed unanimously. The meeting adjourned at 4:56p.m.

REGULAR MEETING

IV. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a special meeting on the 29th of January 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 and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Personal Appearances

None.

B. Approval of Minutes

Minutes from the meeting 12/16/19 were presented and approved by motion, with McDaniel moving and Hasbrouck seconding.

Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 1/29/20, McDaniel compared and verified general operations voucher for account 6641 totals dated 12/23/19, 12/30/19, 1/14/20, 1/14/20 DOR, 1/19/20 and 1/20/20 against warrants drawn on such funds. Also, verified reserve voucher for account 6642 total dated 1/20/20. He compared and verified deposits reported on the Deposits/Sales Reports dated 12/20/19, 12/24/19, 12/30/19, 1/10/20, 1/17/20, 1/22/20 and 1/27/20, against deposits shown. McDaniel 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.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$4,099.14 (12/23/19), \$1,714.82 (12/30/19) \$1,459.72 (1/14/20), \$546.67, (1/14/20 DOR), \$1,780.24 (1/19/20), and \$2,609.58 (1/20/20) from account 6641 and fund 6642 \$2,138.75 (1/20/20). Lauren Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$9,362.73 for the pay period 12/7/19 to 12/20/19, \$7,886.37 for the pay period 12/21/19 to 1/3/20 and \$7,425.02 for the pay period 1/4/20 to 1/17/20. The motions passed unanimously.

C. **Correspondence** – Willis hook ups - Mackinnon supplied response letter

D. **Superintendent's Report**

Mackinnon reported the following:

See Attached:

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

Ahneman reported the following:

See Attached:

Clerk's Report

Lavoie reported the following

See Attached:

V. **UNFINISHED BUSINESS**

A. **Discuss the flows & I & I at plant.** Discussed.

B. **Update on the Influent Flume Replacement.** Waiting construction docs

C. **Update on the Lopez School District Participation Agreement.** Table.

D. **Lopez Landing - Developer Extension Agreement.** Discussed

VI. **NEW BUSINESS**

C. **Monthly Budget Q & A** – Transfer \$17,000 to Reserve Capital Fund from General Fund was approved by motion, with Stephens moving and Hasbrouck

D. **Miscellaneous Items**

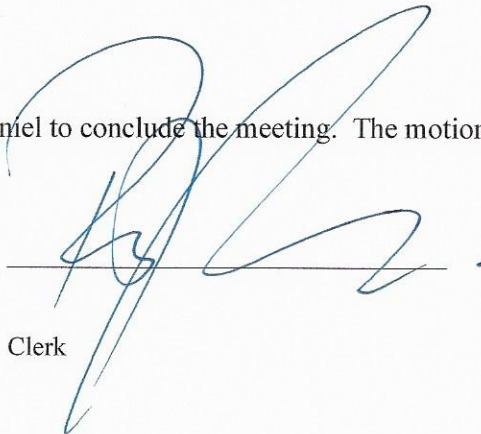
1. **Discuss Weeks Point Way** – Wayne's proposal. was approved prior and need update.
2. **Status of the customer's sewer system repairs and replacements.** Table.
3. **Discussion of On-Call Compensation.** Being reviewed.
4. **Discuss FLIP's request to become a contract customer.** Have lawyer write contract.
5. **Discuss FBSD Comprehensive Plan.** Discussed
6. **Discuss plant part time Tech position.** Table
7. **Voting on 2020 Officers positions.** Stephens- Board Chair was approved by motion, with McDaniel moving and Hasbrouck seconding. Hasbrouck - Secretary was approved by motion, with Stephens moving and McDaniel seconding.
8. **Go over dates for upcoming board meetings.** Discussed

VII. **MEETING CONCLUDED**

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously.
The meeting adjourned at 6:55p.m



Commissioner



Clerk

Superintendent Report

January 2020

Call Outs: No call outs in the month of January

New installs: There were no new installs.

Upgrades: We installed a meter at one of the Currie properties (Print shop)

Other: Another year in the books! By my calculations we have helped 12,658,000 gallons find their way back to the Salish Sea. Last year we had 11,349,000 gallons for an increase of 1,309,000 gallons. The 12.6M gallons equates to nearly 1.7 million cubic feet of water! We performed 44 locates, pumped 32,500 gallons from tanks (26,500 septic and 6,000 grease) in the district, 6,000G from our Lagoon and performed 44 locates.

I have gotten word that there will be some significant changes to our permitting in the next cycle. After 2022 when our current NDPES expires we will be needing to have both a General Permit and an NDPES permit. The General Permit will come with a new “Nutrient Cap” for Nitrates, Nitrites, and Ammonia. They will use an average from 10 years of our data in a ratio of flows and nutrients. We will be required to report on those levels monthly which might be more fiscal for us to start doing that testing in house. I will coordinate with Carl Jones from ECY to perform a study about in-house vs shipping to a lab. In house will require more equipment and further accreditation in the lab. To outsource it will be a significant cost in time, shipping, and lab fees. I will perform a comparison on the costs and options and report back with my findings.

I met the son of a long time Lopez resident who happens to be the Regional Wastewater Treatment Program manager for HDR (an engineering firm from Bellevue). Hi name is Pat Roe Jr. and he took a tour of our plant as he was previously unaware that we had treatment facilities here. He has turned out to be a great resource and even has people on his team that specialize in wetlands. I will be exploring their services and having conversations to compare ideas about our treatment possibilities. He was the one that pointed out the potential changes to permitting. |

The Flume Project has been approved by Ecology and we are now awaiting a bid set from Wayne!

I will be attending a webinar on the 29th with the county and the tribes to lay out the planning to them so that we can coordinate with them to be the least impactful to their legacy as possible.

We have reached an agreement for 10 ERU initial assessment with FLIP, and will be moving ahead with our planning with them. Bill LeDrew voiced some reservations with our averaging suggestion – perhaps we should discuss a proper method for fairly assessing their flows over the trial period. I suggested a “trimmed mean” (meaning we use an average without the highest and lowest numbers included). I think this would eliminate any anomalous flows during the trial period.

DISTRICT TECHNICIAN

January 2020

Full Maintenance: Full Maintenance performed to Currie Studio, Currie Print shop

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

Upgrades: We installed a meter at Currie Print shop

Pumping: No pumping

Alarm calls: No alarm calls

Other: Plant maintenance and cold weather maintenance has taken up a majority of my time this month.

I did site inspections before and after our big snow event for all big use properties, all commercial properties, and all properties that have general drainage issues. Ultimately our district did well during and after such a large snow event.

I did Air Vac inspections both before and after our big snow event. No problems occurred. One air vac on dill road had tire tracks near it but did not come close enough to cause any damage.

I checked all recent installs for settling due to all the volume of water/ snow we received this month. The old Homestead building is waiting on more fill dirt from Lopez Sand and Gravel due to some washing away.

We checked flumes and flows at the plant often, and it appears the plant is operating well throughout the cold and snow and rain.

I replaced the battery in the work truck due to it no longer working.

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

- Customer interactions:
 - 1) Diller – Bay House (3109 Fisherman Bay Rd) is disputing the 3 ERUs. He claims he only has 3 ERUs.
 - 2) Francine Shaw (re. Willis property on Normandy Ln) is seeking a letter of capacity for a 13unit hook up on Normandy Lane. I have spoke with her regarding the application with the application fee and hook up fee must be submitted first. I am submitting with correspondence the emails with her and Kyle Dodd regarding this matter.
 - 3) Galley Restaurant (3365 Fisherman Bay Rd) closed escrow on Friday, January 24th. The new owner is Tom Shipley who purchased Lyle Summers place o Lopez Rd in 2017.
 - 4) Bill Diller's (Islander Resort) lawyer Robert Bulloch continues to dispute the excess charges rate.
 - 5) Jack Jessup (112 Milagra Lane) has completed is build and the system has been approved. He will be billed Feb 1st for January service.
 - 6) Kristina Burgess (62 Weeks Pt Way) is current on her bill.
 - 7) The Bay Company (9 Old Post Rd) inquired regarding separate meters for the Haven & the Fudge Shop. I let her know that they are not separately metered.
- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports, quarterly payroll taxes and annual W-2 & W-3 reporting.
- Tom, Zac and I are continuing work on the billing process. We are billing 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 continue to get the prior information scanned and into eFile Cabinet.
- We have received the signed PFFAP Award contract.
- We have been approved for funding from the DOE.
- 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 saw my doctor on January 23rd and he has put me on a drug to assist in this transition. I will have my follow-up visit with my doctor and a new PET scan on February 20th and we will evaluate where I am at from there.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Wednesday, January 29, 2020 @4:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

WORKSHOP AGENDA

- I. CALL TO ORDER
- II. AGENDA ITEMS
 - Customer Service Training
 - Procedures for replacement of systems.
- III. CONCLUDED

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
- III. 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.
- III. NEW BUSINESS
 - A. Monthly Budget Q & A
 - B. Miscellaneous Items:
 - 1. Discuss Weeks Point Way – Wayne Haeefe's Proposal
 - 2. Status of the customer's sewer system repairs or replacements.
 - 3. Discussion of On-Call Compensation,
 - 4. Discuss FLIP's request to become a contract customer.
 - 5. Discuss FBSD Comprehensive Plan,
 - 6. Discuss Plant part time Tech position,
 - 7. Stephens renewed term in office and voting on Board Chair.
 - 8. Calendar – Go over dates for upcoming board meetings.
- IV. EXECUTIVE SESSION
- V. CONCLUDED

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