

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF A REGULAR MEETING
Thursday, January 25, 2018 @ 4:00 p.m.**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of January 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:04 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

Minutes from the regular meeting on 12/28/17 were presented and approved by motion, with Stephens moving and Hasbrouck seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 1/31/18, Mackinnon compared and verified general operations voucher for account 6641 totals dated 1/16/18, 1/15/18, 1/24/18, 1/24/18 FUTA tax, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 1/11/18, 1/18/18 and 1/25/18, 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 \$951.05(1/16/18), \$9,067.22(1/15/18), \$1,912.18 (1/24/18), \$168.00(1/24/18). Stephens, moving and Hasbrouck seconding to approve payroll in the amount of \$6,084.19 for the pay period 12/23/17 to 1/5/18 and \$7,305.53 for the period 1/6/18 to 1/18/18. The motions passed unanimously.

D. Correspondence

1. State Auditor's Office is offering a cash-basis BARS Code training on April 12, 2018. The clerk would like to attend.

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.

Wayne will get contract for scope of work by the end of February

B. Update on the Normandy Lane Project. Pressure test was completed and for parts to connect. Connection should be completed before the end of February

C. Update on the replaced Air Vac line's ownership transfer. Met with Bob Parrish. Looking into the legal description line.

IV. NEW BUSINESS

A. Monthly Budget Q & A – None.

B. Miscellaneous Items

1. Hasbrouck moving and McDaniel, seconding, that the 2.5% COLA increases be accepted of wages and paid out on the second payroll in January. A policy will be determined and added to our Personnel Policy prior to the end on 2018.
2. Capital Reverses had \$30,000.00 transferred into that fund in 2017. The Normandy Lane project will be funded from that fund. We will be reviewing the original grant for the Normandy Lane project at our next meeting.
3. Website development was discussed, and Mackinnon and McDaniel will submit a proposal for a simple website to be developed.
4. Admin Code Section 3.20 Temporary Disconnect of Service’s resolution was moved by Stephens, seconded by Hasbrouck, motion accepted.
5. Calendar will be kept in Outlook with future dates for the Board. A list of events will be presented at our monthly meetings.
6. 2018 Board Officer Election was done, and Stephens was elected as President and Hasbrouck as Secretary, Stephens moved, and McDaniel seconded, motion accepted.
7. Changes to the Easement and License documents, the lawyer for Diller’s and our lawyer will work out the changes.
8. Online Training for Commissions will be completed for the Commissioners and Record Retention/Management Act Training will be done by the Clerk in the next few months.
9. Next regular Board meetings were proposed for Tuesday, February 20th, 4:00 p.m. and the March meeting will be Wednesday, March 28th at 4:00 pm.

C. Executive Session related to Personnel Performance Review

Per RCW 42.30.110, Section 1.b, the Board went into Executive Session at 5:39 p.m. to review personnel performance. Stephens estimated that the session would last 7 minutes. Annual performance review was done for Lavoie. Lavoie, Mackinnon and Ahneman were excused. The Executive Session was concluded at 5:43 p.m. Stephens moved, seconded by McDaniel to accept proposed increase for Lavoie.

D. MEETING CONCLUDED

Hasbrouck moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 5:46 p.m.

Commissioner

Clerk