

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Thursday, January 24, 2018 @ 4:00 p.m.**

REGULAR MEETING

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 24th of January 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:02 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Personal Appearances – Jeff Nichols, Galley

B. Approval of Minutes

Minutes from the regular meeting on 12/19/18 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 1/24/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 12/18/18, 12/27/18, 1/7/19, 1/15/19, 1/23/19 and 1/24/19, and account 6647 total dated 1/23/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 12/27/18, 12/31/18, 1/9/19 and 1/17/19, 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 \$448.38 (12/18/18), \$517.10 (12/27/18), \$1,297.26 (1/7/19), \$306.00 (1/7/19), \$744.32 (1/15/19), \$9,521.33 (1/23/19) and \$2,560.84 (1/24/19), from account 6641 and account 6647 \$6,525.18 (1/23/19). Hasbrouck moving and Stephens seconding to approve payroll in the amount of \$8,767.04 for the pay period 12/22/18 to 1/4/19, and \$7,278.99 for the pay period 1/5/19 to 1/18/19. The motions passed unanimously.

D. Correspondence – Discussed Sandy LCLT request and received notes for return 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:

III. UNFINISHED BUSINESS

A. Update on the Influent Flume Replace. Replacement to be reviewed by DOR

- B. **DOE Application.** Application will be going out to DOE soon.
- C. **Update on the Normandy Lane Project.** Project is complete and authorization was made to pay final bill less retention.
- D. **Update on the Lopez School District Participation Agreement.** Table
- E. **Lopez Landing phase one timing.** Table
- F. **Discuss emergency line break soil disposal.** Table.

IV. NEW BUSINESS

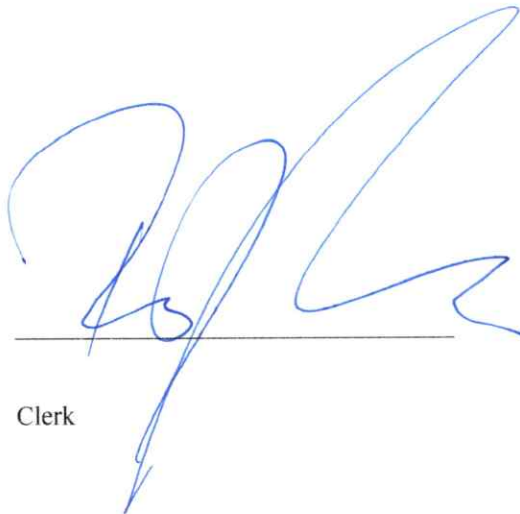
- A. **Monthly Budget Q & A** – none
- B. Miscellaneous Items
 - 1. Status of the Records Retention Project. We are moving forward.
 - 2. Calendar – List of upcoming events. Reviewed and adjusted.
 - 3. Discuss FLIP's request to become a contract customer. Get Bill of Sale Rrecorded.
 - 4. Go over dates for upcoming board meetings.
 - 5. Voted for 2019 Board positions. Stephens reelected as Board Chair, with McDaniel moving and Hasbrouck seconding. Hasbrouck reelected as Secretary, with Stephens moving and Hasbrouck seconding.

V. MEETING CONCLUDED

No motion was made.
The meeting adjourned at 5:42p.m.



Commissioner



Clerk

Fisherman Bay Sewer District

P. O. Box 86
Lopez Island, WA 98261
(360) 468-2131
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BOARD OF COMMISSIONERS
Thursday, January 24, 2019 @ 4:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

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. Update on the Influent Flume Replacement
- B. DOE Application
- C. Update on Normandy Lane Project
- D. Update on the Lopez School District Participation Agreement
- E. Lopez Landing phase one timing.
- F. Discuss emergency line break soil disposal.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Status of the Records Retention Project.
 - 2. Calendar – List of upcoming events
 - 3. Discuss FLIP's request to become a contract customer.
 - 4. Go over dates for upcoming board meetings.

V. CONCLUDED

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

Superintendent Report

January 2019

Call Outs: We had one alarm float (Galley) which was partially due to a bad float. We had one report of a backup at the Pro Center which prompted a closer look at the configuration of the system and will likely result in a replacement. This one may prove difficult, as it is a shared commercial system and there is no room on the property to easily install a new system. It is also shared with the Hancock's. The biggest problem is that most of the flows from the dentist is going to a 500g main tank. Part of the flows go to a 1000g along with Hancock's flows and both go to a pump tank that is over 3' deep. The systems desperately need to be separated and upgraded.

New installs: I keep getting reports that the system on Kingfisher is going to be installed and then no action. I am not sure if and when it will actually happen. I have accepted the plans from Jack Jessup to install his new system on Milagra Ln.

Upgrades: There were no upgrades to speak of this month

Other: Normandy is finally completely finished.

We are looking hard at the upgrades that will need to be accomplished at the plant within the next few years.

I have contacted Lopez Landing about their connections – they sent back an interesting letter that will be attached to this for your review.

We are starting to finally receive all of the ordered hardware, I expect most of it to be here by next week.

I got the truck repaired and it is running great again.

We are making a dent (finally) in all of the surplus gear that has been cluttering up the plant for so long.

We will be participating in Ecology's new experimental program of reporting digitally for our biosolids report as a guinea pig. Amber Corfman asked if we would be willing to help them test their new system and I agreed. Typically, it is a very difficult report that needs to be generated every year and this should help make it easier.

We discharged (according to monthly averages) approx. 11,349,000 gallons of treated effluent, we did around 60 locates, pumped 67,000+ gallons, Replaced and/or installed well over a dozen tanks, and did countless inspections/repairs. Also- not to mention streamlining, updating, creating new systems, and helping to make this organization something to be proud of. This year is the year of implementation. We will make use of our efforts in organization and improvement. We will begin to create our digital map of the District. We will recreate an organizing system that will track data across several fields and produce quantifiable results. We will dive into the task of upgrading the entire District from piping to treatment to filing. 2019 will be the year that all of the years of preparatory work we have done will finally come to fruition and begin to function as the well-oiled machine that it is. Thank you all for your efforts – We have done amazing things together this last year! Let's do it again!

DISTRICT TECHNICIAN

January 2019

Full Maintenance: Full maintenance was performed to 3 tanks at the galley and the Bar tank at the Islander. Full maintenance was done to 3 tanks that are shared between the Pro Center and the dentist.

New installs: No new installs although multiple starting soon.

Upgrades: float replaced Galley, Lid replaced at TLC Lopez.

Pumping: no pumping, pumping scheduled 1/21/19

Alarm calls: Alarm call to Galley, replaced float.

Other: I have sent a letter to the Galley requiring an upgrade. The system has multiple deficiencies, the deficiencies noticed were that both septic tanks are round ended and of a vintage that is prone to leaking. Both tanks do not have sealing lids and are prone to leaking. Both tanks do not have drive rated lids and should not be driven over. The pump tank has an outdated vault and filter and the conduit to the junction box is not sealed.

A letter is in the works for the dentist/ pro center. We will be requiring they each have stand alone systems. I have a letter drafted and Luke will be adding sections of our Admin code that requires stand alone systems.

In addition to the above letters, we will be sending letters to Richard Cade, and Bay co LLC. Both are aware they need an upgrade and this January letter will present them with timelines.

I have continued to work on the customer sheet that Tom has helped to create.

I have continued to fill the dumpster with old lids, vaults and damaged materials from old installs and decommissions.

Pumping and maintenance is getting into full swing for 2019. I have been working with Jason Kramer of A1 Septic to come up with times to pump. I have been working on seeing which customers will be responsible for the cost of pumping. I let Jeff Nichols of the Galley know in person and by mail that he will be responsible for this upcoming pumping on 1/21/19. I also let Cathy Kasey of the Islander know by phone call that they will be responsible

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF JANUARY 2019

- Customer interactions:
 - 1) Rate increase conversation with the following customers:
 - John McGee
 - Jack Jessup
 - SJC Fire & Sheriff Dept.
 - Stephanie & Matthias Stratil
 - 2) Clive & Abigail Proust's home (60 Tuatara Rd) closed 12/15/18. New owner is Stephanie & Matthias Stratil
 - 3) Heidi Hernandez & Michael Cherveney signed easement docs.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled.
- Billing with rate increases went out the first week of January. The increase should not have been applied until the 2/1/19 bill. A credit for the increase will be included on the February bill. Email went out to all customers with an email address to inform them of this.
- Tom, Luke and I have continued work on the Master Customer List.
- Tom, Zac and I are continuing work on the billing process. We will be testing the new spreadsheet for the remainder of 2018 side by side with the old process.
- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done.