

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, January 28th @4:00 p.m.

Please email super@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 28th of January 2021 electronically through Zoom. The Commissioner Tom McDaniel called the meeting to order at 4:00p.m. Also, attending was the President Lauren Stephens, Commissioner Tom McDaniel, Commissioner Donna Hasbrouck, District Clerks Paula Lavoie and Ece Kocak, and the Superintendent Monico Mackinnon.

I. REGULAR BUSINESS

A. Public Access*

Kitty Harnon and Carol Deckelbaum from LIFRC, Rich Rice from Community Church joined the meeting to ask for forgiveness or for mediation in charges.

B. Approval of Minutes:

Donna Hasbrouck made the motion at 4:12pm to approve the meeting minutes of Jan 7th, 2021 and Jan 28th, 2021 and Tom McDaniel seconded. Passed.

C. Approval of Vouchers and Payroll

Tom McDaniel approved at 4:14pm the vouchers and payroll of the month January 2021(01/21/2021, 01/14/2021, 01/07/2021, 12/31/2020, 12/22/2020, and 12/17/2020) vouchers and 01/01/21(\$10,837.18) and 01/15/21(\$9,581.00) payrolls and Donna Hasbrouck seconded the motion. Passed.

McDaniel moving and Hasbrouck seconding, to approve payments from the General Fund, expense vouchers in the amount of \$814.95(01/21/2021), \$1,660.24(01/21/2021), \$8,603.82(01/21/2021), \$1,065.74(01/11/2021), \$8,363.86(01/11/2021), \$1,894.67(01/04/2021), from the Fund 6644 in the amount of \$11,491.95(01/21/2021), from the Fund 6642 -Revenue Bond'95 in the amount of \$13,496.50(01/21/2021) and \$1,088.58(12/23/2020) from account 6641.

D. Review of Correspondence

The two requests from Community Church and LIFRC of being exempt from the extra gallonage charges of December 2020. The Sewer District is not responsible of the water flow and must act equitably. The Community Church charge was not forgiven due to the reason being said. The excess charge of LIFRC was decided to be excused by paying the last years average charge of the last year's 3 relevant months below.

President Lauren Stephens moved the motion of taking the average of Dec 2019, January 2020 and February 2020 months charges and charge the same amount to this year's December 2020 bill at 4:42pm and Donna Hasbrouck seconded.

E. Superintendent's Report

Mackinnon reported the following:

See Attached: - Tabled until the Workshop.

F. District Operations Technician's Report

Ahneman reported the following:

See Attached: - Tabled until the Workshop.

G. Clerk's Report

Kocak & Lavoie reported the following:

See Attached: - Discussed.

H. 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. **Resolution for Septic Tank Facilities License and Service Contract. Discussed.**
- I. **Discussion of McCabe Building Condo Association. Discussed.**
- J. **Discussion of the Gelato Shop in one of the Bargreen's units. Discussed.**
- K. **Scholarship Opportunities discussion. Discussed.**

III NEW BUSINESS

- 1. **Annual letter.** Tabled.
- 2. **Update banking and credit to have new Clerk be the authorizer.**

The newly trained Clerk, Ece Kocak, is currently getting the banking set-ups done and is fully taking over the total of 3 bank accounts' authorization, the administrator of the company credit card from the Islanders Bank and Banner Bank. Lauren Stephens approved the motion at 5:50pm and Tom McDaniel approved. Passed.

IV. CONCLUDED

The meeting concluded at 6:10pm.

FBSD

2021 Meeting Calendar

Tentative CALENDAR 2021	
January 28, 2021	4:00pm
February 25, 2021	4:00pm
March 25, 2021	4:00pm
April 22, 2021	5:00pm
May 27, 2021	5:00pm
June 24, 2021	5:00pm
July 29, 2021	5:00pm
August 19, 2021	5:00pm
September 23, 2021	5:00pm
October 21, 2021	5:00pm
November 18, 2021	5:00pm
December 16, 2021	5:00pm

Correspondence



Lopez Island Community Church

P.O. Box 795 91 Lopez Rd. Lopez Island, WA 98261
(360) 468-3877 - lopezislandcc@gmail.com

Pastor Jeff Smith

January 25, 2021

Lauren Stevens
President Board of Commissioners
Fisherman Bay Sewer District

Greetings from your friends at Lopez Island Community Church.

In December, the church received an extremely large and unexpected bill from the sewer district. It appears that our water meter recorded over 27,000 gallons of usage during the month of December. The amount due totals \$1,872.14. Copy of bill attached.

This occurred during a time when the church building was experiencing extremely limited use. We have investigated and found that we do not have a break in the water line. Our January water usage is on a regular pace. We are obviously perplexed on how this exorbitant water usage is even possible.

We have met with Steve Cade from the Fisherman Bay Water Association and together we are closely monitoring the meter. The Fisherman Bay Water Association has generously offered the Church a one-time forgiveness of the over usage in December.

We would like to formally request the same generosity from the Fisherman Bay Sewer District. Would you please consider offering us a one-time forgiveness on the Excess Gallonage Charge of \$1,486.64?

We have also requested from Monico Mackinnon that he prioritize installation of a meter on the outflow. So we do not run into this situation again in the future.

We appreciate your consideration of this request.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jeff Smith'.

Jeff Smith, Pastor

A handwritten signature in black ink, appearing to read 'Rich Rice'.

Rich Rice, Church Elder

A.J. Kocak

From: Monico Mackinnon
Sent: Thursday, January 28, 2021 9:56 AM
To: Lauren Stephens
Cc: Tom McDaniel; Donna Hasbrouck; A.J. Kocak; Zachary Ahneman
Subject: RE: Board report
Attachments: Superintendent Report 2101.docx

Hi,

So sorry! This was in my "Drafts" file. It must have failed to send on Wednesday afternoon. I didn't see it until I came in this morning. Hopefully you have time to review it before the meeting.

I have been unable to move the vehicles as my truck broke down several weeks ago and I just got it back yesterday (after \$2600 in repairs) . I will get them moved within the next week or so.

As for the license agreement - I think we should wait and further evaluate what Dick suggested. We have not really had a chance to address his suggestions and I don't want to rush any changes in that area. We need to get this right. I would suggest holding off on this issue until our Feb meeting.

Stay healthy!

Monico Luke Mackinnon
Superintendent
Fisherman Bay Sewer District
360-468-2724 (plant)
360-622-6288 (cell)

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> -----Original Message-----

> From: Lauren Stephens <Commissioner1@fishbaysewer.com>
> Sent: Thursday, January 28, 2021 8:21 AM
> To: Monico Mackinnon <super@fishbaysewer.com>
> Cc: Tom McDaniel <commissioner2@fishbaysewer.com>; Donna Hasbrouck
> <commissioner3@fishbaysewer.com>
> Subject: Board report

>

> Hi,
> I don't see your board report in my email yet. Because under our new
> format you are reporting on so many items in your board report it
> would be a courtesy to prepare the board report so we have time to review it before our meeting.
> Because I have a doctor appointment today I tried to prepare early but
> have been unable to do that without your report. Did you email one that I didn't receive?

>

- > If you haven't done your report yet please include the status of the
- > cars on the property which were to be removed by now. Also, on the
- > license agreement, please think about whether you think we should go
- > forward and approve the update we prepared or wait to remove License references from the document.
- > Thanks,
- > Lauren
- >
- > Sent from my iPad

Superintendent Report

January 2021

Plant/District performance for January:

Plant Performance		I/I Performance	
	Monthly		
Flow average	.040 MGD	Tanks to be replaced	16
CBOD5 reduction	98.22%	Percent of Total No of Tanks	?
Fecal (#/100ml)	90.31	# Tanks Replaced Last Month	0
TSS reduction	83.42%		
Chlorine average	.03		

Installation/replacements:

There are no new replacements.

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

We have continued to have problems on Milagra Ln. We excavated part of the submain for the site and replaced a potentially problematic check valve. We are still waiting for the tank to refill to assess the success of that action. I can't imagine what else could cause this and if this doesn't work – I am not sure what to do next. In my mind there is no other logical cause.

Locates

We only had a couple of locates that were of no consequence.

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.

Plant Maintenance Activities:

Completed this month:

We are still awaiting completion of the aerator repair and won't see the delivery of the new aerator until next month at the earliest.

Project Updates:

WPW Project has decidedly ramped up in activity over the past few weeks – We are working to fine tune a preliminary planning set in order to advance the efforts of the archeologists.

Weeks Point Way Replacement:

We have received a preliminary drawing from Wayne so that the archeologists can apply for their Archeological Excavation Permit in preparation of our work this spring. This will allow them to systematically test the boring pit location and allow them to monitor all of the mechanical excavation falling within the archeological site. We are narrowing our focus to determining the appropriate path for the new line so that we can achieve a planning drawing.

Influent Upgrade:

This has been halted until we have more direction from Wilson. They are still very interested in adding a proper flow meter to that line for assessment purposes and were planning to discuss with Tom. He may have a better update on this issue than I do.

Comprehensive Plan / Design Build Program:

Have had minimal interaction with Wilson this last month, mostly due to us running around trying to keep everything working with the combination of rain and power outage. Working on sorting out the details of reporting to Ecology properly and to submit for payment along with the proper reporting requirements.

Other Significant Items:

I think with the uncertainty of the amount of water generated at the LCLT3 site, I think we should add a meter to their outflow pipe to assess what kind of flows are being generated. This would be a great way to repurpose an external flow meter that Wilson wants to add to our inlet pipe after they glean the required info from it. As this line is at least 2 ft deep it will require machine excavation to open a large enough hole to install a meter.

Speaking of meters, the Community Church is requesting a meter, and I believe the Family Resource Center will likely decide to move ahead with adding a meter as well. I have provided them both with estimates of cost.

As we begin another year together, I have been looking back across the many years I have been with this organization, I am dazzled with the progress that we have made. We have brought a barely functioning system to the present and created something

tangible and valuable with the ability to succeed for many years to come. We have succeeded in overcoming every obstacle that is placed before us, and have become a living breathing entity that is diligently developing a solid plan moving forward.

As we look forward to the tasks ahead of us, I am reminded again of some distinct deficits in our ability to handle the common problems that arise in this field. I am reminded that there are some large issues that are being bypassed in the effort to hire a general manager. We have been asking for labor help for years. We have too many physical tasks to complete and not enough manpower.

We have asked for years for the appropriate equipment to handle the issues that arise (pumping appurtenance, excavator, additional vehicle, etc.). We will spend thousands each year in paying for services that could be handled in house with some minimal equipment and another set of hands. There are many times that Jason is not available. We contacted Ted (san Juan Septic) during one of our recent system failures and he was unavailable for several days. This was during a time when Jason was gone for the weekend. Had we been unable to resolve the issue we would not have had the capability to pump that ourselves as the tank is far to far away from a road surface to get us close enough to be able to utilize our homemade pumping setup. This would have resulted in a loss of occupancy for that homeowner (and his daughter and her family as well). Luckily, we were able to resolve that issue at the control panel without needing to pump. Had the issue been in the tank we would not have been able to address it until a pumper became available.

I have spoken to the fact that I have too much on my plate with a restriction on hours (that I am permitted to work), yet more and more tasks are put upon me without any relief for the ability to accomplish them. You want us to add meters to dozens of sites now in addition to everything else that is required of us. We were going to hire a tech with only enough funds for minimal part time work, yet somehow are going to find the money to hire someone at an engineer level to oversee the work I am already doing. Perhaps I am missing the point here, but by the time we get someone in place I am thinking we will have significantly progressed through the projects.

I think there has been a distinct lack administratively to appropriately recognize the hazards that we face every day amid a deadly global pandemic. (I once again was showered from head to toe with septic tank water that we pumped into a small tank in the back of our truck with a small gas-powered pump to keep our customers in their house and able to live properly). We do the best we can with what we are provided but considering the gravity of the potential threat – we probably often go beyond what should be considered appropriate in the effort of maintaining function.

You require us (both with families that have complex medical issues) to remain available without compensation at all hours of every day, with the stance that you can't afford to (and are of the opinion that you shouldn't need to) offer us any compensation.

This creates a very difficult situation as both Zac and I have children that will be needing treatment at Children's Hospital (sometimes at conflicting times). We both have families that rely on us very heavily at times. We have business outside of this organization that needs attention and focus, as our compensation here often falls short of our needs. Unfortunately, as we live on this island – sometimes things that are mundane (grocery shopping, medical/dental appts) require a dedicated day of travel to accomplish and leave the District vulnerable. Again, without a policy in place there is a chance that neither of us could be available in the event of a district failure.

This situation is very fragile especially in a time where just about any sickness (especially if we both get sick) will require us to sequester ourselves for two weeks or more. This is an area that we have a solid lack of redundancy in our system. In this situation with a highly contagious virus, it is not outside the realms of reasonableness to assume that there is a good chance that one of us could become sick. This could result in months of recovery in the worst-case scenario. A general manager will likely not know how to step in and diagnose a control panel issue. Even our skilled hustler of a pumper failed to recognize an issue with a system that if we had not followed through with our process- would have resulted in a series of problems. When confronted with a configuration that was unfamiliar to him, he did not recognize the issue and failed to notify us of anything amiss; even though a significant component had broken. This is not to criticize him as he is vital to our operation and has become an unofficial backup to our operations. It is more to point out that we are in a very specific niche of experience that can only be learned by performing a million of these types of repairs. Even heavily experienced septic workers are not automatically versed in what we do at the District. I strongly feel that we need more redundancy in our operations staff and equipment. We are far beyond just two guys handling everything that needs to be done. This District has completely changed since the days when that would suffice.

To summarize: please consider planning to work with Pat Roe as our Project Consultant. He will be able to work us into his schedule and is very very experienced in this field. He and I get along great, he recognizes my skill level, and I think is the best bet to help us get through these projects. Consider planning for some equipment purchases as soon as we can fund them. I think the money we spend on excavation would easily cover the cost of a piece of equipment and would greatly improve our capabilities in the field and on the plant grounds. We need another District vehicle – it is not appropriate to require us to use our personal vehicles that our children ride in while working around pathogens. We need a way to properly pump occasionally. A small pumper trailer would be sufficient to allow us to bring a level down in a system to both work on it and to grant our customers a bit of breathing room during a breakdown. We need more labor help. I cannot emphasize this enough. We do not have enough hands to do all the work on our plate. There are many mundane tasks that I am required do that should be done by a much more affordable person. It is not responsible to send a person to sites to work in hazardous and difficult situations alone. We work with

electrical hazards, fall hazards, chemical/biohazard, aggressive customers/dogs/contractors, etc. we work with extremely heavy items, are sometimes unable to complete a repair until we excavate and visualize the problem and often need several trips to our supply room to accomplish repairs. These are all reasons we do not often go to sites alone. It is not safe or responsible. I think that it is time to reconsider our compensation package. There are many aspects of that that could be improved without destroying our budget. I think perhaps a workshop might help us get onto the same page. I would really like to examine our options for insurance. It is very expensive and yet is still not affordable for me or my family to utilize. A \$7000 deductible puts medical care beyond my reach. I hear of other insurance packages that are much more manageable and I would like to explore some options.

Again – I think we are on the precipice of greatness and I want to see us wildly succeed. We have the tools to make this great. We just need to continue working through this together.

DISTRICT TECHNICIAN

January 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

Full Maintenance: No new maintenance

New installs: No new installs

Upgrades: I've installed a few lids and a few small things as needed throughout the district

Pumping: Emergency pumping to LCLT3 multiple times

Alarm calls: Alarm Call to LCLT3 multiple times, multiple problems, some unresolved problems. We will be going today to test the repair made on Friday. Seems to be a conditional issue.

Other: This has been a very hard month. We have been at LCLT3 on an on-going basis. We had to pump a small quantity of septic into our truck tank one night in the dark with a gas powered pump to keep them going. We have tried multiple approaches to solve this issue and are struggling to provide LCLT3 and the rest of Milagra Lane consistent service.

This event to me shows the need of additional equipment, a small pumping unit, a small excavator and additional man power.

It would also be nice to put into a policy what we do or say to customers if there is an issue we cannot quickly resolve. Does the sewer district owe the customer continued service and at the time

they have no capacity and are not functioning do we offer to put them into a hotel? Are there laws we need to be following as a sewer district when these issues arise? This event at LCLT3 was the only time we have nearly had to tell a customer that they are without service. This is the first time I didn't know what to tell our customers.

I sent out another round of reminder letters to those on our list of replacements. I have had good engagement results. I am hoping that the board would nail down clear timelines for replacements. I recognized there are many issues, so it is hard to give a specific timeline on top of contractor issues.

I have continued working with Tom on our new software for billing. It seems to be going well. I do worry that upon Tom pulling out of the position of software maintenance guy that the system will crumble. I have no ability to take over as software developer or maintaining the multiple databases the software requires to function. That being said I am happy to provide info and help whoever is in charge of the software. I will continue to do what I can for smooth billing and software.

This was on last months board report but I didn't hear any reaction to this topic: I am wanting to get the boards opinion on contractors working under other contractors' licenses. I have had customers ask about who we currently are working with for tank installs. I am wondering the correct way to inform our customers about contractors who have verbally stated they were working under someone else's license. I plan to reach out to all of our contractors to update me with their plans for 2021 and if they want to be included in a list provided to our customers in our replacement packet.

So just to re-cap my board report, I ask that the Board review or set or remind or update policy on:

- Contractors and possible sub contractors and what guarantees are needed, what happens if there is a problem down the road?
- Aggressive customers
- On call situation (with two guys there are times we have no one available)
- Pumping situation (with one pumper it is dangerous when we have an emergency)
- Occupancy issues to temporary or long term non-functioning tanks
- Soil remediation requirements during excavation and best management practices when leaving old tank in the ground
- Timeline for tank replacements, we currently have no set timeline that can be enforced and no tools to encourage replacement
- Timeline for infrastructure replacement, the Milagra lane is showing us it is time to actually schedule out infrastructure beyond what has been laid out in our master plan.
- Plan for how we deal with I & I when it is beyond a hand dig situation, will we allow contractors to re-set lids and prove water tightness? Will there be any chance of the district getting a micro excavator or do we rely on contractors.
- Is it feasible to move ahead as a sewer district with only shovels and a small gas powered trash pump? Should there be a timeline on providing us with more tools to complete tasks and help during our septic emergencies? Luke and I had to recently move a 600lb aerator out of a septic lagoon, we have decided to get a contractor to put the new one back in.

-Is it feasible to move ahead as a sewer district with only two employees? It seems to be common practice in labor and construction to send guys out in teams of two for safety. Is it reasonable in a pandemic to send out a lone tech? What happens if the solo tech should get hurt as we work with electricity, water, and heavy items. We are a remote community where a home owner may not even be on site.

-What happens if Tom was not available to make software changes to the software he designed, is it feasible to keep moving forward without risking the ability of the sewer district to complete billing without Tom?

-With more dangerous variants of the covid virus is there going to be additional safety measures? What is our plan if Luke or I get sick for a short duration or a long duration? Are we adequately staffed for providing on-going service to our customers?

-With added covid safety precautions I think we need a full size washer/dryer that has the ability to adequately clean our work clothes. We would need a full size hot water heater to provide the ability for our clothes to be washed in hot water. We also need the hot water heater to be able to actually shower at the plant to not bring home pathogens to our homes.

**DISTRICT CLERK'S REPORT –
HIGHLIGHTS OF THE MONTH OF JANUARY 2021**

- Customer interactions:
 - 1) Kathie Winsor at Portside Family Retreat (501 Lopez Rd) contacted the office regarding the new monthly rates.
 - 2) Robert Wood (34 Tuatara Rd) contacted the office regarding the new monthly rates.
 - 3) Jennifer Contreras contacted the office to find out the sewer connection fee for the address of Tower Dr & Washburn Pl vacant land that is owned by Robert Drury.
 - 4) Peter Cante (42 Dragon Run) brought in the office a notice from Wells Fargo regarding his payment. His bill was corrected and paid in full.
 - 5) Levanne Hendrix (366 Normandy Lane) contacted the office regarding the new monthly rates.
 - 6) Carrie Ratner from the Thomas Fragnoli Holding (37 Washburn Pl) called in to find out their outstanding balance. She was informed the balance the same day.
 - 7) Diller's Bay House (3109 Fisherman Bay Rd) Kathy called the office for an explanation on the bill.
 - 8) Jeff Knapp (489 Lopez Rd) called in to talk to Monico about his tank design. I passed the information to Monico.
 - 9) McCabe Condo Association (23 Pear Lane) contacted the office regarding the excess charges on the 01/01/2021 bill.

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

- Continued with training of the new Clerk with the subjects above.

- Update the billing with the new 2021 rates.

- The training of the new District Clerk will be done by February 4th, 2021. I will also assist in the Payroll taxes due in April 2021 for the first quarter filing or any other items that may come up.

**FUND 6641
FISHERMAN BAY SEWER GENERAL (OPERATIONS)**

A	B	C	D	E			F			G	H	I	J	K	L
				2020 BUDGET	2020 AMENDED BUDGET	1ST QTR	2ND QTR	3RD QTR	4TH QTR						
1	2020 BUDGET FUND 6641														
2	37,370	44,440	44,440.25	56,409.98	68,728.21	87,945.41				44,440.25	100%				
3										DEC					
4															
5															
6	377,260	377,260	100,688.36	86,674.25	93,931.15	95,929.94				377,223.70	100%		25,280	351,944	
7	District	354,440	94,429.52	79,839.13	91,803.01	88,835.42				354,907.08	100%		23,758.88	331,148	
8	Contract	22,820	6,258.84	6,835.12	2,128.14	7,094.52				22,316.62	98%		1,520.65	20,796	
9	District Decant/Grease												(2,344.11)	2,344	
10	Miscellaneous	35,540	1,649.99	6,106.92	8,158.13	12,894.24				28,809.28	92%		(2,840.80)	22,281	
11	ERU Hook-up charge	3,100											(1,638.00)	1,638	
12	Customer Reimbursements	11,750	256.62	792.36	41.40	10,341.41				11,431.79	97%		2,062.27	9,370	
13	Application Fees	500			2,100.00					2,100.00	420%		1,100.00	1,000	
14	Lease Income	240	60.00	60.00	60.00	60.00				240.00	100%			240	
15	L & I Dividend	2,000	960		962.25					962.25	100%		(1,124.36)	2,087	
16	NSF Check Fee	-		25.00						25.00				25	
17	Interest & Excess Charges	17,700	1,308.37	5,047.36	4,994.48	2,239.92				13,590.13	77%	\$4,322 Outstanding Dec	(2,150.78)	15,741	
18	Miscellaneous income	250	250	207.20		252.91				460.11	184%		213.68	246	
19	Refund from vendor	-											(1,303.61)	1,304	
20	Transfers-in	-													
21	Transfers-in from Reserves *	-													
22	TOTAL REVENUES	412,800	408,660	102,338.35	92,781.17	102,089.28	108,824.18			406,032.98	98%		(1,666.67)	1,667	
28													18,427.96	378,236	
29	EXPENDITURES	17,621.78													
30	Employees	280,390	264,850	60,471.43	57,711.05	65,471.96	64,078.41			247,732.85	88%		19,370.89	194,250	
31	Wages	230,350	212,640	49,636.19	43,144.88	52,287.22	51,317.07			196,385.36	92%		19,192.09	177,193	
32	Superintendent	88,700	88,700	20,187.28	17,885.23	22,809.52	21,080.43			81,962.46	92%		2,957.97	79,004	
33	Wages - District Clerk	42,010	40,500	10,769.41	8,765.00	10,675.42	12,124.00			42,333.83	105%	training new clerk	9,029.40	33,304	
34	Superintendent Assistant	78,640	78,640	18,679.50	16,494.65	18,802.28	18,112.64			72,089.07	92%		7,204.72	64,884	
35	Benefits	50,040	52,210	10,835.24	14,566.17	13,184.74	12,761.34			51,347.49	98%		178.80	17,056	
36	FICA (7.65% of total wages)	14,000	15,500	3,885.31	3,514.71	4,088.11	4,013.88			15,502.01	100%		1,421.61	14,080	
37	L & I	7,200	6,000	1,501.84	1,371.46	1,600.46	1,465.50			5,939.26	99%		(590.41)	6,530	
38	Medical	26,140	30,110	5,169.69	9,630.37	7,437.45	7,270.00			29,507.51	98%	paid quarterly	2,208.72	27,299	
39	Unemployment	2,500	400	278.40	49.63	58.72	11.96			398.71	100%	paid quarterly	(2,861.12)	3,260	
40	Administrative	60,200	58,300	6,620.87	7,542.43	11,020.87	32,646.50			57,830.67	99%		(1,557.59)	59,738	
43	Office supplies	4,850	5,900	446.10	330.08	1,480.48	3,679.80			5,936.46	101%	Microsoft 365 \$650, QB \$660, Drop box \$487, Web \$240, eFile 1.365	2,746.00	3,190	
44	Legal services	4,700	5,710	324.00	517.00	3,059.00	2,794.50			6,694.50	117%	Diller legal	296.00	6,399	
45	Advertising	250	430	-	-	-	34.67			34.67	8%		(153.91)	189	

**FUND 6641
FISHERMAN BAY SEWER GENERAL (OPERATIONS)**

A	B	C	D	E	2020 ACTUAL			H	I	J	K	L
					1ST QTR	2ND QTR	3RD QTR					
1	2020 BUDGET FUND 6641	2020 AMENDED BUDGET						2020 TOTALS	% OF TOTAL	COMMENTS	DIFFERENCE BETWEEN CURRENT & HISTORICAL	AVRG 3 YRS DEC
2												
46	Training - Tuition	2,300			193.85	310.39		193.85	97%		(377.12)	571
47	Professional services	1,200	245.64	312.57	308.04		1,176.64	98%	paid quarterly		92.30	1,084
48	Telephone	4,000	899.58	891.51	868.51	1,185.44	3,845.04	96%	Luke - \$45/mo; Zac-\$36/mo;		(368.45)	4,213
49	Postage	1,000	84.50	138.26	452.00	222.30	897.06	90%	CrtyLk -\$139/mo; R I -		74.09	823
50	Travel	1,500	24.10	25.55	25.55		49.65	99%	\$80/mo		(1,578.90)	1,629
51	Dept of Revenue B & O	10,000	1,762.14	1,534.49	2,036.42	3,777.22	9,110.27	95%			(944.71)	10,055
52	Rent	4,500	1,125.00	1,125.00	1,125.00	1,150.00	4,525.00	101%			25.00	4,500
53	Insurance	14,000				14,544.00	14,544.00	104%			1,751.33	12,793
54	Electricity	5,500	1,021.93	1,904.20	1,367.02	1,257.25	5,550.40	96%			564.25	4,986
55	Water	500	153.50	105.00	105.00	185.00	548.50	96%			105.17	443
56	NSF Check Fees	20									(8.00)	8
57	State Auditor	2,530		524.32		2,530.00	2,530.00	100%	aver 3 years \$2,530.		(1,046.65)	3,577
58	Dues	550				35.00	559.32	100%	Paid in April		49.66	510
59	Miscellaneous - General										(147.52)	148
60	Permits	1,500	443.88			405.00	848.88	57%	WW (~\$410), Lab Accred		(1,860.99)	2,710
61	Licenses	300	90.50			102.12	192.62	64%	(\$520), Biosolids (~\$1100),		44.95	148
62	Fees	1,000		160.00		433.81	593.81	119%	WW Operator Certification		(820.09)	1,414
63	Elections											350
64	Operational	56,800	5,124.32	14,057.46	5,227.25	33,314.09	57,723.12	102%			(2,705)	61,426
65	Operating supplies, small tools	12,000	4,176.02	10,016.54	3,233.46	4,267.88	21,693.90	94%			(2,940.11)	24,634
66	Small tools & minor equipment	4,000										
67	Water testing	3,000		285.38	526.08	570.68	1,382.14	55%			(644.95)	2,027
68	Travel - District fuel	1,300	200.00	300.00	481.47	295.24	1,276.71	98%			182.56	1,094
69	Repairs & Maintenance	2,500	441.35	807.09	986.24	374.26	2,608.94	86%			2,608.94	
70	Septic tank pumping	30,000	102.70	2,648.45		27,806.03	30,557.18	102%			(287.13)	30,844
71	District vehicle repairs & maint.	2,000	204.25				204.25	41%			(1,083.76)	1,288
72	Wetland mowing & weed removal	2,000									(540.50)	541
75	Miscellaneous	19,610	1,152.00	1,152.00	1,152.00	1,666.43	5,122.43	26%			(632.19)	6,383
76	Commissioners salaries	4,610	1,152.00	1,152.00	1,152.00	1,152.00	4,608.00	100%			374.00	4,234
78	Plant System Maint	10,000				514.43	514.43				514.43	
79	District Sewer System Maint	5,000									(1,520.62)	1,521
81	TOTAL EXPENDITURES	417,000	73,368.62	80,462.94	82,872.08	131,705.43	368,409.07	91%	remove & install aerator		12,499.97	355,909
83	Transfer out **	25,000	17,000.00			33,000.00	50,000.00	100%			23,333.33	26,667
84	TOTAL EXPENDITURES INCL TR	442,000	90,368.62	80,462.94	82,872.08	164,705.43	418,409.07	92%			35,833.30	382,575.77
86	ENDING BALANCE											
87												
89												
		450,170				453,100						

**FUND 6642
FISHERMAN BAY SEWER RESERVE FUND (CAPITAL IMPROVEMENT RESERVES)**

1	A	B	C	D	E	F	G			H	I	J	K
							2020 ACTUAL						
2	FUND 6642	2020 BUDGET	2020 AMENDED	1ST QTR	2ND QTR	3RD QTR	4TH QTR	2020 TOTALS			% OF TOTAL	DIFFERENCE BETWEEN CURRENT & HISTORICAL	AVRG 3 YRS DEC
3	BEGINNING BALANCE	136,070	138,595	138,595.01				138,595.01			100%		
4								DEC					
5	REVENUES												
6	Hook-up Fees	10,162	61,300.00	295.00	60,972.00	10,850.75		72,117.75			118%	30,329.23	41,789
7	LGIP Interest	248	100.00	55.31	19.79	18.09		102.47			102%	(143.72)	246
9	PFAP Grant												
10	Transfers in Audit	2,530	2,530.00		2,530.00			2,530.00			100%		
11	Transfers in Capital	25,000	50,000.00	17,000.00	8,000.00	25,000.00		50,000.00			100%	27,166.67	22,833
12	TOTAL REVENUES	37,940.00	113,930.00	17,350.31	19,79	35,868.84		124,750.22			329%	57,352.18	64,868
13		\$ 174,010	\$ 252,525										
14	EXPENDITURES												
15													
16	Itemized by Project:												
17	Wayne Haeefele & Assoc.	Plant											
18	MHI Survey	DOE Project		2,138.75				2,138.75				19,866.16	70,021
19	Balance Scale	Plant Equipment			3,750.00			3,750.00					
20	Archeological Study				1,880.91			1,880.91					
21	Wilson Engineering	DOE Project		5,596.50		6,500.00		6,500.00					
22	Total Reserve for Capital Exp.	DOE Project		7,735.25	5,630.91	6,500.00		19,866.16			0%		
23	Transfer Out												
24	ENDING BALANCE		252,525	148,210.07	19,79	29,368.84		58,479.07					
25													
26	LGIP INVESTMENTS	15,000	15,000	15,000.00	15,000	15,000		200,000.00					
27													
28	ENDING BALANCE WITH INV.	15,000	267,525	163,210.07	15,019.79	44,368.84		258,479.07					
29													
30													
31													
32													

**FUND 6644
FISHERMAN BAY SEWER REVENUE BOND '95 (DOE)**

1	A	B	C	D	E	G				H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
						2020 ACTUAL																		
2		2020 BUDGET	2020 AMENDED	1ST QTR	2ND QTR	3RD QTR	4TH QTR	2020 TOTALS	% OF TOTAL	DIFFERENCE BETWEEN CURRENT & HISTORICAL	AVRG 3 YRS DEC	2019	2018	2017										
3																								
4	BEGINNING BALANCE	12,345		14,389.70	8,630.81	14,082.07	7,799.92	14,389.70	100%			15,240.90	14,523.00											
5	Monthly	1,955						DEC																
6	REVENUES																							
7	Sewer Service Surcharges	21,500		5,248.25	4,897.92	5,029.07	5,363.74	20,538.98	96%	(458.21)	20,997	20,077.63	21,673.86	21,240.08										
8	Sewer Service Surcharges	1,550		400.00	523.00	166.50	399.00	1,488.50	96%	(81.92)	1,570	1,551.25	1,610.00	1,550.00										
9	LGIIP Interest	415		84.81	30.34	14.23	9.25	138.63	33%	(238.86)	377	503.82	418.29	210.37										
10	Transfers-in																							
11	TOTAL REVENUES	23,465		5,733.06	5,451.26	5,209.80	5,771.99	22,166.11	94%	(778.99)	22,945.10	22,132.70	23,702.15	23,000.45										
12		\$ 35,780	\$																					
13	EXPENDITURES																							
14	1995 Bond Reserve																							
15	1995 Bond Payments - Print	23,000		11,491.95		11,491.95		22,983.90	100%		22,983.90	22,983.90	22,983.90	22,983.90										
16	Transfers Out																							
17	TOTAL EXPENDITURES	23,000		11,491.95		11,491.95		22,983.90	100%		22,983.90	22,983.90	22,983.90	22,983.90										
18																								
19	ENDING BALANCE	12,780		8,630.81	14,082.07	7,799.92	13,571.91	13,571.91			Balance	14,389.70	15,241.25	16,553.00										
20																								
21	INVESTMENTS	23,000	23,000	23,000	23,000	23,000	23,000	23,000																
22																								
23																								
24																								
25																								
26																								

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

Amt of pmts made:
 \$ 91,936 \$ 22,984 \$ 22,984
 End of 2018 End of 2019 End of 2020

Paid off in 2022

(6641) BALANCE PREV MONTH	DEPOSITS (6641)	TRANSFERS	CLAIMS	PAYROLL	CURRENT RUNNING BALANCE
	12/7/2020 13,611.91		11/30/2020 1,209.67		
	12/10/2020 10,734.32		12/10/2020 1,039.60	12/7/2020 12,294.22	
	12/17/2020 5,425.06		12/11/2020 6,350.03	12/21/2020 9,355.69	
			12/23/2020 1,088.58		
			12/30/2020 1,894.67		
			12/30/2020 8,363.86		
43,889.19	29,771.29	-	19,946.41	21,649.91	32,064.16

73,660.48

41,596.32

12/31/2020

**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 \$ _____.

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: _____

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, January 28th @4:00 p.m.

Please email super@fishbaysewer.com

for your Zoom invite.

Join Zoom Meeting

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

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

III NEW BUSINESS

- 1. Resolution for Septic Tank Facilities License and Service Contract
- 2. Annual letter
- 3. Discussion of McCabe Building Condo Association
- 4. Discussion of the Gelato Shop in one of the Bargreen's units
- 5. Update banking and credit to have new clerk be the authorizer.
- 6. Scholarship Opportunities discussion

IV. CONCLUDED

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