

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Thursday, July 26, 2018 @ 4:00 p.m.**

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 26th of July 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:03 p.m. Also present were Commissioner Tom McDaniel, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

**II. REGULAR BUSINESS**

**A. Personal Appearances – None.**

**B. Approval of Minutes**

Minutes from the special meeting on 06/27/18 were presented and approved by motion, with McDaniel moving and Stephens seconding.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 7/26/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 7/2/18 and account 6641 totals dated 7/2/18, 7/13/18, 7/16/18, 7/23/18 and 7/26/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 6/28/18, 7/3/18, 7/12/18, 7/16/18, 7/23/18 and 7/26/18, 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.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$11,827.53 (7/2/18), \$952.92 (7/13/18), \$452.08 (7/16/18), \$862.25 (7/23/18) and \$3,102.87 (7/26/18). McDaniel moving and Stephens seconding to approve payroll in the amount of \$7,744.48 for the pay period 6/23/18 to 7/6/18 and \$8,484.40 for the pay period 7/7/18 to 7/20/18. The motions passed unanimously.

**D. Correspondence - None.**

**E. Superintendent's Report**

**Mackinnon reported the following:**

See Attached: Discussion of sick time accrual adjustment.

**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.** Luke and Wayne are discussing.

**B. Update on the Normandy Lane Project.** Completion date will be soon.

**C. Update on the Lopez School District Participation Agreement.** No update.

D. Update on the replaced Air Vac line's ownership transfer. No update.

A. Discuss emergency line break soil disposal. On Hold.

IV. NEW BUSINESS

A. **Monthly Budget Q & A** – Revision of budget will be done in future meeting

B. Miscellaneous Items

1. Discussion of Connection Fee Increase.  
Increase connection fee was discussed. Resolution # 2018-06 was presented and approved by motion, with Stephens moving and McDaniel seconding.
2. Calendar – List of upcoming events. Reviewed
3. Records Management Grant Request was presented to be filed by July 31, 2018 and approved by motion, with Stephens moving and McDaniel seconding.
4. Next monthly Board meeting was scheduled for Wednesday August 29th at 5:00 p.m.

V. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 5:49 p.m.

  
Commissioner

  
Clerk

# Superintendent Report

## July 2018

**Call Outs:** We had a few call outs this week: I had several alarm calls at IMC which after some very speculative troubleshooting was determined to be an undersized pump. The 10 GPM pump was unable to keep up with their flow and also push into the increased summer pressure in the main line to actuate the check valve. I tested it and it was struggling to pump 8.5 GPM. I replaced it with an old 20GMP pump and have ordered them a new one as we didn't have one in stock.

Even after the rewiring at Bargreens Grease system- we still had a malfunction there and will have to upgrade their pump as well if it happens again. I am hoping that it was a fluke, as it has been running flawlessly since the rewiring.

I got a call from Lauren regarding a backup at the public restrooms in the village which was determined to be a plumbing issue and not a FBSD issue.

**New installs:** We have replaced two tanks: The tank that serves what was the Paswaters system (now Koepp), and the tank at the SJC Public works shop. All were replaced by Bill Kimm.

**Upgrades:** We upgraded the system at Paswaters from a gravity to a pumped system so that it was not joined with a separate customer's system and stands alone. It was also cleverly upgraded by Bill Kimm to meet our requirements of having only a 24" riser.

**Other:** I have created a Lab QA Manual as per new Ecology requirements which reflect the changes in the testing and quality assurance.

I am concerned about discrepancies in our sick time accrual as per the report from the audit. I would like to have some sort of internal audit to confirm that we received the benefits we were allowed. During the time that the policy was enacted, Ande was leaving her position. I would like to confirm that the policy was recorded properly and in effect. I would like to see any shortages in accrual to be rectified and have our current totals updated.

I was contacted by Dawn Lease (of both Bargreens, and Walters) who is wondering about the billing of commercial accounts. The spreadsheet that she created from her billing shows that she has been billed the exact reading from the water meter, rather than the 85% that it's supposed to be. According to the Clerks manual, the numbers from our excel spreadsheet are to be copied to a different spreadsheet which is to auto calculate the billing amount. From her billing it looks as if the calculation is not occurring. I told her I would look into it, but this could mean that she (and potentially every commercial customer) may be due credits. This would be disastrous to our currently tight budget. She has noted in her email that she is getting billed for a six month average of .883333 of the water usage.



# Superintendent Report

## July 2018

Comparing her spreadsheet to our meter reading shows that our reading was billed directly and the discrepancy in water/sewer probably lands on the fact that they sometimes read the meters as much as 10 days after we do. This needs to be examined closely and I think we should have a discussion at the meeting as to what to do if we find an error on our part.

### Process:

As requested by Tom, each month I am going to highlight a portion of our treatment process and try to explain how it works and give a status update on it. I like to start at the beginning and so this month I will discuss our first stage of treatment: The Collection System:

As a STEP (Septic Tank Effluent Pumping) system, we maintain approximately 8.34 miles of Force Mains. These lines are pressurized by each and every one of the 10-20 GPM (gallon per minute) pumps installed on almost every site. There are only three houses in the District that are gravity fed into the District that are all on Normandy Lane. This is sufficient as it is such a steep hill that the head pressure is great enough to maintain the line pressure (for each 10 feet in elevation the pressure increases about 4.4 PSI). There are close to 300 tanks in the district which house around 320,000 gallons of septage. These tanks provide our first stage of treatment. The function of the tanks provides settling and floatation of solids from the water stream that conveys them to the tank. It also provides anaerobic digestion of the solids by the microbes within the tanks. The microbes are various creatures like bacteria, fungi, algae, protozoa, rotifers, and nematodes. Bacteria are the most numerous microbes in the tank. There are several things that are reduced in this process: BOD is reduced between 15-50%. (BOD-Biochemical Oxygen Demand is a method of measuring the biological activity- how much oxygen is consumed directly relates to the population of microbes in the waste. This is one of the tests we perform weekly in our lab and report monthly to the Dept. of Ecology). TSS is reduced by 25-45% (TSS - Total Suspended Solids - another weekly test we perform and report). Settleable Solids are reduced by 90% in a healthy, well cared-for tank. Enteric Bacteria is reduced by 10-40%. These all serve a great function for us which is to eliminate or limit the amount of solids that are conveyed to the treatment plant. We have two limits across a 3-month average that will precipitate an upgrade - 1) is flow, but more importantly to this point is 2) Solids Loading. If we didn't have our septic tanks doing our work, we would need a much more aggressive treatment tactic to process the septage created by our growing village. Parts of our collection system are very outdated (as you are assuredly aware of) such as failed tanks, frozen valves and irreparable air vac/release assemblies. We repair these as expediently as we can. I hope to see significant progress in the next few years with our I&I problem, and hope that with an aggressive upgrade timeline at the plant we will be already poised to handle the flows of the future.

# DISTRICT TECHNICIAN

## JULY 2018

Full Maintenance: I have done 6 full maintenance this month

New installs: 2 new installs – County shop & Paswater

Upgrades: There was an upgrade done to the existing tank at Paswater's. The existing tank was turned into a pump system (from gravity) and re-configured to meet our riser height specs.

Pumping: I pumped with Jason at IMC dock tank.

Alarm calls: Luke and I replaced the pump at IMC, it was during business hours and we had to work quickly and efficient to keep them in operation.

Other: This has been a busy month for me, I have been to Green River Community College on two separate trips for classes. I have also had to do many assignments that are submitted online. I have saved the district money on hotel stays by staying at my mom's house in Everett both trips. According to our lodging rates for I saved up to \$488.00 by not getting a hotel. I still have two more sessions at Green River College in Auburn. I am currently ½ way through the course and have a 93%. So far we have gone over procedure for lab safety and equipment, laboratory basics, data reporting, monitoring, and pH. I have had discussions with Monico about potential procedure changes.

I have been handling a lot of lab work this month as it seems there have been a lot of Superintendent meetings on key lab work days. This has been good as it helps while taking the lab class.

I have also used a couple days of sick time this month as my father who lives alone needed some help and will need occasional assistance as he is having some health issues.

I have been trying to find other septic designers and septic installers for our customers to work with. I have contacted Orcas Septic Design, Black Family Excavating, Island Excavating, Foster Septic, Orcas Excavating, and Starr Excavating.

We have done some duckweed removal at the plant and have been working on plant maintenance.

## DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF JULY 2018

- Customer interactions:
  - 1) Heather Adams purchaser of Sorenson Estate on 116 Weeks Point Way called regarding charges for sewer while the house was under major remodel and no toilets were yet installed. I explained that the monthly fee continues as long as you have a hookup to the District.
  
- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled.
  
- Inventory and classification of all office files in preparation of records management grant.