

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, July 25, 2019 @ 5:00 p.m.**

I. CALL TO ORDER

- II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of July 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:07p.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 6/26/19 were presented and approved by motion, with McDaniel moving and Hasbrouck seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 7/25/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 7/15/19, 7/15/19 DOR, 7/17/19, and 7/18/19 and account 6647 dated 6/26/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 6/27/19, 7/5/19, 7/11/19, and 7/19/19, 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.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$4,123.33 (7/15/19), \$757.91 (7/15/19), \$2,320.93 (7/17/19) and \$857.25 (7/18/19) and account 6647 \$6,227.63 (6/26/19). Stephens moving and Hasbrouck seconding to approve payroll in the amount of \$7,767.62 for the pay period 6/24/19 to 7/5/19, and \$8,240.44 for the pay period 7/6/19 to 7/19/19. The motions passed unanimously.

D. Correspondence – Galley - regarding septic system & sale.

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. **Discuss the flows & I & I at plant.** Progress being made
- B. **Update on the Influent Flume Replacement and DOE Application.** Wayne has submitted report
- C. **Update on the Lopez School District Participation Agreement.** Table
- D. **Lopez Landing - Developer Extension Agreement.** Need to get updated info

IV. NEW BUSINESS

A. **Monthly Budget Q & A**

B. *Miscellaneous Items*

1. **Status of the customer's sewer system repairs or replacements.** (2) condos will start next week.
2. **Discussion of On-Call Compensation.** Hasbrouck will research.
3. **Employee Annual Reviews.** Ahneman and Mackinnon done.
4. **Status of the Records Retention Project.** Moving forward.
5. **Discuss FLIP's request to become a contract customer.** Stephen will get with FLIP president after the 5th of August.
6. **Discuss FBSD Comprehensive Plan.** Table
7. **Discuss plant part time tech position.** Get job description done.
8. **Go over dates for upcoming board meetings.**

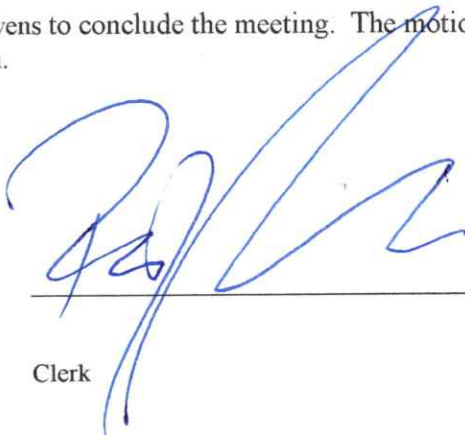
V. **Executive Session Personal Issues.** Per RCW 42.30.110, Section 1.b, the Board went into Executive Session at 6:40 p.m. for personal issues. Stephens estimated that the session would last 10 minutes. That Executive Session was concluded at 6:50 p.m.

VI. MEETING CONCLUDED

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



Commissioner



Clerk

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, July 25, 2019 @ 5:00 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. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. DOE Application update.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.
- F. Discuss emergency line break soil disposal.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Status of the customer's sewer system repairs or replacements.
 - 2. Discussion of On-Call Compensation
 - 3. Annual Reviews for employees
 - 4. Update on the Records Retention Project.
 - 5. Discuss FLIP's request to become a contract customer.
 - 6. Discuss FBSD Comprehensive Plan
 - 7. Discuss Plant part time Tech position
 - 8. Calendar – Go over dates for upcoming board meetings.
 - 9. Executive Session

V. CONCLUDED

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

Superintendent Report

July 2019

Call Outs: Imc had an alarm issue, that turned out to be an electrical issue. We informed Tim that he needed to contact an electrician.

New installs: I have met with Bill and Jeff who are coordinating to begin two installs at the Condos.

Upgrades: We have done some minor upgrades (floats lids) but nothing major this month. Word is that the Galley has sold, they will be needing to perform upgrades soon.

Other: Tom and I met with Dave Price from Stantec for several hours (Tom, of course, had a beautiful power-point). We discussed many issues, laid out our plan and discussed many options. I have a lot of faith in Stantec and feel that we should move ahead with them. We will be meeting with Wilson Engineering next month also.

I purchased a trash pump that could keep up with flows as we nearly breached the lagoons from the fourth and the levels aren't subsiding. I am able to drop the levels of the lagoons with this pump and was also able to confirm that the problem lies with the manifold of the wetland.

We reported a 30,000 gallon spill to ECY and fenced our ditchline. I am working on a temporarily permanent fix to the leak problem. I am in the process of building a pump vault (like the temporary one I built last time) with a meter to track how much extra is being pumped back into the AC.

DISTRICT TECHNICIAN

JULY 2019

Full Maintenance: Full maintenance was performed to the School, Tom Patty, IMC dock tank, North Sound Communication, Isabelle's, Fishbay Bldg., McGee, Gaddis, Bank, Shively, Islander bar tank.

New installs: Meet w/ Jeff King and Bill Kimm at condos, ready to start Aug. 5th.

Upgrades: float at Patty.

Pumping: pump IMC dock tank

Alarm calls: Patty- found system flooded, could not re-create error. Had to go back to Patty's two days later replaced control float and have not been back since.

IMC dock tank needs an electrician as their disconnect has failed.

Other: We overflowed the week of the 4th at the flume. Luke has been working with ecology on the incident. This has stressed out our entire lagoon and wetland system pushing our storage capacity to the maximum. I will include in my e-mail a photo I took of our anaerobic cell lagoon. I would say after you all look at the photo that it would be a good time to consider a moratorium on connections until we get our flume and wetland operating correctly and maybe even add another anaerobic cell. It was alarming watching flows that week!

We have been working hard on the plant. Cleaning up the fence line, working on our garbage pile along the fence line and doing repairs and maintenance to keep everything operating as smooth as possible.

The district handled the 4th of July week very well with only an alarm call to Tom Patty's which dues to his seasonal use of his home here may have had nothing to do with our heavy flows.

We have continued to work with Bill Kimm in an attempt to knock out as many of our mandatory replacements as possible. We have had great weather and have only made progress on a couple of tanks. This is alarming to the sewer district maintaining our collections system. I am out of directions to turn for contractors, but we need more progress to make a dent in our list!

All said and done, July was a very busy month!

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

- Customer interactions:
 - 1) Kristina Burgess (62 Weeks Point Way) certified letter on the \$580.33 of delinquent charges.
 - 2) Thomas & Debra Collins (127 Lopez Rd #2) regarding change to residential billing.
 - 3) LCLT (Salish Way & Tuatara Rd) regarding additional hook ups.
 - 4) Ronald & Roxanna Shively (Salish Way & Tuatara Rd) regarding listing of their home.
 - 5) Corrie Harrington for parcel # 252211013000 new hook up fee.
 - 6) Galley Restaurant (3365 Fisherman Bay Rd) regarding sale of the property.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports and second quarter payroll taxes as scheduled.

- Tom, Zac and I are continuing work on the billing process. We will continue to test the billing for the month of June and forward until the few exceptions have their own meter to read. Then we will bill directly from our new billing spreadsheets.

- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done. We continue to get the prior information scanned and into eFile Cabinet. Went to a train in Friday Harbor.