

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, July 23, 2020 @ 5:30 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 23rd of July 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:34p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

A. Outside Attendees

None.

B. Approval of Minutes:

Minutes 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 7/23/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 6/24/2020, 6/30/20, 7/10/20, and 7/17/20, against deposits shown. All warrants and payroll were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$7,38.28 (7/10/20), \$4,999.30, (7/13/20), \$1,659.18, (7/23/20), and \$1,238.47 (7/24/20) from account 6641. Stephens moving and McDaniel seconding to approve payroll in the amount of \$9,450.03 for the pay period 6/20/20 to 7/3/20, and \$7,738.82 for the pay period 7/4/20 to 7/17/20. Hasbrouck abstained.

D. Correspondence – Discussed.

E. Superintendent's Report

Mackinnon reported the following:
See Attached: -Discussed.

F. District Operations Technician's Report

Ahneman reported the following:
See Attached:

G. Clerk's Report

Lavoie reported the following
See Attached:

H. Monthly Budget Q & A. Discussed.

III. NEW BUSINESS

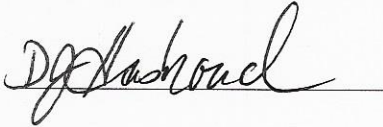
1. **Discuss ERUs on Commercial Customers.** Will discuss next meeting.
2. **Discuss adding to website notice on serving our entire community.** Discussed

IV. UNFINISHED BUSINESS

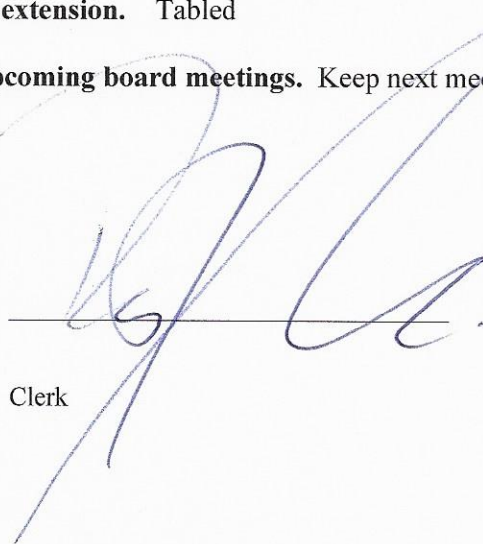
- A. **DOE Loan, Plant expansion, and customer income survey.** Discussed getting contact information for primary residence customers for the MHI survey and updating the letter to customers.
- B. **Discuss change in Admin Code on gallon value of an ERU.** Tabled
- C. **Discuss the flows & I & I at plant.** Tabled
- D. **Update on the Influent Flume Replacement.** Discussed
- E. **Update on the Lopez School District Participation Agreement.** Mackinnon is working on an update.
- F. **Lopez Landing - Developer Extension Agreement.** Discussed letter.
- G. **Discuss Weeks Point Way – Wayne Haefele’s Proposal.** Discussed
- H. **Discussion of On-Call Compensation.** Tabled
- I. **Discuss FLIP’s request to become a contract customer.** Mackinnon is working with lawyer.
- J. **Discuss Plant part time Tech position.** Discussed info needed.
- K. **Investing Reserve Funds.** Lavoie with discuss with lawyer.
- L. **Discuss Lopez Farmers Market extension.** Tabled
- M. **Calendar – Go over dates for upcoming board meetings.** Keep next meeting as scheduled.

V. MEETING CONCLUDED

The meeting concluded at 7:39p.m.



Commissioner



Clerk

Superintendent Report

July 2020

Call Outs: We had one report of a back up that was not due to our equipment. Customer was advised to contact a plumber.

Tanks: LCLT4 (Salish Way) has tanks in the ground that have passed water-tightness testing. Plumbing to continue shortly. The following highlighted systems have updated:

Customer	Status
Replacements	
LCLT3	accepted plans
Cade	Plans accepted
McCabe	accepted plans
Apartments	accepted plans
Alberty	Replacement scheduled
Westlund house	awaiting plans
Westlund rental	awaiting plans
Weeks	Receiving pushback
Speiker	Receiving pushback
Pickering	plans accepted/ contracted
Knapp	awaiting plans
Tower Park RR	Plans recieved
Westview Apts	Plans accepted
New Construction	
Lopez Landing	planning phase
Lopez Housing	planning phase
LCLT 4 (Salish)	Partially completed
FLIP	Accepted plans

Upgrades: We have had no upgrades this month

Other: After much deliberation and communication with vendors and Carl Jones from ECY – I have settled on a model for a new lab balance. I found a really good deal on the unit I decided on and am awaiting an updated quote that will include the anti-vibration plate that is recommended with it. The unit itself is \$1490 – which is significantly lower than the original units I was looking at. This is the unit recommended by Carl, namely for its 5 year warranty. As soon as I receive the updated quote I will be ordering.

On that same thought: I performed our Performance Audit for the Lab and with careful recalibrating between samples; we passed all four of our tests.

Superintendent Report

July 2020

I will be scheduling a second round (as required by Ecology with our previously failed test) in a month or so. This should satisfy our requirements for the year, and I have also updated Stephanie Allen (ECY) with our plan for replacing that lab balance.

I have drafted a first pass at a letter to start the dialog with Lopez Landing – It is included with my report. Lets discuss it during the meeting and after any revisions I will submit that to them.

Tom and I met with Pat Roe (an engineer that grew up on Lopez) and have a plan for him to become a consultant with us to educate me and over see me as project manager for our upcoming projects. I have learned that there is quite a bit that goes into creating a bid package and we are going to formulate a boilerplate package that can be modified to fit all of our future project needs.

I am working on revisions to our Sanitary Sewer Specifications document to reflect some of the changes that we have made over the past year or so.

I have reached out to the county for both the Weeks Point Way Project and the Farmers Market project asking for updates on the process.

After much work and rebuilding the mower deck – I got the mower working again. It had a spindle fail and caused a heap of problems. I am just now getting the plant back to a manicured state.

Apparently, we received an anonymous email that I was photographed making a “white power” sign. I must say that I am more than a little perturbed that we received such a vile accusation and I was never notified until I saw it in the board packet. This should have been immediately brought to my attention. That being said – officially this is the most ridiculous accusation stemming from a political difference of opinion on Facebook. I am a Chicano (half Mexican) and would never associate with any white power action. I find it abhorrent and I am insulted that this was thrown my way. I know the perpetrators and it is a horrible attack on my good name. It will be coming out in future litigation as I am working to file legal action against those that attempted this. I spoke to Dick about this and he had the following to say:

“My reaction is that if this is just a single communication, it can be disregarded. If it continues and it is apparent that it arises from your role with the District, the District should respond to the email in your behalf and request the sender to cease and desist. Please note that my legal duties are to the District as an entity and not to no individual employee.”

In the future please submit any complaints or correspondence relating to me DIRECTLY to me as soon as possible. It is unacceptable to me to hear about this from the board packet nearly a month after the fact. I will be submitting a public statement shortly to the Lopez community and will share it with you as well.

DISTRICT TECHNICIAN

JULY 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
CLT3	accepted plans	3/5/2019	6/13/2019	yes
ade	awaiting plans	1/17/2018	4/17/2018	no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
partments	accepted plans	3/6/2020	6/6/2020	yes
liberty	accepted plans/contracted	1/3/2018	7/2/2018	yes
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
Weeks	awaiting plans	4/3/2019	7/2/2019	no
peiker	no movement	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: Full maintenance performed to Cormorant Bldg.

New installs: Tanks set LCLT4 and passed water test.

Upgrades: No upgrades performed

Pumping: No pumping

Alarm calls: Alarm call Duncan, had Lopez Electric remove a redundant float and rewire control panel.

Other: I worked hard this month notifying customers that construction has opened and that anyone with replacements needed should start providing us with forward progress. For the most part people have acknowledge their need to proceed.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF JULY 2020

- Customer interactions:
 - 1) Cawley Family Trust (95 Weeks Rd) Bob Jacobsen (son) has moved in and may consider building on those lots.
 - 2) Housing Lopez (6 units to be built in the Village) sent in application and fee. Will bill them for the 6 ERUs as soon as I receive the application back from Superintendent.
 - 3) Paul White (lot behind 2169 Fishermen Bay Rd) sent in his application for new sewer hookup and application fee. He has been invoiced and we are waiting for payment on the hook up fee.
 - 4) Cate Crawford (32 Salish Way) has moved from LCLT and has three months sewer bills due. LCLT will inform me when they find out how to reach her.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports and quarterly payroll tax reports.
- Sent out note with residential billing regarding the MHI survey that is coming up. I have received positive feedback from some customers.
- Tom, Zac and I are continuing work on the billing, customer contact list, and the meter reading process.
- My cancer treatment plan has been completed. I am improving from the effect from six month of chemotherapy but still experience fatigue and memory issues. With my own health issues and the Coronavirus outbreak I am working at home as much as possible.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, July 23, 2020 @5:30 p.m.
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURgQIJEQXVLNGVSVnJoWXlzd09>

AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

- A. Attendees*
- 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

III. NEW BUSINESS

- 1. Discuss ERU increase on continual excess charges on commercial customers.
- 2. Discuss adding to website notice on serving our entire community.

IV. UNFINISHED BUSINESS

- A. DOE Loan, Plant expansion, and customer income survey.
- B. Discuss change in Admin Code on gallon value of an ERU.
- C. Discuss the flows & I & I at plant.
- D. Update on the Influent Flume Replacement.
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- G. Discuss Weeks Point Way – Wayne Haefele's Proposal
- H. Discussion of On-Call Compensation.
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VI. CONCLUDED

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