

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF A REGULAR MEETING  
Wednesday, June 27, 2018 @ 5:00 p.m.**

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 27th of June 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:20 p.m. Also present were Commissioners Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie, Superintendent Monico Mackinnon, and District Operations Technician Zac Ahneman.

**II. REGULAR BUSINESS**

**A. Personal Appearances – None.**

**B. Approval of Minutes**

Minutes from the special meeting on 05/31/18 were presented and approved by motion, with Stephens moving and McDaniel seconding.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 6/27/18, Mackinnon compared and verified general operations voucher for account 6641 totals dated 6/5/18, 6/14/18 and 6/19/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 6/4/18, 6/6/18, 6/12/18, 6/20/18 and 6/28/18, 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.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$3,329.48 (6/5/18), \$1,101.45 (6/14/18), and \$8,258.57 (6/19/18). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$7,602.96 for the pay period 5/26/18 to 6/8/18 and \$7,136.43 for the pay period 6/9/18 to 6/22/18. The motions passed unanimously.

**D. Correspondence - None.**

**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.** On hold.

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

**C. Update on the Lopez School District Participation Agreement.** New Participation Agreement with revised language will be signed at a future meeting

D. Update on the replaced Air Vac line's ownership transfer. They have docs.

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

IV. NEW BUSINESS

A. **Monthly Budget Q & A** – Discussion of reclassification of operating expenses

B. Miscellaneous Items

1. Discussion of Connection Fee Increase.
2. Calendar – List of upcoming events. Reviewed
3. Discuss Board meeting attendance. Ahneman does not need to attend.
4. Discuss grant submission procedures. Workshop in the future.
5. Next monthly Board meetings were scheduled for Thursday June 26th at 5:00 p.m.

V. MEETING CONCLUDED

Hasbrouck moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:50 p.m.

  
Commissioner

  
Clerk

# Superintendent Report

## June 2018

**Alarm Calls:** We had one alarm call due to a bad float

**New installs:** We have replaced two commercial tanks: the pump tank (which was cracked) at the Community Center, and three septic tanks that serve Bargreens Lodge/Plaza building. All were replaced by Bill Kimm.

**Upgrades:** No upgrades to speak of.

**Other:** I have reviewed the contract for Jeff King, and do not see anything that prevents us from paying him for the work he has done. He has purchased all the materials and paid for all the labor already and I feel that we should pay him ASAP. We are working with Bill Diller to finalize plans for the final connection to the Cabins (which is what has been holding up the project – that and the lack of easements up until a month ago or so). We will then be able to finalize with Speer Tap and decommission the line.

Not much has happened since the last meeting. I did finalize and receive my certificate in Supervisory Management. I will be inventorying, cataloging, and assessing our public record storage over the next week.

# DISTRICT TECHNICIAN

## JUNE 2018

Full Maintenance: I have done 16 full maintenances this month with a total at 97 for the year.

New installs: 2 new installs – community center & Bargreen plaza

Upgrades: I installed water stops at the clinic. Multiple lids replaced at the hamlet house.

Pumping: We finished grease pumping for the season.

Alarm calls: We had an alarm call to Fritz Baesman's and it was determined that the pump float had gone bad. It was replaced and working as it should.

Other: We still have 9 sites that are either in the works to be replaced or they have been notified of the need to replace.

I have been putting together stuff for my class that starts next week.

We have been doing maintenance around the plant to valves and duckweed.

We are working with Bill Kimm to keep our installations on track.

This was a heavy lab month for me due to Luke being in meetings and having important administrative tasks.

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

- Customer interactions:

1) Tom Ruggles, new owners at 147 Erisman Drive billing information for unit.

- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled. Our health insurance renewal was completed for 2018-2019 year.
- Audit for the State from 2015 – 2017 have completed the audit. An Exit Meeting is scheduled for Wednesday, June 27, 2018. Their bill for 76.3 hour of audit time for \$7,248.50 has come in and is due 7/12/18.