

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, June 26, 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 26th of June 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:06 p.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 5/30/19 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 6/26/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 5/24/19, 6/10/19, 6/17/19, and 6/25/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 5/30/19, 6/3/19, 6/6/19, 6/13/19, and 6/20/19, 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.

McDaniel moving and Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$7,335.17 (5/24/19, \$3,869.62 (6/10/19), \$856.45 (6/17/19) and \$10,784.76 (6/25/19). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$7,656.15 for the pay period 5/25/19 to 6/7/19, and \$7,363.43 for the pay period 6/8/19 to 6/21/19. 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 flows and I & L. Tom had hand out.
- B. Update on the Influent Flume Replacement and DOE Application. In process.
- C. Update on the Lopez School District Participation Agreement. Table.
- D. Lopez Landing phase one timing. Discussion with Lopez Landing regarding the Developer Extension Agreement will continue.
- E. Discuss emergency line break soil disposal. County approved to distribute soil in plant.

IV. NEW BUSINESS

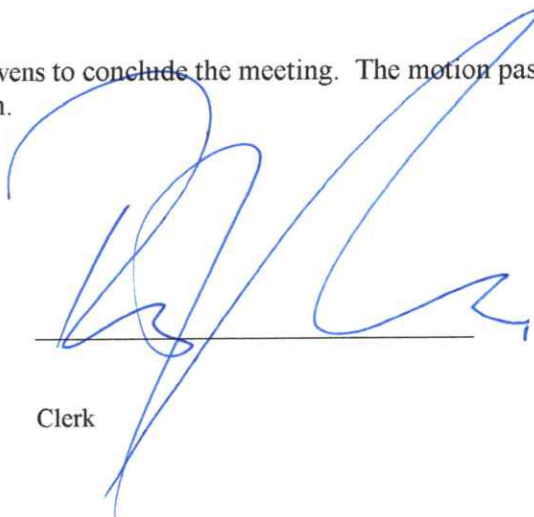
- A. Monthly Budget Q & A – Review of Trash Service included in Repairs & Maintenance
- B. Miscellaneous Items
 - 1. Status of the customer's sewer system repairs or replacements. Cowan is done.
 - 2. Discussion of On-Call Compensation. Lawyer said we have no legal obligation.
 - 3. Employee Annual Reviews will be done by the July meeting.
 - 4. Status of the Records Retention Project. Progress is being made.
 - 5. Discuss FLIP's request to become a contract customer. County has approved FLIP becoming a contract customer.
 - 6. Discuss FBSD Comprehensive Plan
 - 7. County PFFAP Grant Application 2019 by June 11th, 2019
 - 8. King Excavating Final Retention Payment. Approved
 - 9. Go over dates for upcoming board meetings.

V. MEETING CONCLUDED

McDaniel moved, seconded by Stevens to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:25p.m.



Commissioner



Clerk

Fisherman Bay Sewer District

P. O. Box 86
Lopez Island, WA 98261
(360) 468-2131
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BOARD OF COMMISSIONERS
Wednesday, June 26, 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
Review Trash Service included in Repairs & Maintenance
- 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. County PFFAP Grant Application 2019 presentation June 11th, 2019
 - 8. King Excavating Final Retention Payment
 - 9. Calendar – Go over dates for upcoming board meetings.
 - 10. Executive Session

V. CONCLUDED

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

Superintendent Report

June 2019

Call Outs: We had a call out to LCLT3 (Innisfree) and were unable to clearly discern the problem. I had several alarm calls at Kingfisher because of a faulty installation of the shutoff switch. It has been repaired.

New installs: The Cowan residence has a new system. It was the type of job where anything that could go wrong did, and yet it came out beautifully.

Upgrades: We have not had much opportunity to do any further upgrades this month.

Other: I have an engineering firm in Bellingham (Wilson engineering) that is going to come out to Lopez to meet with us, and Stantec is willing to meet with us as well. We are currently hashing out the details.

We have done a fair amount of work on the plant trying to track down the source of the restrictions and cannot find anything wrong. We have done a fair amount of sludge pumping and rodding of lines to try to keep things flowing. Levels are still high, and growing as the season ripens.

The new system of reporting biosolids has finally released and I will be submitting that as soon as I can navigate the new process.

Jeff King has some time late in the season to do some of the installs that are back logged. I am hopeful to make significant progress on our list. I have had numerous meeting with bill Kimm about several of the larger projects that are brewing, and we are getting closer to breaking ground on them.

LCLT4 (Salish Way) is looking to add many more units and is looking for a capacity letter to submit with their packet to the county so they can move forward. Lauren was going to talk to Sandy about this.

Paula and I have completed a seminar regarding the retention requirements and have a good direction to start. We should find things that can be disposed of first before we start cataloging and scanning things so that we can lighten our scanning load. We can clearly figure out what the requirements for most documents now that we know how their system works.

DISTRICT TECHNICIAN

JUNE 2019

Full Maintenance: Full maintenance was performed to Westview Apartments, Full maintenance was performed to all sites in LCLT3. Full maintenance performed to entire site LCLT 2. F/M 154 Milagra.

New installs: Install at Cowan, work out a few bugs at Stovall install.

Upgrades: No upgrades

Pumping: Pumping at plant. Focused on Lagoon 2.

Alarm calls: Alarm call to LCLT3, found system in pumping mode with floats functional. Found pump to be moving water. Performed full maintenance and re-assembly. No known cause for high water scenario.

Multiple alarm calls to Stovall that were all electrical, Jeff Hein has been notified to repair work.

Alarm call 154 Milagra – found faulty float. Replaced float system OK.

Other: We had Jason Kramer of A1 Septic come to the plant to pump sludge from lagoon 2. We have been experiencing high levels in L2 that are not common for our operation. We have rodded lines and attempted to isolate the problem.

I went through all 23 sites that require replacement or upgrade checking for functionality as well as re-usable components. I am working on making a list of our priority replacements. I have already spoken to Bill Kimm about which tanks I would like to see replaced soon.

We have worked on plant maintenance and have been having a different flow pattern than years past. I assume at this point that tourism is up from years past. We seem to be having large surge flows Thursday through Sunday and it seems to get worse at the classic times of the day such as morning shower, lunch bathroom breaks and evening water usage. It will be interesting to see if this all matches up with Tom's new spreadsheet.

We have been working with Bill Kimm, Jeff King, and Lopez Sand and Gravel to oversee as many new installs and replacements as possible.

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

- Customer interactions:
 - 1) Botts of Vita's (77 Village Rd) needing effluent meter and excess charges so high.
 - 2) Janet of LCCA (204 Village Rd) regarding the increase in gallons used.
 - 3) Hannah Rose (68 Tuatara Rd) regarding fence that is near her tank.

- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled.
- Renewed Health Insurance to a plan very similar to the one we just had.
- 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.
- Reconciliation on funds spend for record retention has been done. All equipment has been ordered and is being utilized. The total amount spent was \$9,969.71 for a maximum on \$10K Grant. The request for reimbursement for the \$9,969.71 was completed prior to the May 31, 2019 deadline. The reimbursement check was received May 30, 2019.