

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, June 25, 2020 @ 5:00 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of June 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:01p.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 McDaniel seconding.

C. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 6//23/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 5/29/20, 6/4/20, 6/10/20, and 6/18/20, 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 \$7,191.86 (6/11/20), \$472.38, (6/15/20), and \$839.79 (6/22/20) from account 6641. Stephens moving and McDaniel seconding to approve payroll in the amount of \$8,119.85 for the pay period 5/23/20 to 6/25/20, and \$7,411.80 for the pay period 6/6/20 to 6/19/20. The motions passed unanimously.

D. Correspondence – None.

E. Superintendent's Report

Mackinnon reported the following:

See Attached: -Discussed several items.

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. **DOE loan approval for plant expansion and contracting for a customer income survey. Discuss next steps for the MHI Survey.**

2. Discuss a resolution to require installation of meters on leaking septic tanks. Required by the DOE.
3. Discuss changes in Admin Code on gallon value of an ERU. Discussed.

IV. UNFINISHED BUSINESS

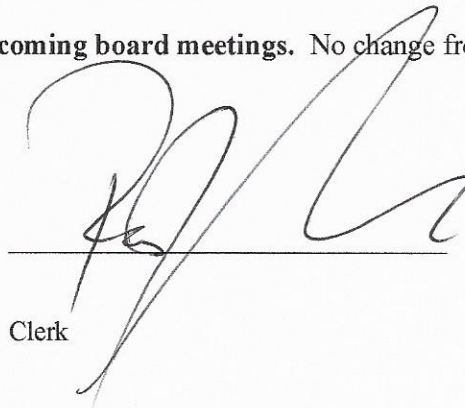
- A. Discuss the flows & I & I at plant. Table.
- B. Update on the Influent Flume Replacement. Cover letter drafted for Wayne.
- C. Update on the Lopez School District Participation Agreement. Table.
- D. Lopez Landing - Developer Extension Agreement. Table
- E. Discuss Weeks Point Way. Table.
- F. Status of the customer's sewer system repairs and replacements. On Superintendent report.
- G. Discussion of On-Call Compensation. Table.
- H. Discuss FLIP's request to become a contract customer. Table.
- I. Discuss plant part time Tech position. Table.
- J. Investing Reserved Funds. Discussed. Lavoie will get timing on transfers.
- K. Discuss Farmers Market - Village Road Sewer Project. Table.
- L. Calendar - Go over dates for upcoming board meetings. No change from calendar.

V. MEETING CONCLUDED

The meeting concluded at 6:55 p.m.



Commissioner



Clerk

Superintendent Report

June 2020

Call Outs: We have had a repeated call out on a fairly new system – going to engage with an electrician to reconfigure.

Tanks: The Galley system has been replaced (septic only). Everything went perfectly.

Customer	Status
Replacements	
LCLT3	accepted plans
Cade	awaiting plans
McCabe	accepted plans
Apartments	accepted plans
Alberly	accepted plans/contracted
Westlund house	awaiting plans
Westlund rental	awaiting plans
Galley	finished
Weeks	reminder
Speiker	reminder
Pickering	plans accepted/ contracted
Knapp	awaiting plans
New Construction	
Lopez Landing	planning phase
Lopez Housing	planning phase
LCLT 4 (Salish)	starting soon

Upgrades: We have had no upgrades this month

Other: Working on the Bid package for our Flume update. Have had an amazingly difficult month and have not much to report at this time.

DISTRICT TECHNICIAN

JUNE 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
LCLT3	accepted plans	3/5/2019	6/13/2019	yes
Cade	awaiting plans	1/17/2018	4/17/2018	no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Apartments	accepted plans	3/6/2020	6/6/2020	yes
Alberty	accepted plans/contracted	1/3/2018	7/2/2018	yes
Westlund house	awaiting plans	2/20/2020	6/19/2020	no
Westlund rental	awaiting plans	2/20/2020	6/19/2020	no
Skidmore	awaiting plans	6/8/2020	10/6/2020	no
Weeks	awaiting plans	4/3/2019	7/2/2019	no
Speiker	no movement	9/12/18 & 2/24/20	6/23/2020	asked for extension
LCLT2	no movement	10/14/2019	8/1/2020	no
Pickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Knapp	awaiting plans	7/24/2018	7/24/2019	no
New Construction				
opez Landing	planning phase			
opez Housing	planning phase			
CLT 4 (Salish)	starting soon			

Full Maintenance: Full maintenance performed to Cormorant Bldg.

New installs: Finished Galley install

Upgrades: No upgrades performed

Pumping: No pumping

Alarm calls: Alarm call Cormorant Bldg. found grease clog at inlet baffle, cleared clog and performed full maintenance. Notified contact person it was fixed.

Other:

This month was busy due to Luke needing to take care of a family issue. My time was spent handling plant operations.

I worked a bit with Tom on our new software for meters but will have a lot more work to go. It is a neat idea and a well thought out design by Tom.

I checked airvac's again this month as we had an issue with one near LCLT 3 last month. They all seem to be working as they should at this time.

I still need to get out this month or next month to do the grease survey, luckily with such a high level of shutdown and an updated system to Haven/Fudge shop, I believe we will be able to wait until fall to pump anything.

The district definitely needs some attention and we have been switching back to our old routine and although I am a bit behind in maintenance from Covid I expect to be back on track by the end of the year with an emphasis on being able to catch up this summer.

I just met with Jason Kramer and we have come up with a pumping schedule that looks like it will work for both of us.

We are hoping that we will see a few more installs start next month and I will keep everyone updated as we hear start dates to projects.

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

- Customer interactions:

- 1) LOHO (Hamlet Cottages) and Westview Apartments have been contacted regarding customer survey for DOE loan. They would be the ones to get the surveys to their tenants.
- 2) Housing Lopez (6 units to be built in the Village) requested a letter of availability for County permit to build. I referred them to our Superintendent.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports.
- Lauren and I have completed the Diller properties analysis.
- Tom, Zac and I are continuing work on the billing process improvements.
- 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, June 25, 2020 @5:00 p.m.
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQIJEQXVlNGVSVnJoWXlzd09>

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 a resolution to require installation of meters on leaking septic tanks.
- 2. Discuss contracting for a customer income survey and approve draft letter.
- 3. Discuss change in Admin Code on gallon value of an ERU.

IV. UNFINISHED BUSINESS

- A. DOE Loan Approval.
- B. Discuss the flows & I & I at plant.
- C. Update on the Influent Flume Replacement.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.
- F. Discuss Weeks Point Way - Wayne Haefele's Proposal
- G. Status of the customer's sewer system repairs or replacements.
- H. Discussion of On-Call Compensation.
- I. Discuss FLIP's request to become a contract customer.
- J. Discuss FBSD Comprehensive Plan,
- K. Discuss Plant part time Tech position.
- L. Investing Reserve Funds.
- M. Discuss Lopez Farmers Market extension.
- N. Calendar - Go over dates for upcoming board meetings.

VI. CONCLUDED

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

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE SPECIAL MEETING
June 17, 2020**

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 17th of June 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:00p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

III. 1. Consideration on ERU Moratorium. Discussed.

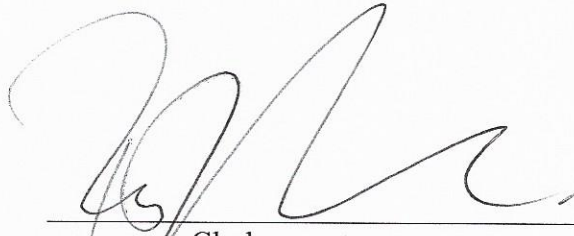
2. **Rate Discussion.** Discussed.

IV. MEETING ADJOURNED

The meeting concluded at 5:50pm.



Commissioner



Clerk

Fisherman Bay Sewer District

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BOARD OF COMMISSIONERS
Thursday, June 17, 2020 @5:00 p.m.
Join Zoom Special Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQlJEQXVlNGVSVnJoWwXlzdz09>

AGENDA

I. CALL TO ORDER:

II. NEW BUSINESS

1. Consideration on ERU Moratorium
2. Rate discussion

VI. CONCLUDED

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