

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Thursday, March 21, 2018 @ 5:00 p.m.**

I. CALL TO ORDER

II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 21st of March 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:03 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Personal Appearances – Lauren Stephens – Purchase of property in the District.

B. Approval of Minutes

Minutes from the regular meeting on 3/1/19 (for February) 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 3/21/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 3/12/19, and 3/12/19 (B&O), against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 2/28/19, 3/7/19, 3/14/19, and 3/21/19, 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 Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$742.77(B&O) (3/12/19), and \$6,481.49 (3/12/19). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$7,159.43 for the pay period 2/16/19 to 3/1/19, and \$7,789.85 for the pay period 3/2/19 to 3/15/19. The motions passed unanimously.

D. Correspondence – Discussed records request and reminded to record in log.

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. Luke is working with Wayne.

B. DOE Application. Application will be going out to DOE soon.

- C. **Update on the Normandy Lane Project.** Waiting for one of the three agency that okay the prevailing wages. We can then release retainage.
- D. **Update on the Lopez School District Participation Agreement.** Table
- E. **Lopez Landing phase one timing.** Table
- F. **Discuss emergency line break soil disposal.** Table.

IV. NEW BUSINESS

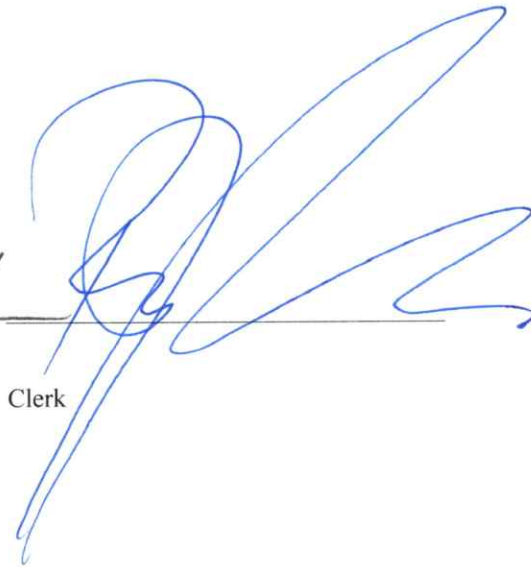
- A. **Monthly Budget Q & A** – none
- B. Miscellaneous Items
 - 1. Status of the Records Retention Project. We are having a workshop on April 3rd 1:00 – 300.
 - 2. Discussion of the flows & I & I at plant. Discuss at next meeting.
 - 3. Discuss FLIP's request to become a contract customer. No update yet.
 - 4. Go over dates for upcoming board meetings. Done.

V. MEETING CONCLUDED

No motion was made.
The meeting adjourned at 6:25p.m.



Commissioner



Clerk

Fisherman Bay Sewer District

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BOARD OF COMMISSIONERS
Monday, May 06, 2019 @ 5:00 p.m.
Continuation of April 2019 meeting
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

Continue at the May 6, 2019 meeting:

- 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. Discussion on Shipley or policy for additional bedrooms, sinks, etc.
- C. Update on the Influent Flume Replacement.
- D. DOE Application update.
- E. Update on the Lopez School District Participation Agreement.
- F. Lopez Landing - Developer Extension Agreement.
- G. 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. Resolution to appoint Stephens as the second Auditing Officer.
 - 3. Status of the Records Retention Project.
 - 4. Discuss FLIP's request to become a contract customer.
 - 5. Calendar – Go over dates for upcoming board meetings.

V. CONCLUDED

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

Superintendent Report

March 2019

Call Outs: We had a call out to a backup that was caused by a faulty contactor switch. We had an alarm call to LCLT3 (Innisfree) that resulted in a replacement letter due to severe root intrusion into the lid seam.

New installs: the dentist has confirmed and accepted a plan to replace. There are several sites that have received letters and are ignoring the deadline. We will be engaging with the county to encourage progress.

Upgrades: We did several minor upgrades (lids, floats, electrical) on various sites.

Other: I am working with Ecology and Hafele to get a viable plan submitted. I have sent the plans to ECY and they requested some formatting changes and the addition of a few components I was unaware of. I have obtained ECY's "Orange Book" which is the "Criteria For Sewage Works Design" which lays out the requirements for submissions to ECY. I am also working with Wayne to get the plan improved to the level that ECY requires.

The new scanner was able to do one scan before it shut off never to turn on again. I have initiated the return process and ordered a different model from a different company.

I purchased and have set up our new inspection camera and it works beautifully.

I am making purchases to get our inventory back up to a working level. There will be some big purchases coming through but I am gearing to only make a few this year, as we are fairly confident in what inventory is required for our day to day operations.

I have inquiries to ECY and Wayne for several questions that were suggested: the status of the status of the soil, installation checklists for Lopez Landing (among other topics), and other details that are important for the upcoming installations both here and at the plant.

I will be gone all of next week taking care of my wife after her surgery, and will be trying to stay abreast of details and happenings from home. I will still be available through email and phone should anything come up.

DISTRICT TECHNICIAN

March 2019

Full Maintenance: Full maintenance was performed to Edenwild, Vitas, Weeks Barn LLC, Ruggles, LCLT 3 tank D, LCLT 4 pump tank, Pickering, Medical Clinic

New installs: No new installs although multiple starting soon.

Upgrades: float replaced at LCLT 3 tank D

Pumping: Edenwild 1500gal, Weeks Barn LLC 1000 gal, Ruggles 500 gal, Public restrooms 3000 gal

Alarm calls: Alarm call to LCLT 3 tank D replaced float and repair to pump lead, letter sent to replace tank due to multiple deficiencies

Other: Lots of reminder letters went out to customers that are in need of replacing this year.

We have met with Bill Kimm a few times this month to talk about various projects.

I continue cutting up vaults and filters and filling the dumpster.

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

- Customer interactions:
 - 1) New owners at LCLT Salish Way Phase II:
Stina Soderlind (54 Salish Way)
Valentino Tijerina (60 Salish Way)
Kirsten Ryan (68 Salish Way)
 - 2) Tammy Cowan (337 Lopez Rd.) are putting the house on the market.
 - 3) George Keeler (127 #14 Lopez Rd) is the new owners as of 3/1/19.
 - 4) Martha Spieker (551 Lopez Rd) came by to clear up the payment going to Fisherman Bay Water Assoc. in error.

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

- Tom, Zac and I are continuing work on the billing process.

- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done.

- Reconciliation on funds spend for record retention has been done. All equipment has been ordered. The large scanner had to be returned and a new scanner is ordered. We have spent most of the \$10K grant.