

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, March 19, 2020 @ 5:00 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a special meeting on the 20th of February 2020 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:00p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, (Remotely).

A. Personal Appearances

None.

B. Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 3/17/20, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 2/27/20, 3/6/20, and 3/12/20, against deposits shown. All warrants and payroll were reviewed by two of 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 \$1,076.69 (2/28/20), \$4,615.50 (3/16/20) and \$580.92 (3/16/20) from account 6641 and on account 6644 \$11,491.95 (2/18/20). Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,555.48 for the pay period 2/15/20 to 2/28/20 and \$7,866.52 for the pay period 2/29/20 to 3/13/20. The motions passed.

C. Schedule. Plant will begin staggering schedule immediately

D. Executive Session- Employee

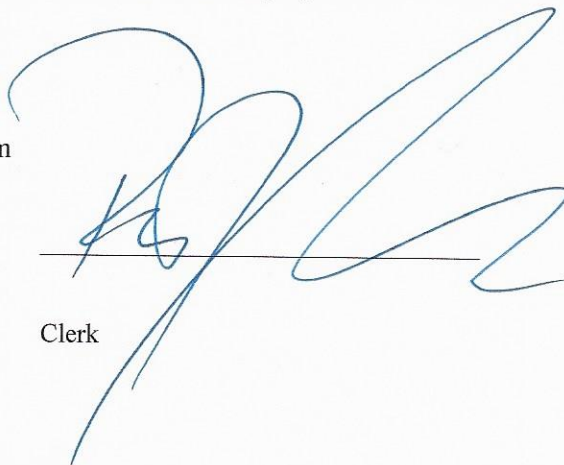
Went into Executive Session at 5:07p.m. to discuss employee issue. No decisions were made. Came out of Executive Session 5:30p.m.

III. MEETING CONCLUDED

The meeting adjourned at 5:31p.m



Commissioner



Clerk

Superintendent Report

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Call Outs: There have been no call outs this month.

New installs: There were no new installs.

Upgrades: No upgrades

Other: Covid Covid Covid.

Times are a-changing, and they are a-changing rapidly. We are continuing to run in a noninvasive manner – not opening tanks at the present but prepared for any issues that arrive. As soon as we see cases in the county Zac and I will implement a staggered schedule to limit interaction. Six days a week of six-hour days (Zac – 6-12sun-fri, Monico 12-6 mon-sat). We have tried to purchase enough stores and supplies to keep us going for months if the supply chain is interrupted. I have filled up the tank on the truck and purchased a couple of gallons extra just in case we lack in fuel at some point to keep the work truck rolling if needed. There are a couple of issues we see approaching that we should all be thinking about:

- What happens if one or both of us gets quarantined?
- Can our budget sustain our salaries if we end up losing part or all of our billing?
- I recommend immediately suspending all late fees/charges for our customers.
- At some point I could see the government suspending all utility billing, We should be thinking about those sorts of implications and have a plan for if that comes to be.
- We are considered “critical infrastructure” and will need to continue to function no matter what.

I am getting close to completing the review of the Memo that was issued about all of my questions for the Lopez Landing Partners. I will be trying to get with Bill Kimm to go over some issues I have noticed. I am wondering if with the replacement of our Flume and rehabbing of the wetlands will allow us to just have a typical design for them instead of the pump station design. It does not seem like their plan includes pumping to us at night (which I thought was our request). Also, the design that was submitted is to have the entire project be gravity systems which means that they will not be eligible to have meters installed. This is another factor that makes me want to change our minds on the design. I am seeing many statements that are broad generalizations in this document that make me uncomfortable. EG: “FBSD Comment 9 indicates that 2 ERUs should be assigned to each community building, but the anticipated sewage flows from those buildings is significantly less than the 2-3 Bedroom homes. We would like to continue working on this issue with the FBSD as part of the final DEA” to me meaning- they don’t accept our assessment and want to wheedle it down. They make many statements estimating the anticipated usage that are completely fabricated – “Occasionally up to 20 people will attend a summer garden party” I don’t see any way that they can anticipate

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the actual usage of a demographic which hasn't yet been realized. The occupancy of the buildings is 50 max. This is the number we should assess. (max flow not average or estimated). The statement is also made that the general commitments in the MOU state that – “The certificate of availability issued by the District shall be for 28 parcels of land, each of which shall have one single family residence.” I am surprised that is in here, as this is absolutely not the situation being presented in the plan. They note that- “The proposed project has changed from the original 28-lot subdivision, but the applicant proposes to maintain the design flow for the pump station at 16,800 gpd as discussed below”. The updated “unit summary” that I received last week shows 41 units with 68 total bedrooms. A bit different than 28 parcels each with one single family home. I still have hours of work to do to chase down all the details they are discussing.

We are still chasing down details on the two Bioswale projects going on, and will be setting up some sort of collaboration between the county and us.

We are working closely with Bill Kimm to facilitate and keep installs/replacements moving forward.

DISTRICT TECHNICIAN

March 2020

Full Maintenance: Full Maintenance performed Islander Bar, Islander Kayak tanks, Islander Hotel.

New installs: a few in the works but no current projects

Upgrades: No new upgrades

Pumping: No pumping, some scheduled for when the ground dries out so that we don't "float" a tank

Alarm calls: No alarm calls

Other: Busy Month getting all letters and paperwork sent out for all of the Maintenances done. I have been working with both Luke and Bill Kimm to get more tanks replaced this year as the ground dries out.

The entirety of Weeks Point Way has been finished with letters sent out and a few tanks scheduled for pumping this spring when it is dry. I have assembled a weeks point way file in order to stream line that area next time.

We have continued our clean up at the plant. Dumpster has continued to get filled and the plant is looking better every day.

There have been a few wet weather inspections that have come back as an issue. The biggest one is that of the Professional center. Diana Hancock has asked about her billing being so high and a camera inspection shows water intrusion.

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

- Customer interactions:
 - 1) Jack Jessup (112 Milagra Ln) sold house to Elaine Prouty.
 - 2) Valentino Tijerina (60 Salish Way) updated to Bill Pay for monthly payment.
 - 3) Jerimiah Johnson (79 Washburn Pl) questioned the excess charges on bill.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports.
- Completed annual update of company file folders and boxing prior years information.

- Tom, Zac and I are continuing work on the billing process. We are billing Commercial properties directly from our new billing spreadsheets with test to ensure accuracy.

- My cancer treatment plan has been completed. I am having a lot of difficult with the effect from six month of chemotherapy. 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, March 19, 2020 @5:00 p.m.

MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING

295 VILLAGE ROAD

LOPEZ ISLAND, WA 98261

MEETING AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

A. Personal Appearances*

B. Approval of Vouchers and Payroll

VI. CONCLUDED

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