

# Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

**BOARD OF COMMISSIONERS**

**Thursday, March 25th @5:00 p.m.**

Please email [clerk@fishbaysewer.com](mailto:clerk@fishbaysewer.com) for your Zoom invite.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQlJEQXVlNGVSVnJoWXlzdz09&from=addon>

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of March 2021, electronically through Zoom. President Lauren Stephens called the meeting to order at 5:03p.m. Also, attending was the Commissioner Tom McDaniel, Commissioner Donna Hasbrouck, the Superintendent Monico Mackinnon, and the District Clerk Ece Kocak.

## I. REGULAR BUSINESS

### A. Attendees\* and Public Access

Bill Diller, Mary Davidson and Staci French were interested in and wanted to learn more about the board meeting details.

### B. Approval of Minutes:

02/25/2021 meeting minutes were moved by McDaniel and Hasbrouck seconded.

### Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 02/11/21, 02/18/21, 02/25/21, 03/04/21, 03/11/21, 03/18/21, 03/25/21, 03/31/21 against deposits shown.

All warrants were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Hasbrouck moving and Stephens seconding, to approve payments from the General Fund, expense vouchers in the amount of \$778.99(02/10/21), \$1359.71(03/01/21), \$9580.42(03/05/21), \$633.39(03/10/21), \$4388.26(03/10/21), and \$9035.99(03/17/21) from account 6641 and \$507.50(03/09/21) and \$18709.00(03/10/21) from account 6642.

Stephens moving and 02/13/21 to 02/27/21. It was moved by Hasbrouck and Stephens seconded.

### C. Review of Correspondence.

A potential Box Audit date from the County in Bellingham office has been announced by Elaine and is to be conducted in June-July period of the year 2021.

### D. Superintendent's Report

Mackinnon reported the following:

See Attached: - Discussed.

### E. District Operations Technician's Report

Ahneman reported the following:

See Attached: - Discussed.

### F. Clerk's Report

Kocak reported the following:

See Attached: - Discussed.

## II. UNFINISHED BUSINESS

1. **Contract with customers when issuing connection and the Resolution for Septic Tank Facilities License and Service Contract.** Tabled.
2. **Lopez Landing contract.** Tabled.
3. **Lopez School District Participation Agreement update.** Tabled.
4. **FLIP update.** Tabled.
5. **Update on Diller delinquent payment issues.** Discussed.

## III NEW BUSINESS

1. **DOE Loan approval for Wilson Engineering project.** Tabled.
2. **A1 Septic on Lopez, LLC. septic pumping.** Tabled.
3. **Statement to Banner Bank Re: Ece Kocak as the authorized signing agent.** Discussed.
4. **Policy regarding billing process after the leaks.** Tabled.
5. **Next month schedule.** Discussed.
6. **Annual Letter.** Tabled.

## IV. CONCLUDED

The meeting concluded at 7:00 p.m.

# Superintendent Report

## MARCH 2021

- Plant/District performance for February:

Plant Performance	Monthly
Flow average	.037 MGD
CBOD5 reduction	96.28%
Fecal (#/100ml)	44.58
TSS reduction	74.75%
Chlorine average	.03

I/I Performance	
Tanks to be replaced	16
Percent of Total No of Tanks	?
# Tanks Replaced Last Month	0

### Installation/replacements:

There are no new replacements.

### Call outs/Alarm calls/reported overflow/odor reports:

We have a serious situation happening on Milagra as of the 1<sup>st</sup>, there were only two systems NOT in an alarm/flooded state. We have received numerous reports of sewage odors which were each investigated, yet none were substantiated definitively. The SJ County Health Department contacted me regarding the report of sewage in a ditch on Fisherman Bay Rd (just north of Navarre Ln), but while there is some significant biological action (mostly filamentous algae) the water in the ditch was mostly clear with no odor. The increased biological action could be due to several causes such as dead animals, animal fecal matter, discarded food waste, etc. We have investigated very thoroughly to locate any problem from our system, however, have found nothing to support the idea that it is due to us. We will continue to monitor for problems. I did reiterate to Kyle Dodd that we reported (four years ago) that the house right there has a failed drainfield which has surfacing sewage. We believe this to be the likely cause of this increased biological action as it is most evident directly in front of that house. That house is *within* district boundaries and with their failed drainfield; they should be required to connect; however we have no codification for the enforcement of this and it falls back to the County

- Locates

I have had 2 locates this month.

- Effluent Meter Installations:

Planned Installations	0
Commercial Water Meter Replacements	0
Special Cases	1
Planned Installations next month	0

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

We installed two meters this month – one at the Lopez Community Church and one at the McCabe Building.

- **Plant Maintenance Activities:**

**Completed this month:**

We have had some problems with the aerator motor replacements. We got the North Cells motor repaired and rewound, and then just a general service on the southwest cell (as it was fine and just needed a cleanup and refresh). We reinstalled both motors into the aerator bases and had them launched back into the lagoon (Thanks to King Excavating – came by with his extend-a-hoe and did not charge us. Just performed to keep us going and to show his appreciation for continuing to utilize his services).

We fired up the north motor and it ran beautifully. We relaunched it into the lagoon– reinstalled the guide cables, secured the wiring, and when we fired it up again – it smoked the capacitor in the box and likely fried the starter windings. As we could not locate any electrical schematics and the original wiring was completely fried in the north motor – There was a difference with how it was wired during the repair. Once we determined that the wiring was unconventional and with combined efforts of our plant staff, Dirk (guard electric) and Eddie (Mac & Mac Electric) we were able to determine the proper wiring needed to make it function, however, at that point the starter windings were again fried. The motor is now back in Bellingham to be once again repaired. We now have a detailed set of drawings in the file for future reference. We are still awaiting delivery of the new aerator, and as soon as it is received will be put into service into the north cell. I will put the aerator currently being repaired into storage as a backup once it is finished. Again, documentary failings in the past have stuck again. I even searched archived boxes for any information about the schematics on that portion of our system. Dirk did the best he could but is not an industrial electrician. I am confident we have it figured out perfectly now.

**Planned for next month:**

- Install new aerator
- Resolve Milagra issues
- Remove debris from Lagoon 2 SE
- Continue removal of surplus equipment
- Potentially move old truck to mechanic pending Board approval

## Project Updates:

### Weeks Point Way Replacement:

We are still moving forward with coordinating planning with Wayne, Jacobs Archeology, and King Excavating. At this point we are determining where entry and exit pits will be placed for HDD installation of line, and how best to connect existing service lines to new submain.

### Comprehensive Plan / Design Build Program:

This has been a very involved process with Wilson moving through archived data that they need and determining what the Districts future need entail. We have begun additional testing at Wilson's request to evaluate our treatment requirements in light of ECY's upcoming permitting/treatment requirements. We are still working to finalize our agreement so that I can begin submitting the PRPR requests to ECY. At this point Dick has recommended a different lawyer to evaluate the agreement (as required by ECY).

## Other Significant Items:

### FLIP Service Agreement:

This has had a bit of a hiccup – Randy Wilburn (our wastewater attorney friend from Texas) is a board member on the FLIP board and has been hesitant to come to any agreement after all the footwork that has been accomplished at this point. I have explained everything to the best of my ability and forwarded on many email threads that were part of the process we participated in to come to an agreement on flows. At this point in our planning – it might behoove us to put some sort of deadline or expiration date on our offered agreement. As much as I want to help a worthy cause (such as FLIP), we are also coming to a point of constriction in our capacity that should likely be reserved for the many upcoming developments within the UGA that we are bound to serve. I would like to either resolve this or move along.

### Lopez Landing Service Agreement:

They have satisfied nearly all of our concerns at this point – there are still some minor details that are now on Bill Kimm’s plate to resolve and for us to agree to once they are completed (tank sizing for apartment units). I am expecting the Abandonment document from Dick before the meeting for the MOU.

### Other:

#### Billing:

We are having some struggles with the new billing software – it is taking quite a bit of focus to even get it to function. I strongly suggest that we investigate commercial software. The new system is very unstable, unfamiliar, difficult, and requiring more time than quickbooks did. I think that the new program has great potential, and we could continue to refine it until it is at a place to implement it, but I do not think it is ready to be live yet. It is requiring too much of our time at this point.

#### Milagra:

We have determined that the problem is not even close to simply being I&I on Milagra. We have some sort of an obstruction in the piping (perhaps due to some excavating done that damaged some piping) We performed action that has narrowed it down to a small area, and I would like to have the permission to bypass the section of non functioning line so that we can get it working again. I will have a presentation ready for the meeting that lays out the details and my plan for overcoming the deficiency. I think we should absolutely take the cost of pumping that I have had to do out of our reserves. This is an emergency event and I don’t want it to affect our yearly maintenance pumping budget. Please consider that. We have worked very hard to keep all of the people living on Milagra in their houses and able to shower and flush. Again – the issue is not just the failed tanks at the Land Trust. It is on us to provide functioning infrastructure.

# SUPERINTENDENT ASSISTANT REPORT

## March 2021

reminder	Status	Contact Date	Due Date	Plan Accepted
<b>Replacements</b>				
LCLT3 units E/F/D	accepted plans	3/5/2019	6/13/2019	no
LCLT3 units G/H				no
LCLT3 units A/B/C				no
LCLT2 units F/G	no movement	10/14/2019	8/1/2020	no
LCLT2 unit C				no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Apartments	accepted plans	3/6/2020	6/6/2020	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/portside	accepted plans	4/3/2019	7/2/2019	no
Speiker	no movement	9/12/18 & 2/24/20	6/23/2020	asked for extension
Northsound/Ledger		12/28/2020		no
Lopez Physical Therapy	awaiting plans	11/7/2019	6/7/2020	no
Burgess	no Movement	2/13/2020	6/12/2020	no
San Juan Parks	plans accepted			yes
Pickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Knapp	accepted plans	7/24/2018	7/24/2019	Yes
Hernandez				no

- LCLT sites will be receiving a letter from Superintendent.
- Hernandez was just found to be a vacation rental and will be notified by Superintendent.
- Skidmore notified me that he is in communication with Bill Kimm
- San Juan Parks has notified us that they intend to replace as soon as ground is dry

Full Maintenance: No full maintenance. Inspections and filters cleaned at 230 Dragon Run and 157 Dragon Run. Inspection and customer “walk through” of their system at 43 Dragon Run.

New installs: Final Inspection LCLT4

Upgrades: Meters were added to Community Church and Family Resource Center.

Pumping: Pumping at all sites on Milagra lane.

Alarm calls: Alarm calls to Milagra lane multiple times. Alarm call 203 Dragon Run (drains slow/not working) opened valve for west spur to bypass partially functioning Eastern Spur, system back to functioning as it should.

Other: We had to monitor all of Milagra lane because their main line is not-functional. We worked multiple ways to try and determine the cause of the failure to our mainline. We exposed a section at the bottom to look for visible damage and found piping to be intact, not crushed and visibly perfect. We replaced

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two airvacs that were damaged during he heavy rain event in December. We provided pumping services as needed to the customers of the district because our mainline is the problem.

We were called to sewage complaint along Fishermanbay Rd, we determined it was not surfacing sewage as there was no smell and color of water was clear.

We worked with Guard Electric and installed aerators in L2North and L2SW, L2SW worked flawlessly however L2N smoked the electrical box and tripped the breaker. We worked with Jeff King to re-remove 1 aerator from lagoon 2. Motor did not work right for aerator in L2North. Had to remove and return to Bellingham.

We had issues with billing software this month. After a zoom meeting with Tom and A.J. the data seems to not have been updated and the software failed upon reaching commercial billing. There has only been one successful month of this new billing software. Luke and I have been discussing how to move forward with billing.

### GOALS:

Create a list of Airvacs that need work, with a focus on how many will need a contractor with an excavator to do the digging. I will need to determine cost of projects and determine how may bids to get and determine a timeline.

Action completed: We repaired the air vac at the top of Milagra and FBR Hernandez. We have one AirVac on FBR that will require major roadside work and contractors and permits but we determined to put it low on our needs list due to old style airvac still functional. We have an AirVac at the top of Woodman Hall that should be a relatively easy replacement and we are in need of replacement inventory. At this time our AirVac system is functional.

Create a list of valves in the district that are fully or partially failed.

Not completed:

Finish up pumping contract rough draft, send it to Luke for his approval.

Completed: sent to Luke, I am hoping for a most basic contract to provide Costs of services valid for a year as well as emergency services.

Install meter at Lopez Fit. Determine next 5 sites to install meters. Will work through those that have requested and then to those that have been notified.

Completed: Installed meter at Family Resource Center (Lopez Fit) as well as install meter at Community Church. **Have not determined next sites to install yet I need to notify commercial customers that we plan on doing this upgrade at their expense.**

Send letters to commercial customers explaining upcoming meter installation and associated charges.

**Not Completed:**

My goals for next month are to complete the un-finished goals.

My goal for next month is to complete Lab inventory to provide Luke with a list of items to order.

My goal for next month is to complete stock room inventory to provide Luke a list of items to order.



## DISTRICT CLERK'S REPORT HIGHLIGHTS of MARCH 2021

- This month's customer interactions:

- 1) Ann R. called in to check her balance and a check if it is processed or not.
- 2) Christa Stovall called in to inform that she dropped a check on the Feb 25<sup>th</sup>. She also asked for an explanation on the last email invoice.
- 3) Nathan with the Islanders Bank called in to ask for their mail address change update.
- 4) Shelley from IMC called in to check her balance.
- 5) Sydney Peterson called in to discuss about the credit in her account that Paula informed her. Then Paula voided Sydney's check per the information she gave to Sydney. The voided check is still in the drawer for any case and will be destroyed at the next month's first deposit cycle. I had to call and talk to Paula to find out about all these happenings at the time.
- 6) Next day, Sydney Peterson called in again to question her balance. She was worried about her balance and said that she had been doing this for 11 years. Sydney insisted that Paula told her about having credits in her account balance! As a result, I had hard time to convince Sydney that she did not have any credits and Paula had mistakenly informed her that information and voided her check that was dated 01/31/2021. I apologized from Sydney Peterson more than once on behalf of Paula Lavoie.
- 7) Kathy from Islander Resort called in to check Diller accounts' balances and the Bay House account's given credit(s.)
- 8) Banner Bank employee Kate wanted to open an account with us for the Banner Bank. I explained that is not necessary. She thought that something is wrong and will call me back later.
- 9) Cole Tenor called in to switch accounts from Islanders Bank to Banner Bank. I asked from him to send me a detailed information email.
- 10) Diane Sherwood called in to ask for their balance.
- 11) I called Kathy from Islander Resort on Friday and explained her the details with Diller accounts.
- 12) Sally Gaddis called in to find out more about the 2 of our 3 accounts with the Banner Bank, one is the Horse Pasture account and the other is the Business Savings account that was set up to accommodate an internal bank transfer from only "a" customer's payment. This special treatment for a single customer was ended permanently as we like to treat all customers equally.
- 13) Sarah Jones called in to find out how to reach Monico for a notarization of their agreement. I let Monico know about it immediately.
- 14) Nancy Montgomery called in to find out her balance.
- 15) Phyllis Mottola, daughter of Katherine Mottola, called in to exchange information about mailing in Katherine's payments since Banner Bank called her to cancel the internal transfer that was set up with Phyllis' account. From this month on, Phyllis will send us checks for her mother's payments.
- 16) Kathy from Islanders Bank called in again about their balance.
- 17) Kenny Ferrugiario called in to inform that Milagra Ln alarm was off.

- 18) Sally Gaddis from Banner Bank called in to inform me their request of a statement that states Paula Lavoie is no longer authorized to sign on our accounts. It had been taken care of.
- 19) Diane Burnett from Banner Bank called in to find out about the credit card payments date. I informed her when and how the payments usually work.
- 20) Sally Gaddis from Banner Bank called in to inform that if Monico's credit card payment is not done, it will be disconnected due to the delay in payment. I advised them to transfer the \$100 credit that Zach has on his credit card to Monico's credit card. That took care of all.

- I completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR report.
- Lauren Stephens and I met with the Banner Bank Customer Service Representative, Sally Gaddis, at the Lopez Island branch for the closing of the Horse Pasture and Business Savings Internal transfer accounts with the Banner Bank Customer Representative, Sally Gaddis.
- I completed the "Annual Financial Webinar Series-Reporting year 2020" from March 8<sup>th</sup> to March 11<sup>th</sup>, 2021 and received my certificate. My next webinar training "Public Records Act Basics and More" is on March 23<sup>rd</sup>, Tuesday from 9 am to 4pm with a 12pm to 1pm lunch break.
- Nikola Chopra's mailed invoice was not delivered to her address. As I called her 2 phone numbers on file, I was not able to reach her to get information about her new contact info. I informed this to Monico if he has any information about Nikola Chopra.
- I received the Jeff Nichols and Kimberly Nichols Release if Liens documents in mail. After having them notarized with Paula Lavoie, I sent the FedEx mail with Monico to Bellingham, where he went to visit the sewer plant on the 18<sup>th</sup> of March.
- I will take an extra step on the Billing process to ease the entire procedure for all of us. As off 03/22/2021, Tom McDaniel downloaded the billing software into my PC and I will carry on my extended part of the process from there.
- Paula Lavoie will assist me with the Payroll taxes that is due in April 2021 for the first quarter filing.

# Fisherman Bay Sewer District

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REGULAR MEETING

BOARD OF COMMISSIONERS

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## AGENDA

### I. REGULAR BUSINESS

- A. Public Access\*
- 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

### II. UNFINISHED BUSINESS

- A. Contract with customers when issuing connection.
- B. DOE Loan, Plant expansion, and customer income survey.
- C. Lopez Landing contract
- D. Update on the Lopez School District Participation Agreement.
- E. Discuss FLIP's request to become a contract customer.
- F. Update on Diller delinquent payment issues.
- G. Calendar – Go over dates for upcoming board meetings and create a whole year calendar to approve.
- H. Discussion of McCabe Building Condo Association
- I. Discussion of the Gelato Shop in one of the Bargreen's units
- J. Update banking and credit to have new clerk be the authorizer.
- K. Scholarship Opportunities discussion
- L. Employee review of Zachary Ahneman

### III. NEW BUSINESS

- 1. Resolution for Septic Tank Facilities License and Service Contract
- 2. Annual letter

### IV. CONCLUDED

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