

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF A REGULAR MEETING
Thursday, May 31, 2018 @ 5:00 p.m.**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 24th of April 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:01 p.m. Also present were Commissioners Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie, Superintendent Monico Mackinnon, and District Operations Technician Zac Ahneman.

II. REGULAR BUSINESS

A. Personal Appearances – None.

B. Approval of Minutes

Minutes from the special meeting on 04/24/18 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 5/29/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 5/10/18 and account 6641 totals dated 4/24/18, 4/25/18, 5/10/18, 5/14/18 and 5/28/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 5/1/18, 5/10/18, 5/17/18 and 5/29/18, 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 McDaniel, seconding, to approve payments from the Reserve Fund, expense vouchers in the amount of \$445.91 (5/10/18,) and from the General Fund, expense vouchers in the amount of \$7,443.22 (4/24/18), \$2,669.27 (4/25/18), \$7,629.31 (5/10/18), \$876.36 (5/14/18) and \$9,991.25 (5/28/18). Stephens, moving and McDaniel seconding to approve payroll in the amount of \$7,302.80 for the pay period 4/14/18 to 4/27/18, \$7,518.84 for the pay period 4/28/18 to 5/11/18 and \$6,955.21 for the period 5/12/18 to 5/25/18. The motions passed unanimously.

D. Correspondence - LCLT tank issues at Tuatara Ln

Application for water quality financial assistance declined.

E. Superintendent's Report

Mackinnon reported the following:

See Attached:

Discussed: Pumping for all decommissioned tanks and any pumping deemed necessary more than every three years.

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. On hold.

III. UNFINISHED BUSINESS

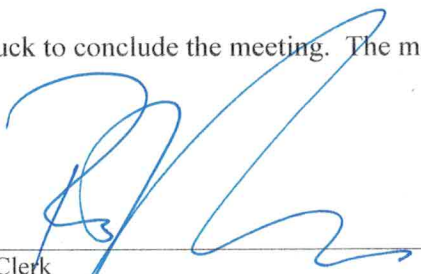
- A. **Update on the Influent Flume Replace.** On hold.
- B. **Update on the Normandy Lane Project.** Completion date by end of June
- C. **Update on the replaced Air Vac line's ownership transfer.** New agreement with revised language will be signed at the next meeting.
- D. **Infrastructure grants and emergency sewer line grants will be discussed.** Applications open on 5/15/18 and approval will be after 6/15/18. Stevens & Mackinnon are working on application.

IV. NEW BUSINESS

- A. **Monthly Budget Q & A** – Discussion of overtime wages and Operating expenses.
- B. New septic hook-ups in the District – McDaniel will research plant capacity for further growth.
- C. Miscellaneous Items
 - 1. Website development is up and running.
 - 2. Calendar – List of upcoming events. Reviewed
 - 3. Next monthly Board meetings were scheduled for Thursday June 28th at 5:00 p.m.
- D. Executive Session related to Personnel Performance Review
 - 4. Per RCW 42.30.110, Section 1.b, the Board went into Executive Session at 7:17 p.m. to review Ahneman's personnel performance. Stephens estimated that the session would last 15 minutes. Annual performance review was done for Ahneman. Lavoie, Mackinnon and Ahneman were excused. That Executive Session was concluded at 7:34 p.m. The Board went into Executive Session at 7:40 p.m. to review Mackinnon's personnel performance. Stephens estimated that the session would last 20 minutes. That Executive Session was concluded at 8:27 p.m. Stephens moved, seconded by Hasbrouck to accept proposed increase for Mackinnon to \$37.66 and Ahneman to \$28.03 per hour.
- A. **MEETING CONCLUDED**
Stephens moved, seconded by Hasbrouck to conclude the meeting. The motion passed unanimously. The meeting adjourned at 8:35 p.m.



Commissioner



Clerk

Superintendent Report

May 2018

Alarm Calls: One alarm call at the new condo installation due to a wiring problem from the new installation. We also had a backup on the failed restroom tank which I repaired by clearing the inlet baffle. This tank is slated for replacement within the next month.

New installs: There was a new tank installed at both Dickenson and the Condos. Both were installed by Bill Kimm and were perfect.

Upgrades: We rewired The system at Bargreens Grease system, and due to noting cracks in the tanks and signs of leakage they have begun planning for replacement. The problem is finding someone to do the work as all the companies are overbooked.

Other: I took the truck off for its maintenance, and diagnostics. It need a catalytic converter which is why we have been having some issues with it. Jerry Smith Chevy quoted around 2000 plus tax and supplies. They quoted the part at \$1780.00 while Ithe most expensive one I found online was around 400. I would suggest letting me source the part and have Coro Mechanical perform the work. They also mentioned that there is a problem with the transmission slipping and recommend replacement as the truck has such low miles. I have never experienced any slippage. There have been a couple issues with hard shifting but those are rare. I recommend waiting until that issue is more pressing, however think we should decide on one of the options I presented to repair the cat converter.

LS&G is tentatively working Under Bill Kimm's installer license with his direct oversight. He understands that any problems are his responsibility and will be in direct contact with us throughout the replacement processes.

During pumping we found a cracked tank at LCLT4 which requires replacement. This is happening nearly simultaneously with their next phase of construction and will be complex to handle all at once. It brings another issue to light and will be dealt with within our specifications as soon as I can properly phrase it, which is the fact that sites need to be designed with the idea that tanks may someday need to be replaced. The site in question is probably going to have their configuration modified to suit the difficulties of getting a tank to the site. I know with the new proposed development of affordable rentals going in on Fisherman bay – the designer is insisting on drive rated lids in anticipation of having to get machinery to the site for household construction/repair and in case a tank needs to be replaced. Some of the tanks at the Land Trust are showing signs of degradation and overuse and are in locations that would make it exceedingly difficult to repair/replace.

I have worked with Dick regarding changes to the participation agreement and slight changes to the Admin Code as well. I am including these documents, although I am still waiting on a final draft of the Amendment and may have to send that as soon as I get it from Dick.

Superintendent Report

May 2018

I have received an invoice from King Excavating for the work on Normandy, but am trying to secure a meeting with Jeff to review before its submitted, and am interested to know why we are invoiced before its completion. The invoice totaled \$104,710.06.

Working with Tom has been extremely productive as far as streamlining my spreadsheets and tuning up the process in which we track data. In doing so I have determined that some of the submitted numbers were submitted (calculated) incorrectly, and as soon as I have a handle on the corrections will be submitting them to the Department of Ecology. While we are self reporting mistakes – I think it will also serve to show that we are engaged and ethical in our operations.

Tom and I (mostly Tom) have also created a master data sheet that tracks our loading and flow rates, and serves as an excellent indicator of the status of the District and where we are with our capacities. We are also heavily exploring what upgrades will be required, when they will be required (indicated by trends), and how long it will take to secure funding and implement planning.

I will mention again that Linda Sellers is literally begging to be connected as her system is failing and she has limited space to viably repair or replace what is existing. I am pretty sure she is planning to attend the meeting. I think that allowing her to join the District is the responsible thing to do and also aligns with our Mission Statement. I think that we should devise a higher connection fee for any new contract customers (12,000 – 15,000) to offset expenditures and I think that all contract customers should be billed at commercial rates and be required to have a meter. We would also continue to reserve the right to remove them with notice should capacity become an issue.

We discussed at the last meeting the creation of a new District map and I am still exploring the best way to do this. I have approached the County to try to participate in their Polaris Map, which is a highly detailed as built of the county that is completely vector able (you can zoom in and retain high definition of details). We are getting to a point that I have fairly distinct data showing the location of most of the lines in the District as well as the desire to create digital as-builts of each site to correlate with that. I spoke to their GIS Tech and will be meeting with them at some point to discuss the best way to move forward, and at some point to get the training from them to know how to edit and manipulate the map. We can create what we know now, and refine it as things are found and installed. I am excited about this!

I have a quote for soil removal (finally) from Waste Management for the contaminated soils which looks to be under \$5000 with some variability due to fees and how long it takes to load and such. I would like to move ahead with that asap.

At this point we have nine sites which need significant replacements/upgrades and will be working with the customers to ensure they are accomplished properly. Our new policy of doing video inspections are revealing some very severe problems that are going to be addressed as found. One of the conditions of our new NPDES permit is to evaluate and report to Ecology about our I&I issues and how to rectify them. We are also required to maintain a system free of leaks.

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DISTRICT TECHNICIAN

MAY 2018

Full Maintenance: I have done 12 full maintenances this month with a total at 81 for the year.

New installs: 2 new installs – Condo 1,2 and Dickenson

Upgrades: Upgrade to electrical at Bargreen Plaza

Pumping: This years total gallons are 55,450 gallons (grease +septic) this month we have pumped 31,450 gallons; of this months total 3000 gallons was grease (we have another 2500+- gallons of grease to pump next Friday)

Alarm calls: We had an alarm call to Condo 1,2 which was a wire in the panel needing adjustment. There was an alarm call to Bargreen Plaza which was a clog at the inlet baffle. There have been 2 alarm calls this month with a total of 5 alarm calls this year.

Other: I reported a leak to our collection system at Pamela McCabe's apartments and also at a shared septic tank at LCLT 4. Both were reported to the required agencies and both included a 5 day follow up letter to the Department of Ecology.

I put together an assessment of the Condo association tanks at their request.

We have 9 sites that are either in the works to be replaced or they have been notified of the need to replace.

We have 6 sites that need repairs and are in the process of being worked on.

We have done 16 locates this year. We have done 3 locates this month.

We have overseen 2 decommissions this year. We have over seen 1 this month.

We have replaced 6 air vacs this year, we have maintained and insured function of an additional 7 air vacs and will replace as needed.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF MAY 2018

- Customer interactions:

- 1) Tom Ruggles is the new owners at 147 Erisman Drive previously owned by Geoffrey Holmes.
- 2) Joe Schneider is the new owners at 3305 Fisherman Bay Rd previously owned by Judi and Brian Westlund.
- 3) Jim & Linda Sellers have contacted the District regarding a contract hoop-up in the District. I explained that out of District hook-ups are not available, but she would like to attend the next meeting to plea for consideration.
- 4) George and Anne Willis have a 3.6 acres parcel in the District on Normandy Lane. They have a buyer interested in a 13-house development. I have requested the email to send the application packet to them.

- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled. Our insurance renewal was completed for 2018-2019 year.
- Audit for the State from 2015 – 2017 had a few more reports needed. They have received all requested work papers and we are awaiting the results. Their bill for 69.3 hour of audit time for \$6,583.50 has come in and is due 6/15/18.
- Attended a BARS class in Friday Harbor on 4/12/18. A certificate of completion is attached.