

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
Thursday, May 30, 2019 @ 5:00 p.m.**

**I. CALL TO ORDER**

**II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 30<sup>th</sup> of May 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:00 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

**A. Personal Appearances**

Bob Walker of Lopez Community Trail Network came to discuss an easement to traverse our septic plant's property.

**B. Approval of Minutes**

Minutes from the meeting 4/30/19 and concluding on 5/6/19 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 5/30/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 5/1/19, 5/13/19, 5/15/19, and account 6647 dated 5/13/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 5/9/19, 5/16/19, 5/23/19, and 5/30/19, 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.

McDaniel moving and Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$5,737.19 (5/1/19), \$9,371.70 (5/13/19), \$732.49 (5/15/19) and account 6647 \$144.92 (5/13/19). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$8,104.28 for the pay period 4/27/19 to 5/10/19, and \$7,492.56 for the pay period 5/11/19 to 5/24/19. The motions passed unanimously.

**D. Correspondence – None**

**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.** The technical memo is being written.
- B. **DOE Application.** In process.
- C. **Update on the Lopez School District Participation Agreement.** Table.
- D. **Lopez Landing phase one timing.** Discussion with Lopez Landing regarding the Developer Extension Agreement will continue.
- E. **Discuss emergency line break soil disposal.** County has not responded.

**IV. NEW BUSINESS**

A. **Monthly Budget Q & A** – none

B. Miscellaneous Items

1. Status of the customer's sewer system repairs or replacements. This will be listed this in the Tech Report in the future.
2. Resolution to appoint McDaniel as the third Auditing Officer. Hasbrouck moving and McDaniel seconding to approve and all signed.
3. Employee Annual Reviews will be done by the June meeting.
4. Status of the Records Retention Project. Progress is being made. Stephens has completed the Resolutions for all years.
5. Discuss FLIP's request to become a contract customer. No final decision has come from the County yet.
6. Discuss FBSD Comprehensive Plan
7. County PFFAP Grant Application 2019 by June 14<sup>th</sup>, 2019
8. Go over dates for upcoming board meetings. June's date for board meeting was changed to Monday June 24<sup>th</sup>.

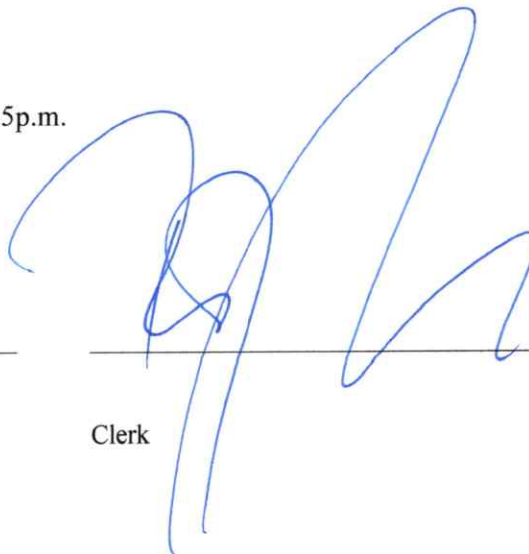
**V. MEETING CONCLUDED**

No motion was made.

The meeting adjourned at 6:45p.m.



Commissioner



Clerk

# Fisherman Bay Sewer District

P. O. Box 86  
Lopez Island, WA 98261  
(360) 468-2131  
fishermanbay@centurytel.net

**BOARD OF COMMISSIONERS**  
**Thursday, May 30, 2019 @ 5:00 p.m.**  
**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
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report

### III. UNFINISHED BUSINESS

- A. Update on the Influent Flume Replacement.
- B. DOE Application update.
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. 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 McDaniel as the third Auditing Officer.
  - 3. Discuss dates for Annual Reviews for employees
  - 4. Status of the Records Retention Project.
  - 5. Discuss FLIP's request to become a contract customer.
  - 6. Discuss FBSD Comprehensive Plan
  - 7. County PFFAP Grant Application 2019 by June 14<sup>th</sup>, 2019
  - 8. Calendar – Go over dates for upcoming board meetings.

### V. CONCLUDED

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



# Superintendent Report

## May 2019

**Call Outs:** We only had one call out this month at Westview Apts. That system is going to be a problem if it doesn't get replaced soon. We are nearing final approval on the design.

**New installs:** Kingfisher has a new system, and there is talk of the grease trap installation beginning soon at the Homestead Building (Vortex). There are several installations that might begin soon. Unfortunately, still at the mercy of our limited contractors.

**Upgrades:** We have completed all the air vac replacements that do not require additional work to finalize. There are a few that are going to be a problem due to the way that they were plumbed.

**Other:** Bob Walker from the Lopez Community Trails Network met with me to discuss their plans and to try to secure our cooperation for their trail. They now want to utilize the far eastern border of the plant and even install a gate to facilitate walkers. Personally, I think this is a huge liability and has zero benefit for the District. I think the concept has the potential to be a good thing for the community, but right now does not have very much support. I would disagree with letting them put in any permanent fencing and considering the future upgrades we are considering plus the future development planned for Lopez Landing – this does not seem like a good idea to me at this point. I would be amenable to the idea of putting in a landscaped footpath on that border when we finally get to redoing the fence if this becomes a permanent fixture, but yet it seems like just a few people that traverse various properties a couple times a year. He mentioned potentially attending the next board meeting to present his ideas in person.

I have (again) emailed Stantec. I had sent them an email in January and had gotten no reply. Come to find out that my previous contact is no longer with them. I have reached out to their new planning guy (Dave) and he got right back to me – we are planning a phone conversation to start with and to figure out what our next move is.

We are continuing to do plant maintenance to try to counter the elevated levels that we are seeing. I am going to have Jason come Friday to do some additional sludge pumping, and to pump some of the outfall basins to try to visualize the structures of the valves that have failed here at the plant, and to try to formulate a replacement plan. I would imagine that Stantec or whoever does the design work will have a good plan for diverting flows while we do work to the structures at the plant.

I have done a fair amount of research into compensatory rates for on call time. I am curious as to any progress that has been made about that and wondering if that will encompass any of the past time I (we) have been on call. There were months where I wasn't allowed to even leave the island after Chris left, and I feel that it should be discussed.

# DISTRICT TECHNICIAN

## MAY 2019

Full Maintenance: Full maintenance was performed to all grease systems in the district. Full maintenance was performed to the entire Bay Co. site. Full maintenance was performed to TLC Carpenter Plaza. Full Maintenance was performed to LCLT2 Bartolucci/Chopra tank plus sales inspection. Full Maintenance was performed to Cawley Family Trust plus sales inspection. Full Maintenance was performed to LVM entire site. Full Maintenance performed to Islander Bar Tank. Full Maintenance was performed to IMC entire site.

New installs: finished installs at Stovall & Dentist.

Upgrades: replaced one lid at Carpenter Plaza.

Pumping: Finished grease pumping for spring grease survey (Ursa Minor, LVM meat, LCCA, Galley, Bay Co.). Pumped 3000 gallons at The Bay Co. Pumped 3000 gallons IMC.

Alarm calls: Alarm call to Westview Apartments, changed float and replaced wire nuts.

Other: I have finished the pre-season grease inspection including all maintenance and pumping as needed. It seemed like a pretty typical grease season.

I have been working on D.M.R. reporting with Luke, as well as becoming better at control charts, performance audits and lab work.

We have seen high flows this month and have had a continued high lagoon level at L2. We have rodded between L2 and CW. The results were less than desired with the outcome being a high level at L2 still.

We went through the district and exercised all the valves. We checked all air vacs and replaced more. One was broke while trying to replace and it has been shut off. There are only a couple of the old-style air vacs left throughout the district. I helped Luke with a plan to replace the rest.

I have done some septic pumping with Jason Kramer this month and have more to be done when I get a full truck load for him. I have asked him to try and be more available for district needs and he is looking into his ability to work with us during business hours during the week.

We have been working a lot with Bill Kimm on both designs and timing of installs throughout the district. We currently have 23 sites that need installs ranging from single family systems to large commercial projects.

List of replacements and why:

- Homestead Bldg. Grease Trap – No grease trap present currently
- LCLT 3 shared Unit D+ Septic tank – Tank failure
- Cade Septic – Tank Failure
- Condo 9/10 – Tank out of spec
- Condo 13/14 – Sales inspection
- McCabe Bldg. Septic – Change of use and tank failure
- Meacham Septic – tank failure
- Westview Apartments – tank failure – system passed serviceable lifetime
- Alberty Septic – tank failure
- Ruggles Septic – tank failure
- Ruggles rental Septic – sales inspection not up to spec
- Westlund Septic – tank failure
- Westlund Rental septic – change of use plus not up to spec
- Cowan Septic- sales inspection not up to spec
- Galley Septic – tank failure
- Mel Weeks Septic – change of use not up to spec
- Spieker Septic – sales inspection not up to spec
- Pickering Septic – system failure
- Knapp Septic – sales inspection not up to spec
- Jack Jessup Septic – new system
- The Bay Co. Septic and Grease – system failure entire site with a possible cracked septic tank.
- Cawley Family Trust Septic – sales inspection not up to spec
- LCLT 2 Bartolucci/Chopra Septic – Sales inspection not up to spec



## DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF MAY 2019

- Customer interactions:
  - 1) Stovall new owners at 44 Kingfisher Way septic service started 5/27/19.
  - 2) Gary Berg has inquired about a duplex on Normandy Lane that is not in the District to hook up.
  - 3) Dale Richards (116Weeks Point Way) is applying for his permit with the County.
  
- Completed all billings, customer payments, deposits, claims, payroll duties and monthly DOR reports as scheduled.
- In the process of Health Insurance renewal that is due by June 10<sup>th</sup>.
- Tom, Zac and I are continuing work on the billing process. We will continue to test the billing for the month of June and forward until the few exceptions have their own meter to read. Then we will bill directly from our new billing spreadsheets.
- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done. We continue to get the prior information scanned and into eFile Cabinet. A SOS Workshop is scheduled for a Friday, 6/11/19 class in Friday Harbor.
- Reconciliation on funds spend for record retention has been done. All equipment has been ordered and is being utilized. The total amount spent was \$9,969.71 for a maximum on \$10K Grant. The request for reimbursement for the \$9,969.71 has been completed prior to the May 31, 2019 deadline.