

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, May 28, 2020 @ 5:00 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 28th of May 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:11p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

A. Outside Attendees
None.

B. Approval of Minutes:
Minutes from all three months 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 5/25/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 4/23/20, 4/30/20, 5/7/20, 5/14/20, and 5/22/20, against deposits shown. All warrants and payroll were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$3,125.33 (4/26/20), \$1,421.09, (4/27/20), \$442.11 (5/11/20), \$6,595.52 (5/11/20) and \$5,587.23 (5/21/20) from account 6641. Stephens moving and McDaniel seconding to approve payroll in the amount of \$8,371.35 for the pay period 4/11/20 to 4/24/20, \$8,184.37 for the pay period 4/25/20 to 5/8/20, and \$7,395.87 for the pay period 5/9/20 to 5/22/20. The motions passed unanimously.

D. Correspondence – None.

E. Superintendent's Report
Mackinnon reported the following:
See Attached: -Discussed several items.

F. District Operations Technician's Report
Ahneman reported the following:
See Attached:

G. Clerk's Report
Lavoie reported the following
See Attached:

H. Monthly Budget Q & A

III. NEW BUSINESS

1. Billing errors on contract customers.

IV. UNFINISHED BUSINESS

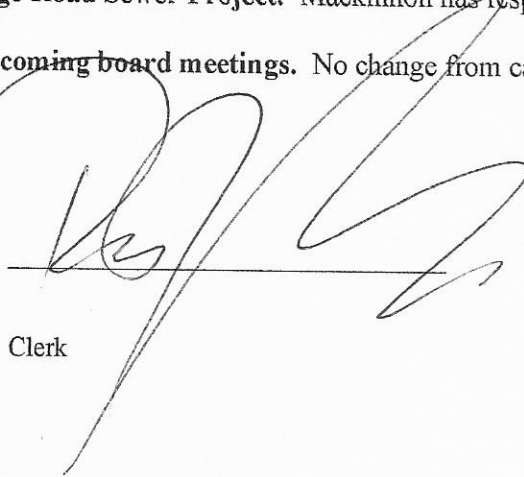
- A. **DOE Loan Approval.** McDaniel will investigate going further with study.
- B. **Discuss the flows & I & I at plant.** Discussed.
- C. **Update on the Influent Flume Replacement.** Luke working on bid.
- D. **Update on the Lopez School District Participation Agreement.** Tabled.
- E. **Lopez Landing - Developer Extension Agreement.** Motion was made by Stephens for all new builds to meet current standards with each home having their own tank and meter. McDaniel seconded; motion ~~ax~~cepted. Mackinnon will convey this to customer.
- F. **Discuss Weeks Point Way.** Tabled.
- G. **Status of the customer's sewer system repairs and replacements.** Mackinnon will get us a complete list.
- H. **Discussion of On-Call Compensation.** Tabled.
- I. **Discuss FLIP's request to become a contract customer.** Mackinnon will get with legal to get the contract.
- J. **Discuss FBSD Comprehensive Plan.** Tabled
- K. **Discuss plant part time Tech position.** Job description with new plan will be submitted.
- L. **Investing Reserved Funds.** Lavoie will have a report at next meeting.
- M. **Discuss Covid 19 Policy.** Motion was moved by Hasbrouck to adopt the policy and post on website. McDaniel seconded, motion unanimously passed.
- N. **Discuss Farmers Market - Village Road Sewer Project.** Mackinnon has responded to emails.
- O. **Calendar - Go over dates for upcoming board meetings.** No change from calendar.

V. MEETING CONCLUDED

The meeting concluded at 6:53 p.m.



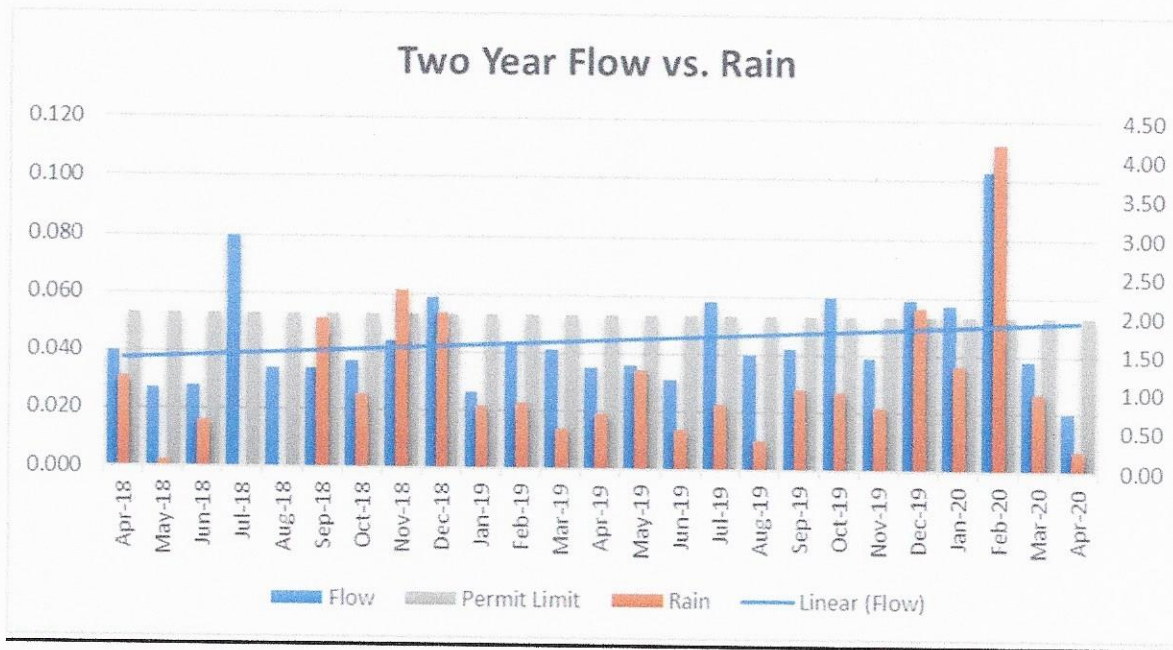
Commissioner



Clerk

Superintendent Report

May 2020



Call Outs: We had a series of unrelated electrical issues in the District. We found faults in the electrical installation of one job which has added a new inspection checkpoint: wiring connections inside the control panel. About half of the connections had been overlooked in the install by the electrician (not something we have ever thought to doublecheck) and were not tightened. We believe this may have caused voltage issues and burned up a nearly new pump (one year and one month old – warranty covers one year). This is now something we will check going forward. Another aspect is that Ken was doing some wiring himself and had OPALCO issues during the time of the issues and we feel that that may have caused the issues. Hopefully, this was a rarity. I met with Andy to determine who is going to have to pay for the pump. He stated that a loose wire may have cause the issue – but there were no signs of scorching on the wire to indicate a shorting/arcing issue. However – by our rules – the customer will likely receive the bill and will need to work it out with his contractor. If someone has another viable solution – I hate to send this bill to the customer. I am waiting for us to have a discussion about how to handle this. They should have not had a problem for years to come.

Three other issues included: an erroneously closed circuit in an obscure power panel, a faulty float, and another faulty pump.

Tanks: There is some movement happening in the installation world- The Galley install is slated to begin in the first weeks of June, as well as the new systems at LCLT4 (Salish Way). We are working with the Lopez Housing Project on details of a new tap on Fisherman Bay Rd for their project, and ensuring their design has future needs (replacement and maintenance) in mind. Many of the required replacements are working toward a design or have already submitted one. At this point we are just waiting for the County’s phasing to proceed. Below is our current list of projects being tracked and their progress to date.

Superintendent Report

May 2020

Customer	Status
Replacements	
LCLT3	accepted plans
Cade	awaiting plans
McCabe	accepted plans
Apartments	accepted plans
Alberty	accepted plans/contracted
Westlund house	awaiting plans
Westlund rental	awaiting plans
Galley	starting soon
Weeks	reminder
Speiker	reminder
Pickering	plans accepted/ contracted
Knapp	awaiting plans
New Construction	
Lopez Landing	planning phase
Lopez Housing	planning phase
LCLT 4 (Salish)	starting soon

Upgrades: As we are finally nearly clear of the wet season and are able to begin working again, we will be creatively solving our meter installation issues.

Other: I have downloaded and am reviewing the “County Bidding Book” published by MRSC as recommended by Wayne to produce the proper bid package for the Flume Project.

I am working on a safety plan and plan to resume normal business hours beginning next week. This will be implemented with social distancing, masks (when distancing is impossible), workplace planning to maximize social distancing, daily workplace health screening, continued support for PPEs, and a heightened cleaning/hygiene regiment as suggested by CDC, WA DOH, and WA L&I. I am also working on an Infectious Disease Preparedness and Response Plan as recommended by WA L&I. Hopefully we will not ever need to open that document again.

I have reduced our dumpster pickups by half, and am discussing repairing our fence as it was recently broken by the driver (as was another fence on a site I help with in the village), he must be new.

I have done my second biannual order for operating supplies and have completely reorganized our stockroom to make inventory taking much easier. I now do inventory on a spreadsheet and soon will adapt it to generate my order sheet to simply email to the supplier.

DISTRICT TECHNICIAN

May 2020

Full Maintenance: Full Maintenance performed Skidmore, Westlund, Duncan

New installs: a few in the works

Upgrades: New pump Westlund, New Float Skidmore.

Pumping: No pumping

Alarm calls: Alarm call Westlund rental found failed pump, replaced. Alarm Call Duncan found broken pump discharge line, replaced. Alarm call Skidmore found failed float.

Other: This month we had a strange occurrence of alarm calls. I was able to get everything back to functioning.

I will be working with Luke and Jason Kramer to provide grease maintenance and pumping as needed as businesses are starting to open up.

We will be sending out reminders to all customers requiring tank replacement as construction is starting to open back up.

I am working on district maintenance by removing vegetative overgrowth around air vacs and crossings.

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

- Customer interactions:
 - 1) Colleen James (63 Village Rd) sold to North Sound Communications as of 5/1/2020.
 - 2) Pamela McCabe (23 Pear Lane) requested ERU analysis. She should stay with the 4 ERUs that was determined when the LIFRC was built

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports.
- Completed and filed the annual SOA Report.
- Luke completed Public Records Request for Weeks Garage.
- Tom, Zac and I are continuing work on the billing process improvements.
- My cancer treatment plan has been completed. I am improving from the effect from six month of chemotherapy but still experience fatigue and memory issues. 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, May 28, 2020 @5:00 p.m.
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQIJEQXVNLNGVSVnJoWXIzdz09>

AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

- A. Attendees*
- 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

III. NEW BUSINESS

- 1. Billing on contract customers error

IV. UNFINISHED BUSINESS

- A. DOE Loan Approval update
- B. Update on the Influent Flume Replacement.
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. Discuss Weeks Point Way – Wayne Haefele's Proposal
- F. Status of the customer's sewer system repairs or replacements.
- G. Discussion of On-Call Compensation,
- H. Discuss FLIP's request to become a contract customer.
- I. Discuss FBSD Comprehensive Plan,
- J. Discuss Plant part time Tech position,
- K. Discuss the flows & I & I at plant. Investing Reserve Funds
- L. Discuss CORVID 19 Policy
- M. Discuss Lopez Farmers Market extension
- N. Calendar – Go over dates for upcoming board meetings.

VI. CONCLUDED

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