

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

SPECIAL MEETING

BOARD OF COMMISSIONERS

Thursday, June 10th, 2021 @8:00am

Please email clerk@fishbaysewer.com for your Zoom invite.

Join Zoom Meeting

<https://us02web.zoom.us/j/2686820941?pwd=Q1BhWEdEaHdobEhMZGtzNDZkRnc0QT09>

SPECIAL MEETING MINUTES

I. CALL TO ORDER: Lauren Stephens called to order at 8:12am

II. PERSONAL APPEARANCES (Guests who address the board will need to identify themselves) * No appearances.

III. OLD BUSINESS

Approvals of:

- The Meeting minutes of 04/22/2021, 05/19/2021 and 05/27/2021 meetings. Not approved.
- The Payroll worksheets of 04/30/2021 with the amount of \$11,067.30 and 05/28/2021 with the amount of \$5,777.70. Lauren Stephens moved to approve, and Tom McDaniel seconded. Passed.
- The Claims 04/26/2021 with the amount of \$5,642.96 and 04/28/2021 voucher with the amount of \$2,814.26 for the General fund 6641; and 04/26/2021 voucher with the amount of \$38,500.15 for the Investment fund 6642. Lauren Stephens moved to approve, and Donna Hasbrouck seconded. Passed.

IV. NEW BUSINESS

a. Hiring a new part-time/full-time employee for the plant maintenance and the review of the current duties of the District Clerk, Ece(A.J.) Kocak.

Tracy Faulkner was hired full-time as off 06/03/2021 with the pay rate of \$23.00 including the insurance for him and his spouse. He will be trained as the Operator Level I.

Lauren Stephens moved to approve, and Tom McDaniel seconded. Passed.

Lauren Stephens will prepare an employment offer letter. Motion made to relieve Ece (A.J.) Kocak of all the assigned tasks at the plant immediately, so she can concentrate better to her Accounting Clerk duties in the office level. Lauren Stephens moved to approve, and Tom McDaniel seconded. Passed.

- b. State Environmental Policy Act (SEPA) - Determination of Non-significance (DNS). Discussed.
- c. Microsoft 365 subscription renewal open ticket that was escalated to the Data Protection Team. The Global Administrator role will be assigned to Jason Kramer.
- d. The District Clerk pay increase request and performance review. This topic will be discussed and re-considered at the next month's regular board meeting on 07/29/2021. The full-time employment remains and there will be no overtime starting from the next pay period.

V. EXECUTIVE SESSION

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

The Board went into an Executive Session at 9:30am to discuss a personnel complaint. The Board completed the Executive session at 10:12am with no decision made.

VI. CONCLUDE.

Lauren Stephens moved to adjourn the meeting, and Tom McDaniel seconded. Passed. The meeting was concluded.

Donna J. Ashford Oliver
7/26/21 OK

Commissioner

Clerk