

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

Wednesday March 22, 2023, 10:00am

At 295 Village Rd #201 and via Zoom

MINUTES


- I. CALL TO ORDER- 10:04am Board members, Stephens, Ledbetter, Jones plus staff Kramer, and Faulkner all present.
- II. REGULAR BUSINESS
- A. Adjustments to Agenda- None
 - B. Public Comment (5min limit) None.
 - C. Approval of Minutes- February 22, 2023, February 27, 2023, March 20, 2023, March 21, 2023-Ledbetter moved and Jones seconded a motion to approve all the minutes as submitted. Passed.
 - D. Approval of Vouchers and Payroll- Stephens Moved and Ledbetter seconded approval of payment of all claims below. Passed.
 - a. Acct 6641- Claims-3/14/2023 (\$4,485.34)
 - b. Acct 6647-Claims-3/14/2023 (\$9,209.40)
 - c. Payroll-March payroll Not Yet Available Includes payroll taxes & Insurance.
 - E. Superintendent's Report-none
 - F. District Operations Technician's Report- Attached- Faulkner reported on the plant visit by Jacobs engineering. They will issue a report on their findings.
 - G. Clerk's Report-attached.
Stephens moved to accept the resignation of Rachel Nichols effective 2/24/2023. Jones seconded. Passed.
 - H. Monthly Budget Report & Monthly Billing Reconciliation
 - a. Confirm Reconciliation- The reconciliation was reviewed and confirmed.
Stephens moved that the district transfer \$40,000.00 from the General fund 6641 to the Reserve Fund 6642. Ledbetter seconded. Passed.
Stephens moved that the district invest \$50,000 from the Reserve Fund 6642 into the SJC investment interest bearing fund. Jones seconded.Passed.
- III. UNFINISHED BUSINESS
- A. Design RFP plan- Kit reported on progress being made by Wayne Haefele and indicated that he will request Haefele come and report to the board at the regular April meeting.
 - B. Tracy Lab Testing Equipment- The new lab equipment is in place and the staff is working on protocols to prepare for DOE certification of new tests to be performed in house with the new testing equipment.
- IV. NEW BUSINESS
- A. Opalco Election- The board filled out the Opalco board election ballot.
 - B. RV Hook up to FBSD- this issue was discussed and will be reviewed further.
 - C. Next Meeting Wednesday April 19, 2023, at 10:00am
- V. CONCLUDED- 10:57 am

Approved

Date

4/19/23


Secretary


Clerk

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 - a. Acct 6641- Claims-3/14/2023 (\$4,485.34)
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 - c. Payroll-March payroll Not Yet Available Includes payroll taxes & Insurance.
 - E. Superintendent's Report
 - F. District Operations Technician's Report
 - G. Clerk's Report
 - H. Monthly Budget Report & Monthly Billing Reconciliation
 - a. Confirm Reconciliation
- III. UNFINISHED BUSINESS
 - A. Design RFP plan- Kit
 - B. Tracy Lab Testing Equipment- Update on upgrade
- IV. NEW BUSINESS
 - A. Opalco Election
 - B. RV Hook up to FBSD
 - C. Next Meeting Wednesday April 19, 2023, at 10:00am
- V. CONCLUDED

Technician J's Report

March 23

Plant/District performance for Mar 2023:

Plant Performance	Monthly
Flow average (max .053)	.021 MGD
CBOD5 reduction(min-85%)	96%
Fecal (#/100ml) Max 66	50
TSS reduction (min-56%)	97%
Chlorine average(min-.05)	.25

I/I Performance	
Systems with Tanks to be replaced	20 systems 47 tanks
Percent of Total No of said systems	23% 203 total
# Tanks Replaced Last Month	0

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

- .

Locates:

- 70 Sunset lane for SFX.. installing septic tanks at Grace church
- 462 Dill Rd for electric fence
- Edenwild for Opalco.

Project Updates: Part 1-tank replacements

- 1) Friendly isle bldg. and Jeff Clark's system... SFX will be doing the work. Not scheduled yet. Soon.
- 2) Steinbrueck Family Excavation has installed the tank at the Grace church Vicarage . plan on finishing the project in about 5 weeks.
- 3) Ron Fowler has designed the museum tank replacement. Museum is collecting bids.
- 4) 2nd set of condo's design finished by Wayne Haefele. SFX will be installing.
- 5) Community church tank replacements design finished Ron Fowler

Project Updates: Part 2- New installs

- Lopez Landing- Designs done
- FLIP- getting close, talking about discharging
- Housing Lopez corner of weeks and fish bay... preliminary design they want has tank farm land locked. It will not be that way.

Plant Maintenance Activities:

Planned for next month:

- Move forward with archeology on Weeks point way. Drayton is just waiting on us. Wayne is working on adjustments to the design. Things like adding in how much soil will be removed at each dig spot for connecting to the new line.
- Working on county permits

District Maintenance Activities

- 1500 gallon tank COHO pumped.
- Planning on tank replacements at church, apartments, etc.
- 367 Lopez Road was pumped. Just before the house burned down.

Planned for next month

- Push upgrades along.
- Start annual inspections and semi-annual as well. Starting with commercial and grease tanks

Other Significant Items:

Emphasis: Westview Apartments. Inspected it. Nothing new

Jason is scheduled for Operator in Training Group 2- March 31 (Friday)

Talked to Jacobs who can help us and Wayne figure out if there is another option for us for plant expansion. Wayne doing research

I would like to discuss with an engineer, the islander system and the Bargreen situation

Bargreen.- Ted Warner wants to put a prep kitchen in the bottom of the Lopez Lodge building. - gallonage is the question here..

CLERK REPORT

February 2022

The State Department of Revenue Excise Tax has been filed for February.

San Juan County financial reports are correct for revenue and I have not done the expense side yet.

We need to formally accept the Resignation of Rachel Nichols effective 2/24, 2023.

I have been working on an update of the clerk manual to make sure it is a useful tool for training and reference for the new person.

I have set up a couple of interviews for the clerk position for later this week.

One at 8:30am tomorrow and another at 9:00 am tomorrow.

One candidate withdrew and other interested parties did not return the application.