

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, APRIL 22th, 2021 @5:00 p.m.

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

Join Zoom Meeting

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

BOARD MEETING MINUTES

The board meeting was called at 5:07pm by Lauren Stephens.

I. REGULAR BUSINESS

- A. Public Access*: Brian Westlund, Bill Diller, Erin H, and Staci French
- B. Approval of Minutes: 04/06/2021 Emergency Meeting Minutes, 04/21/2021 Emergency Meeting Minutes. Lauren Stephens moved and Tom McDaniel seconded.
- C. Approval of Vouchers and Payroll: Vouchers and Payroll will be re-approved with the correct amounts on June 24th Regular meeting.
- D. Review of Correspondence. Rena Jorgensen purchased the Weeks Garage. Zach Ahneman will do an inspection.
- E. Superintendent's Report. See the attachment report.
- F. District Operations Technician's Report. See the attachment report.
- G. Clerk's Report. See the attachment report.
- H. Monthly Budget Q & A

II. UNFINISHED BUSINESS

1. Contract with customers when issuing connection and the Resolution for Septic Tank Facilities License and Service Contract. Tabled.
2. Lopez Landing contract. Tabled.
3. FLIP update. We are waiting to hear from the FLIP. Tabled.
4. Billing Process with the current billing software and or along with QuickBooks software. Discussed.
5. The Policy regarding billing process after the leaks. Will be added to update the Admin Code. Tabled.
6. A1 Septic on Lopez, LLC. septic pumping on Milagra Ln.

III NEW BUSINESS

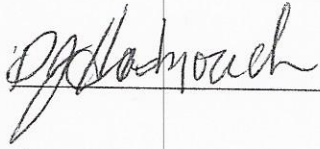
1. DOE Loan approval for Wilson Engineering project. Tom and Ece will have the updates next week. Tabled.
2. Residential criteria for accounts in business transient rental category. Tabled.
3. Next month schedule. May 27th, 2021 at 5:00pm is the next scheduled board meeting. Discussed.
4. Plan to support Zach Ahneman in short-term and long-term projects. Discussed.
5. Annual letter to send to the customers. It was posted on our website but was approved. Tabled.

IV. CONCLUDE

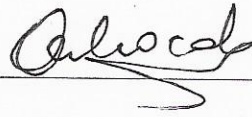
Adjourned at 7:02pm.

Our next Board Meeting will be hold on May the 27th, 2021 at 5:00pm

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



Commissioner



Clerk

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

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WORKSHOP MEETING

BOARD OF COMMISSIONERS

Wednesday, May 19th, 2021 @5:00 p.m.

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

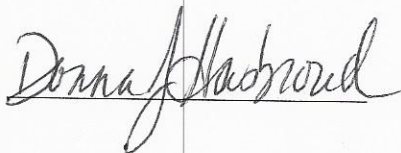
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQIJEQXVLNGVSVnJoWXlzdz09&from=addon>

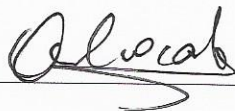
WORKSHOP MEETING MINUTES

- I. CALL TO ORDER Lauren Stephens called to order at 5:04pm
- II. PERSONAL APPEARANCES (Guests who address the board will need to identify themselves) *
- III. OLD BUSINESS
 - a. Emergency Letter to the Customers. The letter was approved. Lauren moved; Tom seconded. The letter approved is attached.
 - b. Update and discussion of response to the employee resignations. Discussed.
- IV. NEW BUSINESS
 - a. Approve agreement with Bill Kimm. Discussed.
 - b. Recruitment plan for the Plant Superintendent. Discussed.
- V. CONCLUDE.

The meeting was adjourned at 6:45pm by Lauren Stephens.



Commissioner



Clerk

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

Fisherman Bay Sewer District

P.O. Box 86

Lopez Island, WA 98261

Phone – (360) 468-2131

Plant – (360) 468-2724

clerk@fishbaysewer.com

Dear Valued Customer:

June 1, 2021

The sewer district is shorthanded right now due to the abrupt resignation of the Superintendent and subsequently of the Acting Superintendent. The board has acted as quickly as possible to hire someone to run the plant and engage a licensed operator to oversee and train the new employee.

We are delighted and proud to have Jason Kramer as our new employee. During this transition we have reduced capability to respond to emergencies in the district. We request that if you notice any signs that you may need service please call before it is an emergency.

We hope to hire someone to work with Jason as soon as possible. If you know someone in need of a good paying secure job with benefits, please have them contact Jason at the plant number above.

This is a difficult time to find qualified, licensed operators to fill positions around the state. The State Department of Ecology suspended licensing of new operators for a year due to the pandemic and this has contributed to the shortage of candidates. We will work as fast as we can to bring our staff up to a sustainable level, but it may take time.

We want our customers to know that service and maintenance of high standards of operations are our highest priority.

If you have questions about this situation please contact a member of the board:

Lauren Stephens – email commissioner1@fishbaysewer.com

Tom McDaniel – email commissioner2@fishbaysewer.com

Donna Hasbrouck – email commissioner3@fishbaysewer.com

Thank you,

The Fisherman Bay Sewer District Board

Superintendent Report

March 2021

Plant/District performance for February:

Plant Performance		I/I Performance	
Flow average	.037 MGD	Tanks to be replaced	16
CBOD5 reduction	96.28%	Percent of Total No of Tanks	?
Fecal (#/100ml)	44.58	# Tanks Replaced Last Month	0
TSS reduction	74.75%		
Chlorine average	.03		

Installation/replacements:

There are no new replacements.

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

We have a serious situation happening on Milagra as of the 1st, there were only two systems NOT in an alarm/flooded state. We have received numerous reports of sewage odors which were each investigated, yet none were substantiated definitively. The SJ County Health Department contacted me regarding the report of sewage in a ditch on Fisherman Bay Rd (just north of Navarre Ln), but while there is some significant biological action (mostly filamentous algae) the water in the ditch was mostly clear with no odor. The increased biological action could be due to several causes such as dead animals, animal fecal matter, discarded food waste, etc. We have investigated very thoroughly to locate any problem from our system, however, have found nothing to support the idea that it is due to us. We will continue to monitor for problems. I did reiterate to Kyle Dodd that we reported (four years ago) that the house right there has a failed drainfield which has surfacing sewage. We believe this to be the likely cause of this increased biological action as it is most evident directly in front of that house. That house is *within* district boundaries and with their failed drainfield; they should be required to connect; however we have no codification for the enforcement of this and it falls back to the County

Locates

I have had 2 locates this month.

Effluent Meter Installations:

Planned Installations	0
Commercial Water Meter Replacements	0
Special Cases	1
Planned Installations next month	0
Sites with water meters	27

We installed two meters this month – one at the Lopez Community Church and one at the McCabe Building.

Project Updates:

Weeks Point Way Replacement:

We are still moving forward with coordinating planning with Wayne, Jacobs Archeology, and King Excavating. At this point we are determining where entry and exit pits will be placed for HDD installation of line, and how best to connect existing service lines to new submain.

Comprehensive Plan / Design Build Program:

This has been a very involved process with Wilson moving through archived data that they need and determining what the Districts future need entail. We have begun additional testing at Wilson's request to evaluate our treatment requirements in light of ECY's upcoming permitting/treatment requirements. We are still working to finalize our agreement so that I can begin submitting the PRPR requests to ECY. At this point Dick has recommended a different lawyer to evaluate the agreement (as required by ECY).

Other Significant Items:

FLIP Service Agreement:

This has had a bit of a hiccup - Randy Wilburn (our wastewater attorney friend from Texas) is a board member on the FLIP board and has been hesitant to come to any agreement after all the footwork that has been accomplished at this point. I have explained everything to the best of my ability and forwarded on many email threads that were part of the process we participated in to come to an agreement on flows. At this point in our planning - it might behoove us to put some sort of deadline or expiration date on our offered agreement. As much as I want to help a worthy cause (such as FLIP), we are also coming to a point of constriction in our capacity that should likely be reserved for the many upcoming developments within the UGA that we are bound to serve. I would like to either resolve this or move along.

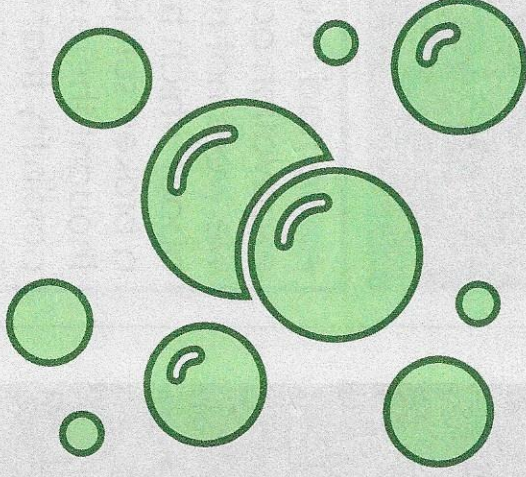


MILAGRA LANE
ISSUES AND
POSSIBLE SOLUTION

For March FBSD Board Meeting

- Air vacs release built up air and allow the release of vacuum.
- The air vac on Fisherman Bay Rd was damaged during replacement and offline
- The air vac on Milagra failed during the December high pressure problems
- Excavating and replacing the valve at the top of Milagra gave us a reusable part to repair the broken air vac at Fisherman Bay Rd
- Unfortunately, this did not solve the problem

Air vacs



Creative Valving



- We closed the valve that is where the line from Lopez Rd enters the plant grounds.
- This was in the hopes that we could ascertain whether the Force main from Fisherman Bay Road was still functioning.
- It showed strangely sporadic flows and then finally had a very low flow coming into the plant.

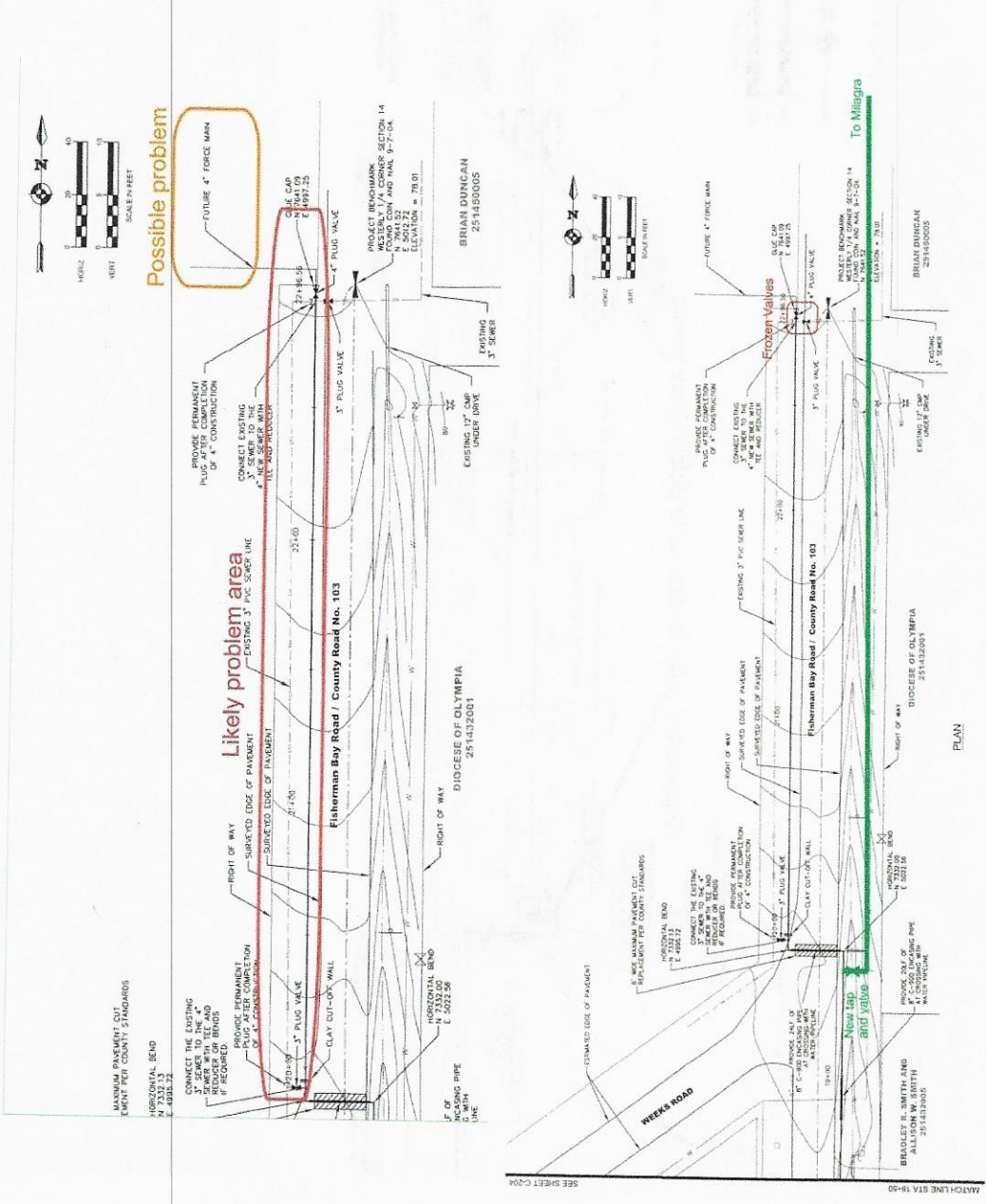
Outcome

- After nearly two days of variable and diminished flows we received reports of slow drains on Dragon Run
- We determined that we effectively raised the static level of the District to the top of Dragon Run.
- The valves from Fisherman Bay Rd are assumed to be open.
- Reopening the Lopez Rd line resulted in about ten mins of high flows until it resumed normality.

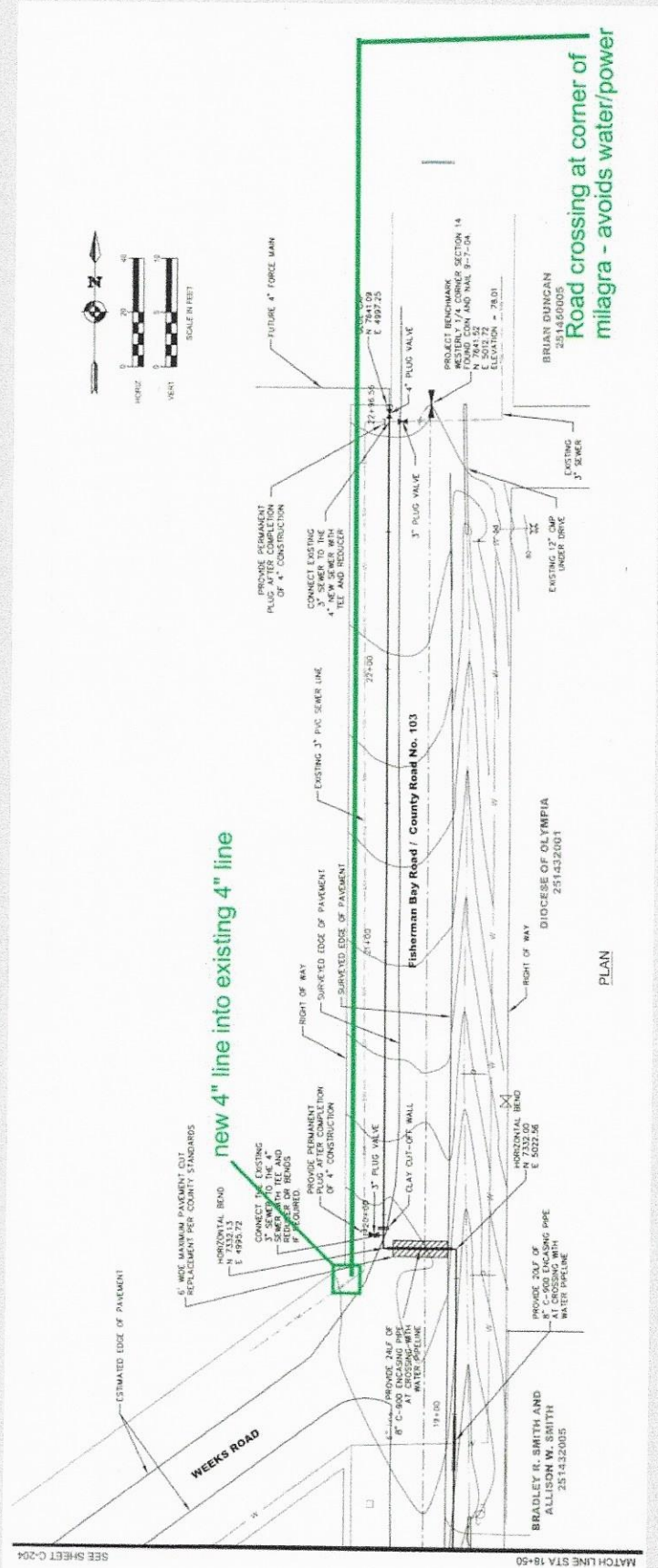
The top image shows the possible problem

the bottom image shows a possible solution

I believe if we add a bypass line from the bottom of Milagra to the Main on FBR just south of Weeks Rd, we will bypass the area that I have determined is the issue. I am working on getting pricing and the other details required for this undertaking. I have submitted this idea to all of the engineers we work with for evaluation, have contractors working on pricing, and am coordinating with Speertaps to determine their availability.



This seems like the easiest way to resolve issue without needing to spend a ton of money on Speertaps and with minimal interaction with other utility infrastructure.



DISTRICT TECHNICIAN

March 2021

reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
LCLT3 units E/F/D	accepted plans	3/5/2019	6/13/2019	no
LCLT3 units G/H				no
LCLT3 units A/B/C				no
LCLT2 units F/G	no movement	10/14/2019	8/1/2020	no
LCLT2 unit C				no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Apartments	accepted plans	3/6/2020	6/6/2020	yes
Westlund house	awaiting plans	2/20/2020	6/19/2020	no
Westlund rental	awaiting plans	2/20/2020	6/19/2020	no
skidmore	awaiting plans	6/8/2020	10/6/2020	no
Weeks/portside	accepted plans	4/3/2019	7/2/2019	no
Speiker	no movement	9/12/18 & 2/24/20	6/23/2020	asked for extension
Northsound/Ledger		12/28/2020		no
Lopez Physical Therapy	awaiting plans	11/7/2019	6/7/2020	no
Burgess	no Movement	2/13/2020	6/12/2020	no
San Juan Parks	plans accepted			yes
Pickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Knapp	accepted plans	7/24/2018	7/24/2019	Yes
Hernandez				no

- LCLT sites will be receiving a letter from Superintendent.
- Hernandez was just found to be a vacation rental and will be notified by Superintendent.
- Skidmore notified me that he is in communication with Bill Kimm
- San Juan Parks has notified us that they intend to replace as soon as ground is dry

Full Maintenance: No full maintenance. Inspections and filters cleaned at 230 Dragon Run and 157 Dragon Run. Inspection and customer "walk through" of their system at 43 Dragon Run.

New installs: Final Inspection LCLT4

Upgrades: Meters were added to Community Church and Family Resource Center.

Pumping: Pumping at all sites on Milagra lane.

Alarm calls: Alarm calls to Milagra lane multiple times. Alarm call 203 Dragon Run (drains slow/not working) opened valve for west spur to bypass partially functioning Eastern Spur, system back to functioning as it should.

Other: We had to monitor all of Milagra lane because their main line is not-functional. We worked multiple ways to try and determine the cause of the failure to our mainline. We exposed a section at the bottom to look