

# Fisherman Bay Sewer District

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

Wednesday May 24, 2023, 10:00am

At 295 Village Rd #201 and via Zoom


## MINUTES

- I. CALL TO ORDER- 10:01 a.m. Present: Board members Stephens, Ledbetter, and Jones (via ZOOM), plus staff Kramer, Light, Meissner, and Faulkner; Wayne Haefele, engineer, and Kurt Fuller, Lopez Community Trail Network, also present.
- II. REGULAR BUSINESS
  - A. Adjustments to Agenda- Minor adjustments made to accommodate new business of Lopez Community Trail Network presentation and New Business item from J. Kramer.
  - B. Public Comment (5min limit): None.
  - C. Lopez Community Trail Network: Kurt Fuller requested permission to access and cross FBSD property on August 26 & 27, 2023 for the annual Lopez Walkabout event. One group of approximately 20 people each day will be guided across the property within 10 feet of the eastern fence line with a leader and a sweeper. Stiles to cross over fences will be removed within two days of the event. Map of path of access was handed out. Ledbetter will attend the event and provide feedback. Ledbetter moved and Stephens seconded to approve this temporary access for 2023. Motion passed.
  - D. Approval of Minutes- April 19, 2023 Board of Commissioners Meeting and May 10, 2023 Workshop-Ledbetter moved, Stephens seconded a motion to approve all the minutes as submitted. Motion passed.
  - E. Approval of Vouchers and Payroll- Stephens moved and Ledbetter seconded approval of payment of all claims below. Motion passed. Ledbetter moved and Jones seconded approval of payroll. Motion passed.
    - a. Acct 6641- Claims-4/24/2023 (\$4966.43), 5/15/2023 (\$11,085.06)
    - b. Acct 664-Claims-5/15/2023 (\$3913.75)
    - c. Payroll-April payroll 4/25/2023 (\$11,945.50) Includes payroll taxes & Insurance.
  - F. Superintendent's Report- No report this month
  - G. District Operations Technicians Report- Kramer report on file.
  - H. Clerk's Report-Meissner reported on her first month in position.
  - I. Monthly Budget Report & Monthly Billing Reconciliation- Stephens reported that the budget and billing reconciliation was accurate. Stephens reported that the annual report to the State Auditor's Office was on track to be filed by the May 30 deadline. Stephens moved and Ledbetter seconded approval to transfer \$15,000 from account 6641 to account 6642. Motion passed
- III. UNFINISHED BUSINESS
  - A. Haefele reported a summary of meetings with Jacobs Engineering and DOE regarding the RFP Plan. He will write an initial letter to Scott Wilson outlining what FBSD wants to do and ask for assistance in reaching this goal. Haefele will submit this letter first to FBSD for approval before sending to Wilson.
  - B. Resolution 2023-01 DOE Nutrient Reduction Grant: Stephens motioned and Ledbetter seconded approval. Roll-call vote: Jones, aye; Ledbetter, aye; Stephens, aye. Motion passed.
  - C. Resolution 2023-02 DOE Treatment Facility & Outfall Design Planning Loan: Stephens motioned and Jones seconded approval. Roll-call vote: Jones, aye; Ledbetter, aye; Stephens, aye. Motion passed.
  - D. Kramer reported on Weeks Point Way- Waiting on archaeology and the Lummi Nation; will request bids for project from multiple contractors.
  - E. Diller Agreement- No news or progress, waiting to hear from them.
- IV. NEW BUSINESS
  - A. Multiple changes to Admin Code have been tabled until a Workshop can be scheduled.

- B. New lawn mower Purchase Order for Plant to not exceed \$8339.00. No new shed will be installed but rather awning on back of Plant building will be converted to storage with walls and locking door. Stephens motioned and Jones seconded. Motion passed.
- C. Roy Light will be kept on FBSD insurance until the new enrollment period opens in November 2023 at which point he can propose different options to the District.
- D. Kramer presented new RME online sewer tank inspection reporting system that would be helpful for the District to have as a database and tracking of inspections. Ledbetter moved and Stephens seconded approval of RME subscription. Motion passed.
- E. Next Meeting Wednesday June 21, 2023, at 10:00 a.m.

IV. CONCLUDED 11:42 a.m.

Approved 6/21/2023  
Date

  
Secretary

  
Clerk