

1. Technician J's Report

June 2021

Plant/District performance for June:

| Plant Performance | Monthly | I/I Performance | |
|--------------------------|----------------|-----------------------------------|----|
| Flow average | .036 MGD | Systems with Tanks to be replaced | 12 |
| CBOD5 reduction | 91.2.% | Percent of Total No of Tanks | 5% |
| Fecal (#/100ml) | 00.00 | # Tanks Replaced Last Month | 0 |
| TSS reduction | 87.1% | | |
| Chlorine average | .37 | | |

Installation/replacements:

We still have 11 tanks to get replaced. I have been able to learn more about which tanks are more crucial to be replaced. The apartments (Westview), have sent the plans off to a contractor and are hoping to hear back this week.

The apartments on Seascape have changed owners since it was Identified in 2018, and the replacement wasn't completed. I understand there is a design and am following up.

People seem to be stalling out at the cost of installation.

Housing Lopez will start installations in August.

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

Two alarm calls where systems are backing up. Regular maintenance of all systems will help alleviate this. There will be a calendar soon.

Locates

We have had 0 locates this month.

Effluent Meter Installations:

| | |
|-------------------------------------|----|
| Planned Installations | 6+ |
| Commercial Water Meter Replacements | 0 |
| Special Cases | 1 |
| Planned Installations next month | 4 |
| Sites with water meters | 27 |

1 effluent meter installed this month. Will plan on at 4 next month.

Plant Maintenance Activities:

Completed this month:

Continued clean up outside and inside It's been overfull every week.

I am waiting on a bid from Rendon Home Services to help with (re)Building the fence on the south and east half of the plant.

I am working with Lee Woodington for more service. It needs the engine serviced still. He will then bring a battery jumper box to the plant and access the Toyota so we can decide if it is worth fixing or disposing of. He was sidetracked this month with a family emergency. He had a family emergency that threw his schedule off and will be back on in the following weeks

Water hydrant by the influent sprung a leak. We fixed that.

We've Identified where valves should be and are searching out a metal detector to find them so we're not digging all over for nothing

Received new Wet bath incubator, sample fridge, water tank and pump (12 volt to help with maintenance in the district.), and parts to make repairs if a contractor breaks a line in the district. Received new chlorinator

Used A1 septic truck to blow air through the head works of the wetland to clear it.

Planned for next month:

- Training, training, training(studying, studying, studying)
- Keep pursuing resolve with all projects.
- Continue removal of surplus equipment
- Add chlorine drip to effluent instead of tablets
- Continue learning lab procedures and process
- Develop SOP's for the lab.
- Continue cleanup of the plant
- Dismantle aerators to have motors evaluated to have backups

District Maintenance Activities

Pumping Septic and grease

Installed an effluent meter

developed a new improved inspection form/checklist

Planned for next month

- Grease pumping-finish for the season (approx. 7500 gallons left)
- Commercial account solids measuring and filter cleaning. 2/3 left to do
- Install wash down setup in pickup

Project Updates:

1. Design done for Knapp. He is working on getting a contractor
2. Apartments also looking for a contractor
3. Community center grease tank design finished. Might need to replace the 2 tanks beside it too to bring to code (they may break while replacing grease tank)

Weeks Point Way Replacement:

Nothing new this month. Waiting on wetland study.

Comprehensive Plan / Design Build Program:

Tom has been working on this.

Housing Lopez

Nothing new. August will be when they start digging for septic tanks

Other Significant Items:

FLIP Service Agreement:

Nothing new to report

Lopez Landing Service Agreement:

Nothing new to report

Other:

Tracy Faulkner has started and is doing great. Learning fast and eager to do so. This week and last week we are taking an online class to learn enough to take the operator 1 test.

DISTRICT CLERK'S REPORT

HIGHLIGHTS of JUNE 2021

- This month's customer interactions:
 - 1) Bill Diller called the office to check his account balance as well as to report his concerns about the email that Monico Mackinnon sent out with the attachments of his paid invoices.
 - 2) Stuart Post called in twice to offer his help in case we need him to assist with the Microsoft 365 issues
 - 3) Elaine Hanson from SAO, called in to assist me with the Data Sharing Agreement. She also noted that our State audit will be conducted in the Fall as the best time for our District upon my request.
 - 4) The Department of Revenue called in the first week of June'21 to ask if we were in the business in the month of April 2021 due to the missing monthly DOR report for not being on their file
 - 5) Gary Berg, Vortex, Apothecary and Beer Garden complex owner, has helped me upon my request of locating his sewer meter ending up with himself also not being able to locate it. I asked his assistance after 2 trials of locating his sewer meter, once with Jason and the next day by myself. Gary Berg will need our assistance in the next Billig day on the 1st of July 2021.
 - 6) I and Jason had the same locating issue with the School District and IMC on the billing day. The next day, I had to go to the School District and the IMC to locate the sewer meters. After not being able to locate them, I had to find out the Maintenance officers of the 2 customers to have their assistance and left them voice messages through the Administrative employees. At the end, I was able to locate the IMC meter, which was not at a place where I could locate even though it was described by Jose, the Maintenance Manager. And Jason was able to go to the school and locate the sewer meter of the School District with the assistance of Denny, the Maintenance Operator.
 - 7) Robert Jacobson called in the office to ask for an upgrade on the sewer system
 - 8) Banner Bank called in to inform me that there are dues on the 2 credit cards that were recently closed. I managed to close the due on one of them, however one of the bills will be paid of with the next Claims Processing.
 - 9) Pat Meachem called in to let us know that they had an alarm going off and they called in to let us know, however they were not sure if they could! I advised Jason to leave his mobile

number at the plant's voice message system, which he found it reasonable.

- 10) Peggy Kimbell was interested in the payments of the Nancy Nordhoff's account
- 11) A new owner of one of our customers houses wants to convert the house into a vacation home, so they asked for installing a new tank and questioned how many ERU is needed to add
- 12) The County helped me to set up a new Revenue BARS code for us to be able to deposit the DOE loan check #1 into one of our accounts.

- I completed all claims requests, monthly billing process, customer payments receivals, deposits, vendor claims, all the payroll duties, and monthly EFTPS report along with the monthly DOR reports of the last 2 months.
- The laboratory needs of equipment were purchased and they were started to get used by the plant crew under the supervision of Roy Light, our consultant.
- Lauren Stephens and I met to manage the recent Meeting Minutes that were needed to be completed.
- I completed filing the late B&O, EFTPS and DOR payments of May and June along with the "Annual Financial Reporting" for 2020 with the assistance of the government employees over the phone as well as online. There were no clues left from the last 2 years' reports' filing except the submitted reports that were uploaded online.
- I am taking an extra step on the Sales & Deposits Processing due to the late response that I received from the Banner Bank upon my request of the 2 checks that were deposited to the wrong accounts per the customer inquiry. I initiated copying the deposited checks and attach them to the Deposit paperwork to eliminate the bank involvement in case if a similar case occurs. Eventually, the checks were deposited to the correct account as it will be noted for the customer in the next Billing Process.

Fisherman Bay Sewer District

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REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, June 24th, 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>

AGENDA

I. REGULAR BUSINESS

- A. Adjustments to Agenda
- B. Public Access* (guests who address the board will need to identify themselves)
- C. Approval of Minutes: 04/22/2021, 05/19/2021, 05/24/2021, and 05/27/2021 meeting minutes
- D. Approval of Vouchers and Payroll:
 - Vouchers of 04/14/2021(\$2,559.46), 05/10/2021(\$1,328.28) and 05/10/2021(\$3,341.56) for the General fund 6641 and
 - Payrolls of 04/02/2021(\$8,831.23), 04/16/2021(\$8,675.00), 05/14/2021(\$10,878.64), and 05/28/2021(\$5,770.70); 04/01/2021(\$13,586.10), 04/19/2021(\$2,127.53) and 04/26/2021(\$38,500.15) for the Investment fund 6642.
- E. Review of Correspondence
- F. Superintendent's Report
- G. District Operations Technician's Report
- H. Clerk's Report
- I. 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
2. Lopez Landing contract
3. FLIP update
4. DOE Loan update
5. Changes to Admin Code
6. Update to plant chlorination system
7. SEPA Process, document attached.
8. Report from Roy Light on compliance with the Emergency Plan

III NEW BUSINESS

1. Personal use of Phone Equipment and Auto.-Reimbursement
2. Calendar (Next Regular Meeting on July 29, 2021 at 5:00pm) / Board Member Items

IV. EXECUTIVE SESSION

V. CONCLUDE