

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

Wednesday July 19, 2023, 3:00 p.m.

At 295 Village Rd #201 and via Zoom

I. CALL TO ORDER- 3:10 p.m. Present: Board members Stephens, Ledbetter, and Jones, plus staff Meissner and Faulkner

II. REGULAR BUSINESS

A. Adjustments to Agenda: No adjustments made.

B. Public Comment: None.

C. Approval of Minutes- June 21, 2023 Board of Commissioners Meeting: Stephens moved, Jones seconded a motion to approve all minutes as submitted. Motion passed.

D. Approval of Vouchers and Payroll: Ledbetter moved and Jones seconded approval of payment of all claims below. Motion passed. Ledbetter motioned and Jones seconded approval of payroll. Motion passed.

a. Acct 6641- Claims 6/26/2023 (\$7,249.25); 7/10/2023 (\$923.51); 7/10/3023 (\$4,412.56);

b. Acct 6644- Claims 7/10/2023 (\$4,013.20)

c. Payroll-May payroll 6/26/2023 (\$14,771.10) Includes payroll taxes & Insurance.

E. Superintendent's Report: None

F. District Operations Technician's Report: Faulkner reported on major points in attached Technician's report.

G. Clerk's Report: Meissner reported on ongoing training with Department of Ecology

H. Monthly Budget Report & Monthly Billing Reconciliation: Stephens reported that the monthly reconciliation was accurate.

Stephens motioned to have San Juan County invest \$100,000 from account 6642; Ledbetter seconded. Motion passed.

Stephens motioned to transfer \$10,000 from operating account 6641 to account 6644; Ledbetter seconded. Motion passed.

III. UNFINISHED BUSINESS

A. New septic tanks are in the process of being installed at the Islander/Diller property, Letter to Hargrove as the contractor of record that oversight is required for the project will be sent by staff.

B. Faulkner reported on Dragon Run project fix.

C. Faulkner reported on Weeks Point Way emergency repair over the 4th of July weekend and discussion about installing more check valves within the District's system to help assist with such repairs in the future.

D. There will be a Rates & Admin Code Workshop on August 9, 2023 starting at 10 a.m.

E. Procedure for staff spending implemented: Up to \$1000, staff has sole discretion; \$1001-\$4,999 staff required to contact one (1) Commission for approval; all purchases over \$5,000 require full Board of Commissioners approval.

IV. NEW BUSINESS

A. Stephens motioned to transfer the remaining balance of \$29,166.29 from account 6647 to reserves account 6642 to clear account for Department of Ecology grant monies; seconded by Jones. Motion passed.

B. Faulkner presented list of new septic tanks that are scheduled for replacement and discussed new septic installations at Islander Resort/Diller property.

- C. Discussion regarding the necessity to raise rates incrementally starting January 1, 2024 to adjust for rising costs. Finance charges will be implemented prior to this starting September 1, 2023 with notice of charges being sent with the August 1st billing cycle,
- D. Staff will invite FLIP/Lopez pool to attend meeting on August 9 at 9 a.m. to answer specific questions about the pool septic design system and address the need for a new contract or a modification to existing one.
- E. Ledbetter recommended more information and a consult from a wetlands biologist re: new plant expansion.
- F. Next Meeting Wednesday July 19, 2023, at 3:00 p.m.

CONCLUDED 4:20 p.m.

Approved

8/23/23
Date


~~Secretary~~ Clerk


~~Clerk~~ Secretary