

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Thursday, July 22nd, 2021 @ 5:00 p.m.

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

Join Zoom Meeting at our Office setting

<https://us02web.zoom.us/j/2686820941?pwd=Q1BhWEdEaHdobEhMZGtzNDkRnc0QT09>

MEETING MINUTES

I. REGULAR BUSINESS

- A. Public Access* (guests who address the board will need to identify themselves)- none
- B. Approval of Minutes: 06/10/2021, 06/15/2021 and 06/24/2021 meeting minutes- Donna Hasbrouck moved to approve, Lauren Stephens seconded. Unanimous approval.
- C. Approval of Vouchers and Payroll: Lauren Stephens moved for approval of vouchers, Tom McDaniel seconded. Unanimously approved.
Vouchers of 04/28/2021(\$2,814.26), 06/02/2021(\$2,336.28), 06/14/2021(\$575.39), 06/14/2021(\$314.97), 06/25/2021(\$6,080.21) and 06/25/2021(\$9,202.26) for the General fund 6641, and 05/10/2021(\$2,632.73) and 06/02/2021(\$74,173.97) for the Investment fund 6642.
Tom McDaniel moved and Donna Hasbrouck seconded approval of payroll. Approved unanimously.
Payrolls of 06/11/2021(\$10,233.08), 06/25/2021(\$10,972.65) and 07/09/2021(\$9,938.19)
- D. Review of Correspondence- There were two items- a claim and invoice from the Fire Department for \$7,635.31 for damage caused by FBSD employee (probably Zac Ahneman) negligence (not turning pump on after alarm call out) which led to a sewage back up into the fire hall. The board discussed and directed the clerk to pay the damages. The second item was a request from Zac Ahneman for back paystubs. Ece Kocak will furnish the requested documents.
- E. Superintendent's Report- Report is attached.
- F. District Operations Technician's Report- none
- G. Clerk's Report- Report is attached.
- H. Monthly Budget Q & A- the fact that there are formula errors in the budget documents prepared by the County office and former Clerk were discussed. Lauren Stephens and Tom McDaniel will work with Ece Kocak to correct the errors.

II. UNFINISHED BUSINESS

- 1. Contract with customers when issuing connection and the Resolution for Septic Tank Facilities License and Service Contract. - Tabled
- 2. DOE Loan update. Tom reported that Stephanie Allen from the DOE has a copy of the final report from Wilson and will comment. She may visit Lopez on August 18th. A second check came from the DOE for the planning loan today.
- 3. Update to Admin Code: Resolution 2021-02- Lauren Stephens reported on progress on the update.
- 4. Update to plant chlorination system. – Jason reported that the new system is installed and needs calibration. The new system may be functional next week.
- 5. Ece Kocak request for raise- This was discussed. Ece Kocak was hired at \$22.00 per hour, not at \$25.00 as the job was posted. She was given a 6-month probation and both parties agreed on continuation of work after 6-months with \$25.00/hour rate. In May, her hours were increased to full time due to the business need and her willingness to step up to help the business at risk, and her pay was increased to \$29.00 per hour due to the emergency need for

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her to fulfill extra responsibilities at that period of time with no other employee left working with the company. At hiring, she was promised \$25.00 at the end of probation. Lauren Stephens recommended that there be no increase at this time. She will receive an annual review in December 2021. Ece Kocak requested a COLA now. This was not awarded. It will be considered by the board when the board considers COLA increases at year end.

6. Stephanie Allen letter from DOE. Discussed and Tom McDaniel will respond.

III NEW BUSINESS

1. Adjustments to Agenda – no adjustments
2. Vacation Rentals meter locations- most of the VR meters have been located. Tom, Lauren and Tracy will do meter reading beginning at 8:30am on August 1st.
3. Master Rate Schedule – increase fine for illegal hook-up/rates for call-outs on the failed systems. The board discussed doubling the labor rates for any call out on a failed system one year after notification that the system needs to be replaced or updated. Jason and Tom recommended two other updates to admin and rate codes. All failed systems must be inspected and pumped annually (or more often at the discretion of the Superintendent depending on his evaluation of the system) at customer expense for all labor and pumping.
4. Board Member Items / Calendar (**Next Regular Meeting on August 19, 2021, at 5:00pm**) -The September meeting will be moved to September 30, 2021.

IV. EXECUTIVE SESSION- none

- V. CONCLUDE: The meeting concluded at 7:08pm

Technician J's Report

JUNE 2021

Plant/District performance for June:

Plant Performance	Monthly
Flow average	.036 MGD
CBOD5 reduction	91.2.2%
Fecal (#/100ml)	00.00
TSS reduction	87.1%
Chlorine average	.37

I/I Performance	
Systems with Tanks to be replaced	12
Percent of Total No of Tanks	5%
# Tanks Replaced Last Month	0

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.

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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

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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 Kimpbell 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.

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- 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 Claim Form Instructions

(RCW 4.96.020)

1. Fisherman Bay Sewer District investigates and works to resolve claims filed by persons who allege that they have been damaged by the District. To pursue a claim against the District, you must file a claim form with the District in the manner set forth below. After the investigation, we will provide a written response to your claim.

2. Please complete the attached form in its entirety, sign it and include any supporting documentation such as pictures, receipts, etc., with this form.

3. The original claim form must be delivered or mailed (regular mail, registered mail, or certified mail, with return receipt requested; any one will suffice) to the District office:

Fisherman Bay Sewer District, PO Box 86, Lopez WA 98262 (mail) or Old Fish bay Lumber Building, 295 Village Road, #201, Lopez Island, WA 98261 (delivery)

Office Hours: Monday - Friday 9:30 a.m. - 4:00 p.m.

4. Only completed and signed paper forms will be accepted.

Forms submitted by e-mail, fax or other electronic means are not acceptable and will be rejected.

Claim Form

Claimant Name: Lopez Island Fire & EMS Date of Birth: N/A

Claimant Address: P.O. Box 1, Lopez Island, WA 98261

Claimant Phone Number: (360) 468-2991 Alternate Number: _____

Date of Incident: 4-30-21 Time of Incident: 4:00 pm

Location of Incident: 2228 Fisherman's Bay

To Whom Reported: Enduris - property coverage provider / Sewer District

Description of incident and conduct or circumstances that resulted in injury or damage:

Sewer District employee left pump in off position after evaluation for an alarm on 4/26/21. On 4/30/21 raw sewage was found coming out of floor drain. The tanks had overflowed into the riser due to pump being turned off.

Description of injury or damages:

Carpet replacement, Biohazard clean-up, sewage infiltrated drywall (replaced and painted)

Photos can be provided via email.

List names of all witnesses or other persons involved, including contact information:

Chief Adam Bigby (360) 472 9689

Statement of damages being claimed, including supporting documentation:

Water mitigation - Kelly Restoration # 4,921.45

Repairs - Kelly Restoration # 2062.91

Repairs - Thorpe works # 650.95 (Drywall & Paint)

Total damages/claimed amount # 7,635.31

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct and that all documentation submitted herewith results from the subject event.

Hsn McMeekin for Enduris

6-2-21

Signature

Date



3809 McDougall Ave
Suite B
Everett, WA 98201-5075

Invoice

Date	Invoice #
6/2/21	5257

Bill To
Lopez IsLand Precint, Law Enforcement Attn: Adam Bigby 2228 Fisherman Bay Rd Lopez Island, WA 98261

Service Address
Same

Job Time	Terms	Tech
05/03/21 10AM	Due on receipt	Ben & Shawn

Item	Description	Qty	U/M	Rate	Amount
Xactimate Estim...	Xactimate Estimate #2021-05-05-1022 Water Damage Mitigation	1		4,544.28	4,544.28T
Discount	Discount - To equal between our 2 billing systems			-0.01	-0.01

Phone #	Fax #	Web Site
		www.kelleyclean.com

Subtotal	\$4,544.27
Sales Tax (8.3%)	\$377.18
Total	\$4,921.45

Make all checks payable to Kelley's Cleaning & Restoration. Mail payments to 3809 McDougall Ave STE B, Everett, WA 98201. Overdue accounts subject to a service charge of 2% per month.

Thank you for your business.	Balance Due	\$4,921.45
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3809 McDougall Ave
Suite B
Everett, WA 98201-5075

Invoice

Date	Invoice #
5/25/21	5251

Bill To
Lopez Island Precint, Law Enforcement Attn: Adam Bigby 2228 Fisherman Bay Rd Lopez Island, WA 98261

Service Address
Same

Job Time	Terms	Tech
5/12/21 10AM	Due on receipt	Ben & Shawn

Item	Description	Qty	U/M	Rate	Amount
Xactimate Estim...	Xactimate Estimate #2021-05-05-1023 Water Damage Repairs	1		1,904.81	1,904.81T

Phone #	Fax #	Web Site
		www.kelleyclean.com

Subtotal	\$1,904.81
Sales Tax (8.3%)	\$158.10
Total	\$2,062.91

Make all checks payable to Kelley's Cleaning & Restoration. Mail payments to 3809 McDougall Ave STE B, Everett, WA 98201. Overdue accounts subject to a service charge of 2% per month.

Thank you for your business.	Balance Due	\$2,062.91
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Drywall & paint

ThorpeWorks
360-298-8223 687090

ORDER INFO	customer's order no.	phone	date	
	name		5-19-20	
	address Lopez Island Fire District			
	city, state, zip			
	sold by Lopez Island wa 98261			
	cash <input type="checkbox"/> charge <input type="checkbox"/> check <input type="checkbox"/>		shipping information	
c.o.d. <input type="checkbox"/> on acct. <input type="checkbox"/> #				

quantity	description	price	total
1			
2	Materials	148	50
3	labor	453	
4			
5			
6			
7			
8			
9			
10		601	50
11	Tax 4.3	49	45
12	Total	650	95
13			
14			
15			
16			

Thank you
Evan Thorp

Keep this slip for reference

Fisherman Bay Sewer District

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BOARD OF COMMISSIONERS

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AGENDA

I. REGULAR BUSINESS

- I. Adjustments to Agenda
- J. Public Access* (guests who address the board will need to identify themselves)
- K. Approval of Minutes: 06/10/2021, 06/15/2021 and 06/24/2021 meeting minutes
- L. Approval of Vouchers and Payroll:
Vouchers of 04/28/2021(\$2,814.26), 06/02/2021(\$2,336.28), 06/14/2021(\$575.39), 06/14/2021(\$314.97), 06/25/2021(\$6,080.21) and 06/25/2021(\$9,202.26) for the General fund 6641, and 05/10/2021(\$2,632.73) and 06/02/2021(\$74,173.97) for the Investment fund 6642.
Payrolls of 06/11/2021(\$10,233.08), 06/25/2021(\$10,972.65) and 07/09/2021(\$9,938.19)
- M. Review of Correspondence
- N. Superintendent's Report
- O. District Operations Technician's Report
- P. Clerk's Report
- Q. Monthly Budget Q & A

II. UNFINISHED BUSINESS

- 7. Contract with customers when issuing connection and the Resolution for Septic Tank Facilities License and Service Contract.
- 8. DOE Loan update.
- 9. Update to Admin Code: Resolution 2021-02
- 10. Update to plant chlorination system.

III. NEW BUSINESS

- 5. Vacation Rentals meter locations
- 6. Master Rate Schedule – increase fine for illegal hook-up/rates for call-outs on Failed systems.
- 7. Board Member Items / Calendar (**Next Regular Meeting on August 19, 2021, at 5:00pm**)

IV. EXECUTIVE SESSION

V. CONCLUDE

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