

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

Friday, July 22, 2022, 10:00am

295 Village Rd #201

MINUTES

- I. CALL TO ORDER- 10:07 AM- Board and Staff in attendance- Kit Ledbetter, Lauren Stephens, Tracy Faulkner, Jason Kramer and Roy Light. One guest- Jordan Stephens
- II. REGULAR BUSINESS
 - A. Adjustments to Agenda- none.
 - B. Personal Appearances (5min limit, speakers must identify themselves)- no comments from guest.
 - C. Approval of Minutes of Regular meeting 6/22/2022- tabled until August meeting.
 - D. Approval of Vouchers and Payroll
 - a. Acct 6641-Claims 6/27/2022 (\$3,057.93), 7/11/2022 (\$3,461.65), 7/13/2022 (\$854.69)
Ledbetter moved to approve; L. Stephens seconded. Approved
 - b. Payroll-June payroll total (\$15,250.41) Includes payroll taxes & Insurance
Ledbetter moved to approve; L. Stephens seconded. Approved
 - E. Review of Correspondence- L. Stephens reported on public records requests from attorneys for Lopez Landings. The request was fulfilled. She also received a request for the Developer Extension Agreement for Lopez Landing. That request was fulfilled on 7/23/2022 and negotiations will continue.
 - F. Superintendent's Report- Attached
 - G. District Operations Technician's Report- Attached
 - H. Clerk's Report- The Acting Clerk, L. Stephens reported on training the new clerk, Rachel Nichols.
 - I. Monthly Budget Report & Monthly Billing Reconciliation
 - a. Confirm Reconciliation- Ledbetter reviewed the reconciliation.
 - b. Discuss Account management. Pay-off of Bond- Begin payments on DOE loan. -Discussed under item B, New Business below.
Transfer funds from 6641 to 6642. Ledbetter moved to transfer \$30,000 from account 6641 (Operations) to account 6642 (Capitol Projects) this will fulfill the budgeted amount for transfer to Capitol Projects. L. Stephens seconded. Approved
- III. UNFINISHED BUSINESS
 - A. Lopez Landing - Developer Extension Agreement. - Discussed above under Correspondence
 - B. Review of Personnel Policy- Attorney Richard Jonson has reviewed the policy. His changes will be incorporated and the document will be brought back in August for approval.
 - C. New Board Member discussion. A letter is going out to registered voters in the district.
 - D. Report from staff on documenting inspections and call outs- Text messages to Jason and Tracy are best for emergency call outs. All inspection documents are saved to the efile account.
- IV. NEW BUSINESS
 - A. Design RFP plan- Kit -Kit reported on a first step in our planning process. He will bring more in August.
 - B. Extend Surcharge – Resolution 2022-06- Kit moved to approve the attached Resolution and L. Stephens seconded. The motion was voted on by roll call vote. It passed with two yes votes.
 - C. Rate Increase and Standby fee- We will add a message to billing August 1 and bring back at August meeting.
 - D. Board Member Items- none
 - E. Next Meeting Wednesday August 24, 2022, 10:00am

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

V. CONCLUDED- Kit moved to conclude, L. Stephens seconded, passed at 11:30am.

Approved 8/24/22
Date

[Signature]
Secretary

[Signature]
Clerk

Technician J's Report

June/July 2022

Plant/District performance for June/July 2022:

Plant Performance	Monthly
Flow average (max .053)	.018 MGD
CBOD5 reduction(min-85%)	97.%
Fecal (#/100ml) Max 66	1
TSS reduction (min-56%)	92%
Chlorine average(min-.05)	.29

I/I Performance	
Systems with Tanks to be replaced	24 systems 47 tanks
Percent of Total No of said systems	24.5% 203 total
# Tanks Replaced Last Month	0

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

1.

Locates

- Nomandy Ln x 2

Project Updates: Part 1-tank replacements

- Working on scheduling the work with King for 3 bldgs on corner of lopez rd/village rd.
- Condo's are on fast track to get their tank replaced at 7&8. Design done and acceptance letter sent.

Project Updates: Part 2- New installs

- Lopez Landing- Designs done
- FLIP- getting close

Plant Maintenance Activities:

- ❖ Mowing...
- ❖ Bulk of the yard waste is removed. Taking more to Buffum's

Planned for next month:

- Continue cleanup of the plant yard debris.
- Put up the fence. Will get hyper focused on this in the next couple of weeks.
- Mowing weekly

District Maintenance Activities

- Islander has 2 more tanks scheduled to pump 7/22, and one more 1500 gallon tank at COHO
- Learned more about locations on Normandy Ln. documented

Planned for next month



Other Significant Items:

Emphasis: Westview Apartments. Inspected it. Brainstorming how to motivate the owner to get update installed. Any suggestions welcome.

Born Electric in Bow contacted about external J-box at Apartments... Met with him Wed. we determined that he will do what he can to bring the electrical up to code. Including intrinsically safe aspects. And replacing the control panel. He will invoice Westview apartments directly .

I (Jason) have gotten my certificate and am Officially an Operator I.

We are working on learning about nutrient removal.

Welcome Rachael. We look forward to working with you.

Superintendent's Report

June 2022

Treatment Plant

We have all the parts needed to replace the influent line at the plant. The repair is going to be interesting as the flow can't stop. With the right preparation it should go smoothly.

Nutrient monitoring for the new permit is working with EDGE and we are doing the required analysis.

With Jason certified as a group I operator, we are now in compliance with our permit.

I reviewed the contract and plans for new construction at Lopez Landing and can find no obvious problems. I am confident things will come up during construction. We need to pay close attention during construction so we get a system we can maintain.

Laboratory

We have one more Performance Evaluation sample to run. Successful completion will finish the requirement for the year.

**FISHERMAN BAY SEWER DISTRICT
SAN JUAN COUNTY, WASHINGTON**

RESOLUTION NO. 2022-06

A **RESOLUTION** modifying the District's rate schedule by extending the surcharge per attached Master Rate Schedule-13, terminating Resolution No. 2021-03

WHEREAS, the District has been imposing a monthly sewer service surcharge of \$5.00 on each home and ERU for the purpose of funding a revenue bond issued in 1995 to the Washington State Dept. of Ecology (Ecology); and that bond will be paid in full on 8/27/2022.

WHEREAS, the District incurred a loan in 2020 from Ecology for the purpose of utility planning and the Board of Commissioners desires to repurpose the aforementioned \$5.00 per month surcharge in order to assist with servicing the 2020 loan from Ecology. Now, therefore,

RESOLVED, by the Board of Commissioners that the \$5.00 per month per ERU sewer service surcharge shall continue until the Board determines otherwise and upon full payment of the 1995 revenue bond issued to Ecology the purpose of the surcharge shall convert to assist with funding debt service on the 2020 planning loan from Ecology: and

RESOLVED FURTHER, that the District rate schedule shall be amended by amending and restating section 10 in its entirety to be as follows:

10. SURCHARGE

A monthly surcharge applies to all customers based on purchased ERUs and is charged in addition to monthly sewer service rates:

Dept. of Ecology debt service: per month, per ERU \$ 5.00

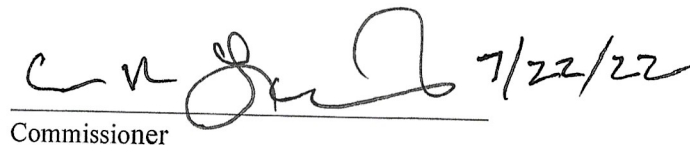
RESOLVED FURTHER, that the District's Master Rate Schedule as amended by this Resolution is hereby ratified, confirmed and approved at a regular meeting of the Board of Commissioners and the foregoing changes shall take effect on September 1, 2022.

ATTEST:

FISHERMAN BAY SEWER DISTRICT COMMISSIONERS


District Clerk


Commissioner


Commissioner