**Fisherman Bay Sewer District**

**P. O. Box 86**

**Lopez Island, WA 98261**

**(360) 468-2131**

**REGULAR MEETING**

**BOARD OF COMMISSIONERS**

**Thursday August 19, 2021 at 5:00PM**

Please email [**clerk@fishbaysewer.com**](mailto:clerk@fishbaysewer.com)for your Zoom invite.

Join Zoom Meeting **Board in Person and Guests via Zoom**  
<https://us02web.zoom.us/j/2686820941?pwd=Q1BhWEdEaHdobEhMZGtzNDFkRnc0QT09>

**MEETING MINUTES**

1. REGULAR BUSINESS
2. Adjustments to the Agenda
3. FLIP Presentation via Zoom - Tom McDaniel will send them an online version of the Stantec Engineering Report
4. Public Access\* (guests who address the board will need to identify themselves)-Bill LeDrew, Randall Wilburn
5. Approval of Minutes: 07/22/2021 Minutes were moved by Tom and seconded by Christopher. Approved.
6. Approval of Vouchers and Payroll: Vouchers of 07/13/21($7946.80), 07/20/21($1168.34), 07/23/21($11491.95), 07/29/21($15141.25), 07/30/21($4103.60); Payrolls of 07/19/21($11167.60) and 07/30/21($10903.16.) All were moved by Lauren and moved by Tom. Approved.
7. Review of Correspondence. Ece presented the Wastewater Treatment Plant Outstanding Performance Award recognition of FBSD in 2020. The award letter is attached.
8. Acting Superintendent’s Report (Roy Light). Staff will gather more information on options for sludge removal. See attachment.
9. District Operations Technician’s Report (Jason) See attachment.
10. Clerk’s Report. See attachment.
11. 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. Tabled.
2. Lopez Landing contract update. Discussed staged payment of Connection fees. Decided that we would not allow it and would follow our Administrative Code on this matter.
3. Report on DOE plant visit August 18, 2021. Discussed as Tom gave a report on the visit that went well.
4. DOE Loan update. Discussed as the payback of the DOE loan begins next August. Tom will send his records on payment to Board
5. Admin Code Resolution 2021-02. Passed as effective as of September 1, 2021; Lauren moved and Tom seconded.
6. Master Rate Schedule resolution 2021-03. New standard rates to be charged for labor and miscellaneous non routine work (Master Rate Schedule 11.) are set in accordance with Washington State Prevailing Wage schedule of 8/19/2021 for Journey Level Plumbers. The basic rate shall be $80.00 per hour and after workhours rate will be $120.00. The rates for any call out or work on Failed systems will be double. ($160.00 per hour for regular and $240.00 for after workhours. Full rate schedule attached. Lauren moved and Tom seconded. Passed.
7. Update on new procedures for payroll and claims. Updated. Passed.
8. SEPA Review. SEPA work is complete. Passed.

III NEW BUSINESS

1. Credit card procedures- receipts to Ece(A.J.) and threshold requiring board approval. Motion made by Lauren and seconded by Tom to allow the Senior Technician to charge up to $1,000.00 on his credit card without approval, and up to $2,000.00 with his board Supervisors approval. Charges above that threshold require board approval. The motion carried.
2. Schedule Board Workshop on funding of Plant upgrade. Scheduled workshop for September 8th, 2021 at 9:00am in the Fish Bay Building meeting room.
3. Sign appointment document for Keith Ledbetter. Kit(Christopher) Ledbetter was nominated by Lauren and seconded by Tom to be the new Board Secretary. The motion carried.
4. Board member items-None.
5. Next month schedule - (Next Meeting: September 29, 2021 10:00am)

IV. CONCLUDE. The meeting was adjourned at 7:00pm.

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Commissioner Clerk