**Fisherman Bay Sewer District**

**P. O. Box 86**

**Lopez Island, WA 98261**

**(360) 468-2131**

**REGULAR MEETING**

**BOARD OF COMMISSIONERS**

**Wednesday September 29 – 10am**

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

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

**MINUTES**

1. REGULAR BUSINESS

The meeting was called to order at 10:04am

Board members- Kit Ledbetter, Tom McDaniel, Lauren Stephens

Staff- Roy Light, Jason Kramer, and Tracy Faulkner all in attendance.

1. Adjustments to the Agenda

Added item 6 in new business. Plan for DOE grant proposal. Delete Executive Session, not needed.

1. Public Access\* (guests who address the board will need to identify themselves)

None

1. Approval of Minutes: 08/4/2021, 08/11/2021, 08/19/21, 9/8/21, 9/10/21, 9/24/21

Tom moved approval of minutes, Kit seconded. Passed 3-0

1. Approval of Vouchers and Payroll: Vouchers Acct **6641** of 08/2/21($2,262.54), 08/17/21($2,242.83), 08/19/21($7,872.49), 09/13/21($7,649.06), and from Acct **6642** 08/10/21($1,084.00) and from acct **6647** 7/23/21 ($48,961.75; Tom moved approval and Kit seconded. Passed 3-0

 Payrolls of 08/2/21($10,903.16), 08/16/21($10,623.71), 8/30 ($9,483.12) and 09/20/21($5,935.80)

Kit moved approval of payrolls; Tom seconded. Passed 3-0

1. Review of Correspondence Received letter from Fire Dept. It will be considered in New Business.
2. Acting Superintendent’s Report (Roy Light) Roy reported on operations at the plant, lab accreditation 2022, sludge pumping, and continuing education.
3. District Operations Technician’s Report (Jason) & (Tracy) Jason presented combined report.

Lauren moved to declare the old truck surplus and direct Jason to dispose of the truck by sale or scrap. Tom seconded. Passed 3-0

1. Clerk’s Report Lauren reported as Acting Clerk. Former clerk Paula LaVoie is helping Lauren learn the clerk functions. Kit moved to pay Paula $40.00 per hour for this consultation work. Tom seconded. Approved 3-0
2. Monthly Budget Q & A Discussed, no action taken.

II. UNFINISHED BUSINESS

1. Lopez Landing contract update- Lauren updated board. Attorney preparing Developer Extension Agreement.
2. FLIP Proposal-Board discussed the most recent proposal from FLIP and directed Tom to continue negotiations.
3. Westview Apartments Failed System- The board discussed the critical nature of the failure at Westview apartments and directed Jason to implement a substantial program of maintenance and pumping to prevent catastrophic failure. Jason will contact the owner about the program and will request a letter from Kyle Dodd at the SJC Dept of Health regarding the failed system and the need for immediate replacement.

III NEW BUSINESS

1. Discussion of unbilled Excess Charges - Lauren reported that the District Attorney says we must charge for all legitimate charges. A letter will be sent in October to all customers regarding the billing errors. October billing will go out correctly for September charges. In November a corrected bill will be sent, and customers will be allowed an extended period to pay off the additional charges.
2. Fire District excess charges- The Fire District asked for relief because they were on a water meter and used the water to fill up pumper trucks for fires. An effluent meter has been installed so this will not be an issue in the future. Clerk will adjust bill for Fire District and SJC who has similar charges per procedure for averaging in Admin Code and will issue a credit against future bills.
3. Condo split bill with one Vacation Rental- The board discussed the case. Clerk will confirm that customer is not ever renting out as VR. If not, customer 1 will pay residential charges each month, customer 2 will pay VR rates and will pay excess charges on gallonage over 6,000 g. one is a flat rate for 3,000 g and the other gets 3000 at regular rates and pays excess over the combined allowable regular gallons.
4. Board member items-
5. Next month schedule- Workshop on Billing- October 13, 10am in office. Regular October Meeting October 20, 10:00am.
6. Plan for DOE Grant Proposal; Discussed, Kit moved to authorize up to $7,000.00 to hire Wilson to prepare a grant/loan proposal to the DOE to fund design documents for plant upgrade and expansion to be submitted in October 2021. Lauren seconded. Passed 3-0

V. CONCLUDE Kit moved and Lauren seconded motion to conclude meeting. Passed 3-0 Ended at 12:31 pm

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Board Secretary Clerk