

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

Wednesday, January 25, 2023, 10:00am

At 295 Village Rd #201 and via Zoom

MINUTES

- I. CALL TO ORDER-10:00 AM Board and Staff in attendance- Justin Jones, Kit Ledbetter, Rachel Nichols, Jason Kramer, Tracy Faulkner. Lauren Stephens via Zoom. Meeting in office and via Zoom.
- II. REGULAR BUSINESS
 - A. Adjustments to Agenda- None.
 - B. Public Comment (5min limit)- None.
 - C. Approval of Minutes of special meetings 12/14/2022. L. Stephens moved to approve, K. Ledbetter seconded, Approved.
 - D. Approval of Vouchers and Payroll
 - a. Acct 6641- Claims- 12/14/22(\$837.14) ,12/22/22 (\$4339.14), 1/3/23 (\$3,821.24), 1/9/23 (\$1577.85), 1/9/23 (\$547.71),1/11/23 (\$314.78), 1/17/23 (\$1,043.46), 1/24/23 (\$861.40)- Kit Ledbetter Moved to approve; Justin Jones seconded. Approved. L. Stephens Abstains.
 - b. Acct 6644-Claims- 1/9/23 (\$4,013.20) Kit Ledbetter Moved to approve; Justin Jones seconded. Approved. L. Stephens Abstains.
 - c. Payroll-December payroll total (\$12,932.91) Includes payroll taxes & Insurance. Kit Ledbetter Moved to approve Justin Jones seconded. Approved. L. Stephens Abstains.
 - E. Superintendent's Report-None
 - F. District Operations Technician's Report- Attached
 - G. Clerk's Report-Attached
 - H. Monthly Budget Report & Monthly Billing Reconciliation
 - a. Confirm Reconciliation- . Kit Ledbetter Moved to approve; Justin Jones seconded. Approved
- III. UNFINISHED BUSINESS
 - A. Design RFP plan- Kit- Discussed
 - B. Liens- Tabled
 - C. FLIP Discussion-Tabled
 - D. Tracy Lab Testing Equipment- Lab Approval- Discussed
 - E. Kit- PSNR Grant agreement Board Member Items- Tabled
- IV. NEW BUSINESS
 - A. Elect officers
 - b. Lauren Stephens Nominated for Board Chair and president. L. Stephens Abstains. Kit Ledbetter Moved to approve; Justin Jones seconded. Approved
 - c. Kit Ledbetter Nominated for Secretary. L. Stephens moved to approve, Justin Jones seconded, Approved.
 - B. Next Meeting Monday February 27, 2023, at 10:00am
- V. CONCLUDED- 10:42AM- Kit Ledbetter Moved to approve; Justin Jones seconded. Approved.

Approved 2/27/2023
Date

C. N. Jones
Secretary

Steven M. Stephens
Clerk

Technician J's Report

Dec 22/Jan 23

Plant/District performance for Dec22/Jan 2023:

Plant Performance	Monthly
Flow average (max .053)	.021 MGD
CBOD5 reduction(min-85%)	96%
Fecal (#/100ml) Max 66	50
TSS reduction (min-56%)	97%
Chlorine average(min-.05)	.25

I/I Performance	
Systems with Tanks to be replaced	20 systems 47 tanks
Percent of Total No of said systems	23% 203 total
# Tanks Replaced Last Month	0

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

1. Museum-brought about identifying the need for the tank to be replaced. Installed a temporary flow meter.

Locates

- 4237 fisherman bay rd.

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Project Updates: Part 1-tank replacements

- Condo 7/8 finished
- Friendly isle bldg. pricing install out. Also Jeff Clark's doing the same. In talks with Trevor (SFX)
- Buffums will be doing the tanks at Grace church under Bill Kimm's license

Continuing Education:

- ❖ Jason- Septic-con Jan 27, 28. Orenco online classes
- ❖ Tracy. Online studying for his test
- ❖ Both-Eastsound and Friday harbor plant tours (nutrient testing)

Project Updates: Part 2- New installs

- Lopez Landing- Designs done
- FLIP- getting close
- Lopez landing project. Corner of fish bay and weeks rd. nothing new

Plant Maintenance Activities:

Nothing to report.

Filled chlorine a couple of times.

Maintaining records

Planned for next month:

- Move forward with archeology on Weeks point way. Drayton is just waiting on us..

District Maintenance Activities

- one more 1500 gallon tank at COHO to be pumped.
- Planning on tank replacments at church, appartments, et.
- Condo 7/8 tank was replaced
- King tides put a few systems under water on Weeks point way. We turned them off until the tide receded.

Planned for next month

- Push upgrades along.

Other Significant Items:

Emphasis: Westview Apartments. Inspected it. Kyle Dodd of San Juan county health has been assisting us with motivation. Bill Kimm has submitted a bid. Awaiting response.

Tracy has scheduled his test,

Jason has applied to schedule for Operator in Training Group 2

CLERK REPORT

January 2023

Called all the Consultant Roster to remind them of our deadline. Also, to see if they were submitting a proposal.

Did my daily routine (grabbing mail, answering emails. Claims, payroll ext.)