

Fisherman Bay Sewer District

P. O. Box 86
Lopez Island, WA 98261
(360) 468-2131

Wednesday, October 19, 2022, 10:30am

At 295 Village Rd #201 and via Zoom

MINUTES

- I. CALL TO ORDER- 10:30AM Board and Staff in attendance- Kit Ledbetter, Lauren Stephens, Justin Jones, Jason Kramer, Tracy Faulkner, and Rachel Nichols. Meeting held in the FBSD office meeting room and via Zoom.
- II. REGULAR BUSINESS
 - A. Adjustments to Agenda- Added Westview fecal coliform as letter C. under new business.
 - B. Public Comment (5min limit, speakers must identify themselves)-None
 - C. Approval of Minutes of Regular meetings 9/21/2022. Kit Ledbetter Moved to approve; Justin Jones seconded. Approved
 - D. Approval of Vouchers and Payroll
 - a. Acct 6641- Claims- 9/23/22(\$2336.50), 10/03/22 (\$361.85), 10/17/2022 (\$4,150.37),10/18/22 (\$705.10). Kit Ledbetter Moved to approve; Lauren Stephens seconded. Approved
 - b. Acct 664- Claims- 10/17/2022 (\$7,364.40). Kit Ledbetter Moved to approve; Justin Jones seconded. Approved
 - c. Payroll-September payroll total (\$20,073.32) Includes payroll taxes & Insurance. Kit Ledbetter Moved to approve; Justin Jones seconded. Approved
 - 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- Confirmed
- III. UNFINISHED BUSINESS
 - A. Lopez Landing Report- Lauren Stephens Reported
 - B. Design RFP plan- Kit- Board planned a process for Justin Jones to edit RFP, then it be sent to Dick Johnson for review. Once reviewed Kit Ledbetter to send out to engineering firms.
 - C. Easements- Lauren Stephens and Rachel Nichols Reported.
- IV. NEW BUSINESS
 - A. 2023 Budget Prep- Discussed.
 - B. Board Member Items-Kit reported on WASWD meeting he attended.
 - C. Westview Apartments- Testing (results attached) revealed fecal coliform on ground surface near failed tanks. Lauren and Tracy will schedule a meeting with the San Juan County Health department to discuss the situation.
 - D. Tracy- Lab Testing Results about Wetland- Attached.
 - E. Next Meeting Tuesday November 22, 2022, 10:00am Justin will participate via Zoom.
- V. CONCLUDED-11:50AM Lauren Stephens moved to conclude; Kit Ledbetter seconded. Approved

Guests and staff should be prepared to wear masks.

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

Approved 11/21/2022
Date


Secretary


Clerk

Technician J's Report

Sep/Oct 2022

Plant/District performance for Sep/Oct 2022:

Plant Performance	Monthly
Flow average (max .053)	.018 MGD
CBOD5 reduction(min-85%)	97%
Fecal (#/100ml) Max 66	<1
TSS reduction (min-56%)	97%
Chlorine average(min-.05)	.13

I/I Performance	
Systems with Tanks to be replaced	22 systems
Percent of Total No of said systems	10% 203 total
# Tanks Replaced Last Month	7

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

1. None

Locates

- Eads RD
- Normandy In

Project Updates: Part 1-tank replacements

- Condo 7/8 scheduled for Nov.
- Friendly isle bldg. pricing install out. Also Jeff Clark's doing the same.
- Diane Walters is having jeff king and bill Kimm install her 3 tanks at the end of oct/first of nov.
- Grace church- updating design
- Vita's working on design

Project Updates: Part 2- New installs

- Lopez Landing- Designs done
- FLIP- getting close
- New Housing Lopez project. Corner of fish bay and weeks rd.

Plant Maintenance Activities:

Fence along south boarder is going up. (the Chain link one.) (the permanent one)

Planned for next month:

- Move forward with archeology on Weeks point way. Held up by finding a contractor. I'm working on getting insurance to work it through A1 Septic.

CLERK REPORT

October 2022

Started to work on getting Easement paperwork for customer files.

We started to imputing our invoices (Claims) in EDEN ourselves.

**FUND 6641
FISHERMAN BAY SEWER GENERAL (OPERATIONS)**

A	B	C	D				E				H	I	J	K	L	
			2022 Actual				2022 Actual									2022 Totals
1	22 BUDGET FUND 6641	2022 BUDGET FUND 6642	2022 AMENDED BUDGET	1ST QTR	2ND QTR	3RD QTR	4TH QTR	1ST QTR	2ND QTR	3RD QTR	4TH QTR	2022 Totals	% OF TOTAL	COMMENTS		
2	BEGINNING BALANCE	21,000.00	33,151.00	33,151.43	75,433.26	78,996.36	-	33,151.43	75%	September						
3																
4																
5																
6	Customer Billings	448,845.00	0.00	114,151.79	107,180.06	120,282.15	-	341,614.00	76%							
7	District	423,845.00		106,480.59	100,506.90	113,110.33	-	320,097.82	76%							
8	Contract	25,000.00		7,671.20	6,673.16	7,171.82	-	21,516.18	86%							
9	Miscellaneous	36,295.00	0.00	17,410.27	14,446.34	24,533.93	-	56,390.54	155%							
10																
11																
12	Sewer Parts Reimbursements	5,000.00		2,208.11	396.97	497.16	-	3,102.24	62%							
13	Application Fees	500.00		600.00	-	-	-	600.00	120%							
14	Lease Income	240.00		60.00	40	40.00	-	140.00	58%							
15	L & I Dividend								0%							
16	NSF Check Fee	25.00							0%							
17	Interest & Excess Charges	30,000.00		11,273.21	5,476.57	17,276.34	-	34,026.12	113%							
18	Miscellaneous and Service Call Income	530.00		2,990.79	1,249.03	941.24	-	5,181.06	978%							
19	Refund from Vendor			278.16	7,283.77	5,779.19	-	13,341.12	#DIV/0!							
20	Insurance premiums & recoveries								#DIV/0!							
21	Transfers-in		0.00						#DIV/0!							
22	Transfers-in from Reserves *		0.00													
23	TOTAL REVENUES	485,140.00	0.00	131,562.06	121,626.40	144,816.08	-	398,004.54	82%							
24	REIMBURSED PARTS															
25	Reimbursements -															
26	Sewer system repair - Parts															
27	NET REIMBURSED PARTS															
28																
29	EXPENDITURES															
30	Employees	239,230.00	-	37,669.49	43,999.85	56,277.25	-	137,946.59	58%							
31	Wages	187,260.00	-	28,857.33	31,949.30	41,981.86	-	102,788.49	55%							
32	Superintendent	26,660.00	-	4,336.05	5,959.50	5,199.15	-	15,494.70	58%							
33	Wages - District Clerk	39,500.00	-	976.13	493.20	10,680.00	-	12,149.33	31%							
34	Superintendent Assistant	70,000.00	-	10,995.41	10,181.60	10,412.71	-	31,589.72	45%							
35	Tech	51,100.00	-	12,549.74	15,315.00	15,690.00	-	43,554.74	85%							
36	Benefits	51,970.00	-	8,812.16	12,050.55	14,295.39	-	35,158.10	68%							
37	FICA (7.65% of total wages)	14,330.00	-	2,266.38	2,502.91	3,231.23	-	8,000.52	56%							
38	L & I	7,230.00	-	2,674.37	1,364.32	1,415.00	-	5,453.69	75%							
39	Medical	29,500.00	-	3,669.15	7,973.22	9,390.15	-	21,032.52	71%							
40	Unemployment (1.66% of total wages)	660.00	-	72.13	66.37	73.48	-	211.98	32%							
41	PFML Premium Assessment	250.00	-	130.13	143.73	185.53	-	459.39	184%							
42	Administrative	79,500.00	-	22,346.33	18,002.06	13,666.05	-	54,014.44	68%							
43	Office supplies	6,000.00	-	140.74	410.60	67.85	-	619.19	10%							
44	Legal services	8,000.00	-	1,015.00	1,642.50	2,610.00	-	5,267.50	66%							
45	Advertising	750.00	-	209.45	108.75	599.00	-	318.20	42%							
46	Training - Tuition	5,000.00	-	152.90	450.00	1,223.68	-	2,046.46	102%							
47	Professional services	2,000.00	-	-	822.78	1,223.68	-	2,046.46	102%							
48	Telephone	4,000.00	-	230.84	1,940.13	812.74	-	2,983.71	75%							
49	Internet Communication 42.4003		-		330.00	330.00	-	660.00								

Reported above
Reported w/ Operating
Supplies

paid quarterly
paid quarterly
paid quarterly
paid quarterly
\$560, Drop box \$487, Web

(6641)		BALANCE PREV MONTH		DEPOSITS		TRANSFERS		CLAIMS		PAYROLL & BENE TTL		CURRENT RUNNING BALANCE	
		10/7/2022	\$ 9,782.15			10/3/2022	\$ 361.85			Estimate	\$ 25,000.00		
		10/14/2022	\$ 18,947.28			10/17/2022	\$ 4,150.37						
						10/18/2022	\$ 705.10						
Beginning balance													
\$	49,742.15		\$ 28,729.43		\$ -		\$ 5,217.32		\$ 25,000.00		\$ 48,254.26		



Burlington, WA Corporate Laboratory (a)
 1620 S Walnut St - Burlington, WA 98233 - 800.755.9295 • 360.757.1400
Bellingham, WA Microbiology (b)
 805 Orchard Dr Ste 4 - Bellingham, WA 98225 - 360.715.1212

Portland, OR Microbiology/Chemistry (c)
 9725 SW Commerce Cr Ste A2 - Wilsonville, OR 97070 - 503.682.7802
Corvallis, OR Microbiology/Chemistry (d)
 1100 NE Circle Blvd, Ste 130 - Corvallis, OR 97330 - 541.753.4946
Bend, OR Microbiology (e)
 20332 Empire Blvd Ste 4 - Bend, OR 97701 - 541.639.8425

Data Report

Client Name: Fisherman Bay Sewer District
 Box 86
 Lopez Island, WA 98261

Reference Number: **22-31486**
 Project: Monthly Nutrients

Report Date: 10/15/22

Date Received: 9/20/22

Approved by: bj,tjb

Authorized by:

Lawrence J Henderson, PhD
 Director of Laboratories, Vice President

Sample Description: Wetland Inf		Wetland Influent		Matrix WW		Sample Date: 9/19/22 10:00 am	
Lab Number: 61390		Sample Comment:				Collected By: Tracy Faulkner	

CAS ID#	Parameter	Result	PQL	MDL	Units	DF	Method	Lab	Analyzed	Analyst	Batch	Comment
7664-41-7	AMMONIA-N	5.77	0.100	0.088	mg/L	10.0	350.1	a	10/5/22	TJB	350.1_221005	
E-10264	TOTAL KjELDAHL NITROGEN as N	7.11	1	0.2925	mg/L	5.0	351.2	a	10/7/22	MSO	351.2_221007	
E-10128	TOTAL NITRATE+NITRITE as N	0.0075 J	0.01	0.0063	mg/L	1.0	SM4500-NO3 F	a	9/28/22	TJB	NO3NO2_220928B	

Sample Description: Wetland Eff		Wetland Effluent		Matrix WW		Sample Date: 9/19/22 10:00 am	
Lab Number: 61391		Sample Comment:				Collected By: Tracy Faulkner	

CAS ID#	Parameter	Result	PQL	MDL	Units	DF	Method	Lab	Analyzed	Analyst	Batch	Comment
7664-41-7	AMMONIA-N	0.15	0.010	0.0088	mg/L	1.0	350.1	a	10/5/22	TJB	350.1_221005	
E-10264	TOTAL KjELDAHL NITROGEN as N	1.55	0.20	0.0585	mg/L	1.0	351.2	a	10/4/22	TJB	351.2_221004	
E-10128	TOTAL NITRATE+NITRITE as N	2.76	0.10	0.063	mg/L	10.0	SM4500-NO3 F	a	9/28/22	TJB	NO3NO2_220928B	

Notes:
 ND = Not detected above the listed practical quantitation limit (PQL) or not above the Method Detection Limit (MDL), if requested.
 PQL = Practical Quantitation Limit is the lowest level that can be achieved within specified limits of precision and accuracy during routine laboratory operating conditions.
 D.F. - Dilution Factor



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Data Report

Client Name: Fisherman Bay Sewer District
 Box 86
 Lopez Island, WA 98261

Reference Number: **22-31024**
 Project: Monthly Nutrients

Report Date: 10/3/22

Date Received: 9/15/22

Approved by: bj,ljh

Authorized by:

Lawrence J Henderson, PhD
 Director of Laboratories, Vice President

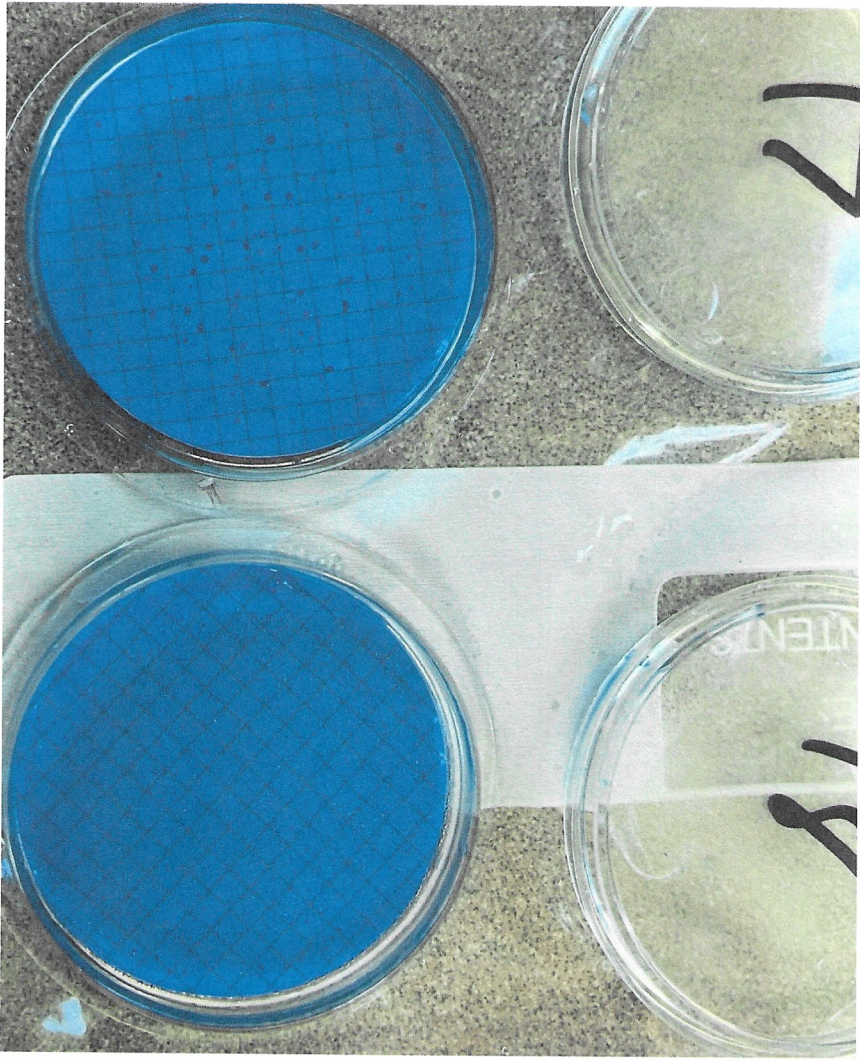
Sample Description: Eff Effluent Weir								Matrix WW	Sample Date: 9/14/22 9:00 am			
Lab Number: 60405		Sample Comment:						Collected By: Tracy Faulkner				
CAS ID#	Parameter	Result	PQL	MDL	Units	DF	Method	Lab	Analyzed	Analyst	Batch	Comment

7664-41-7	AMMONIA-N	0.13	0.010	0.0088	mg/L	1.0	350.1	a	9/29/22	TJB	350.1_220929	
E-10264	TOTAL KjELDAHL NITROGEN as N	1.63	0.20	0.0585	mg/L	1.0	351.2	a	9/30/22	TJB	351.2_220930	
E-10128	TOTAL NITRATE+NITRITE as N	2.70	0.10	0.063	mg/L	10.0	SM4500-NO3 F	a	9/28/22	TJB	NO3NO2_220928B	

Sample Description: In Influent Weir								Matrix WW	Sample Date: 9/14/22 9:00 am			
Lab Number: 60406		Sample Comment:						Collected By: Tracy Faulkner				
CAS ID#	Parameter	Result	PQL	MDL	Units	DF	Method	Lab	Analyzed	Analyst	Batch	Comment

7664-41-7	AMMONIA-N	83.3	0.500	0.44	mg/L	50.0	350.1	a	9/29/22	TJB	350.1_220929	
E-10264	TOTAL KjELDAHL NITROGEN as N	81.9	10	2.925	mg/L	50.0	351.2	a	9/30/22	TJB	351.2_220930	
E-10128	TOTAL NITRATE+NITRITE as N	0.0075 J	0.01	0.0063	mg/L	1.0	SM4500-NO3 F	a	9/28/22	TJB	NO3NO2_220928B	

Notes:
 ND = Not detected above the listed practical quantitation limit (PQL) or not above the Method Detection Limit (MDL), if requested.
 PQL = Practical Quantitation Limit is the lowest level that can be achieved within specified limits of precision and accuracy during routine laboratory operating conditions.
 D.F. - Dilution Factor



Westview fecal coliform testing

WestView Apartments.



Where the sample was
pulled from.