**Fisherman Bay Sewer District**

**P. O. Box 86**

**Lopez Island, WA 98261**

**(360) 468-2131**

**REGULAR MEETING**

**BOARD OF COMMISSIONERS**

**Wednesday October 20, 2021 – 10am**

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

ZOOM LINK AVAILABLE AT fishbaysewer.com

**Minutes**

I. REGULAR BUSINESS- The meeting was called to order at 10:10AM. Tom McDaniel, Kit Ledbetter, Lauren Stephens, Jason Kramer, and Roy Light were in attendance.

1. Adjustments to the Agenda -There was one adjustment to the agenda. Item 2 under New Business was removed.
2. Public Access\* (guests who address the board will need to identify themselves)- No members of the public chose to address the board.
3. Approval of Minutes: 9/29/2021, 10/6/2021, - Tom moved, and Kit seconded a motion to approve the minutes as submitted. The motion carried.
4. Approval of Vouchers and Payroll: Vouchers **ACCT** **6641** 9/21/2021 ($2,416.41), 09/27/21($5,616.31), 09/27/21($8916.52), 09/28/21($180.00), 10/11/2021 (19,799.48), 10/13/21 ($2,312.33) **ACCT 6642** 09/28/21($1,877.23)

**ACCT 6647** 10/11/2021 ($24,414.92)

Tom moved and Kit seconded a motion to approve the vouchers as submitted. The motion carried.

Payrolls of 09/27/21 ($7,057.80), 10/11/2021 ($5,398.09)- Lauren moved and Tom seconded a motion to approve the payroll as submitted. The motion carried.

1. Review of Correspondence- Lauren presented correspondence from a customer regarding their bill and a news article about a grant Eastsound Sewer District received from Washington State brought to the office by a customer.
2. Acting Superintendent’s Report (Roy Light) - Report attached
3. District Operations Technician’s Report (Jason Kramer) & (Tracy Faulkner)- Report attached.
4. Clerk’s Report- Acting clerk, Lauren Stephens reported on various challenges she is encountering fixing errors by the previous clerk. These include missed filing of L&I Taxes, and a major mistake in Quick Books payroll that she is working with Quick Books to correct.
5. Monthly Budget Q & A-The clerk will share financial reports from San Juan County with the board in the future to see if they provide enough information to assess the financial condition of the district. Reports attached.

II. UNFINISHED BUSINESS

1. Lopez Landing contract update- no update
2. FLIP Proposal-Tom reported that he is waiting for a response from Bill LeDrew with FLIP on the contract.
3. Review Grant Submittal-Wilson will pay for proposal submission to DOE for a grant. A preliminary decision will be made by January 2022 and official approval will come after the legislative session ends in June 2022.
4. Moratorium on late fees extension- Tom moved and Kit seconded a motion to extend the moratorium on late fees through the end of 2022. The motion passed.

III NEW BUSINESS

1. Computer upgrade-This item was tabled until November.
2. ~~Toyota title~~
3. Discuss Contract for Design Work- This was discussed. No decisions were made.
4. Customer Studio with bathroom- The board discussed the issue and directed the Senior Tech to make a decision based on the Master Rate Schedule.
5. Warning Letter from DOE- The reasons for the letter were discussed. Letter attached. No action needed.
6. Board member items- Tom mentioned that the Wilson plan calls for rate increases for the next 4 years to bring FBSD income to a level to support the expansion/upgrade plan. This issue will be an agenda item for the next meeting. Lauren asked Jason to look at the Housing Lopez project and discuss long term access to the tanks with the project owners.
7. Next month schedule- Special meeting re: billing- the board set a tentative date for a special meeting to discuss billing issues for 9am on November 17 before the regular meeting. Tom and Kit will edit a letter to go to customers who were incorrectly billed and who will be receiving corrected bills. The clerk will send the letter to the effected customers before the correction billing goes out.

Regular meeting November 17, 2021, 10am

V. CONCLUDE Lauren moved and Kit seconded a motion to conclude the meeting at 11:45am. The motion carried.

Approved date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Board Secretary Clerk