

Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Wednesday November 17, 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- Meeting called to order at 10:04am. In attendance: Roy Light, Lauren Stephens, Tom McDaniel, Kit Ledbetter, Jason Kramer, Tracy Faulkner.
 - A. Adjustments to the Agenda: Add item 3 unfinished business-Aero Mod, Add item 3 new business- DOE Grant for Nutrient Removal. Executive session removed.
 - B. Public Access* (guests who address the board will need to identify themselves)
 - C. Approval of Minutes: 10/20/2021- one correction Item 4 unfinished business- year on motion 2021.
 - D. Approval of Vouchers and Payroll: Vouchers **ACCT 6641**- 10-25-2021(\$23,414.40), 11-1-21 (\$7,267.86), 11-12-2021 (\$1,747.63)
ACCT 6642 10-25-21(\$2,526.35)
ACCT 6647- 10-25-2021(\$3,170.77) - Kit moved to approve vouchers, Lauren seconded, passed.
PAYROLL- 10/25/2021 (\$6,932.54), 11/8/21(\$7,522.26) Kit moved to approve payroll, Tom seconded, passed.
 - E. Review of Correspondence- none
 - F. Acting Superintendent's Report (Roy Light)- report attached. Motion on one time reimbursement made by Lauren to reimburse Roy for delay returning to Orcas due to ferry cancellation for ½ the hours he sat at the terminal (4hours). Kit seconded. Passed
 - G. District Operations Technician's Report (Jason Kramer) & (Tracy Faulkner)- Report attached.
 - H. Clerk's Report-report attached.
 - I. Monthly Budget Q & A – discussed financial report timing. New report to be produced for Dec. 15 meeting.
 - a. Planning for 2022 budget. Cola, merit raises, new clerk.-Discussed budget- board guidance for 2022 budget prep is to follow San Juan County Cola increase, budget 5% per employee for merit raises (not automatic), budget \$30.00 per hr. for new clerk starting in March.
 - b. January restore finance charges for past due accounts. Motion made by Lauren and seconded by Kit to restore finance charges for past due accounts starting in January. Passed.

II. UNFINISHED BUSINESS

1. Lopez Landing contract update- none
2. FLIP Proposal- Clerk needs to submit new agreement to attorney for review.
3. Aero-Mod- Tom reported that Global Sampson is the local rep for Aero-Mod and would like to meet and schedule a visit to Crystal Mountain facility with Aero-Mod system. Tom will share contact information.

III NEW BUSINESS

1. Computer upgrade- tabled until fund balance increases.
2. Toyota title-Clerk needs to advertise.
3. Doe Grant- Nutrient Removal- We have received a \$152,000.00 allocation for a grant for study of nutrient removal. Proposal for use of funds due at the end of March 2022. May explore using funds toward some work done by Wilson Engineering. Keep on agenda for further discussion.
4. Board member items- If Tom resigns from the board, we need to find a good candidate to fill the vacancy.

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

Tom mentioned that the DOE is concerned about the Wilson recommendation that FBSD raise rates 8% per year for the next few years to prepare for plant upgrade loan repayment. We will discuss rate increases at a future meeting.

- 5. Next meeting schedule- 2022 Budget Hearing & followed by Special Meeting Monday, Nov. 29, 2021-11am.
Regular meeting December 15, 2021, 10am

IV. EXECUTIVE SESSION

- V. CONCLUDE Kit moved to conclude the meeting at 12:17pm. Lauren seconded. Passed.

Approved Date 12/15/21

 12/15/21
Board Secretary


Clerk

Superintendent's Report

October 2021

Treatment Plant

We finished sludge removal from L2 for the year. It looks like it will be fine until at least next summer. We will start pumping the water back into the treatment system when flows are lower.

The wetland is doing as well as can be expected. Heavy rain washes particulates through the effluent that impact our TSS removal. We are well within permit so far. The problem is that the solids in the wetland appear in the effluent at the same time as the influent is low strength from infiltration. It will be an interesting winter.

We built a battery backup for the chlorine injector pump out of an old computer backup and a deep cycle battery. It's not fully tested yet but, I ran it all day and it did fine and charges back up. It will at least run overnight so we don't have to respond to the plant for power outages.

Laboratory

The lab is functioning well with all internal controls working properly. All performance evaluations are submitted to the supplier and we are waiting for results.

I have input the new lab information into our renewal portal. I am just waiting for the test results to submit our lab renewal. I'm concerned we won't get the results back before the lab renewal deadline. In the past they have allowed provisional approval pending PE results. We will see what happens. We couldn't get the PE testing done until the lab was operational so, it will be close. It depends on if the ecology lab administrator will give a little room.

Technician J's Report

October 2021

Plant/District performance for September:

Plant Performance	Monthly	I/I Performance	
Flow average	.019 MGD	Systems with Tanks to be replaced	19 systems 33 tanks
CBOD5 reduction	94.76.%	Percent of Total No of said systems	6.6% 232 total
Fecal (#/100ml)	<1	# Tanks Replaced Last Month	3
TSS reduction	88.1%		
Chlorine average	.1		

Effluent Meter Installations to do:

1. County Shop
2. Burgis on weeks point way

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

1. Condo 7/8- pump failure.

Locates

1. One on Whiskey h11/2021ill. Out of district.

Project Updates: Part 1-tank replacements

- See attached list

Project Updates: Part 2- New installs

- Lopez Landing- Designs done, waiting for process of install.
- FLIP- getting close

Plant Maintenance Activities:

Completed this month:

Toyota pickup.. Is it ready to go?

Aerator motors in Bellingham.. 2 motors are in great shape. Waiting for the last one to be tested.

Roy finished moving sludge from the polishing chamber to L1. We should be good for a few years now.

Trash is 90% cleaned up.

Trash pickup changed to bi-weekly instead of weekly.

Planned for next month:

- Continue removal of surplus equipment (Toyota)
- Burn yard debris
- Continue cleanup of the plant
- Study for Operator in training scheduled for Tracy

District Maintenance Activities

Inspections.. working on doing all to determine where we are. Commercial inspections are all finished.

Float replacements started for found cracked floats or swollen wires on them. Or both

Planned for next month

- Septic inspections on residential

Weeks Point Way Replacement:

Archeological. Meeting Friday 11/12/21

- Weeks Point Way- Archeological issues. Will need many more test holes before being able to bore. Some hand digging at Sorensens. Archeologist on site as well for duration of the project. Need more funding. How to proceed?

Other Significant Items:

Weeks point way project.:

Visited with Wayne(engineer) and Stacy (archaeologist). Tribes want lots more core and hand sampling to check for remains. Still need wetland report from Scott. I'll be following up with that. Stacy will be getting cost for the testing. Sounding like another \$40k before we even start the project. We might be able to do some cost share with Sorrenson's. They are working on a project that needs archeology too. Their place will be the most expensive because it is inside the archeology boundary. We have submitted an emergency archeology plan with the county for if there is a leak.

FLIP Service Agreement:

Nothing new to report

Lopez Landing Service Agreement:

Nothing new to report

Other:

Emphasis: Westview Apartments. Inspected it. It will need pumped again in Dec.

Jason- Passed the operator test. Waiting for card in the mail. Operator 1

CLERK REPORT 11-16-21

New hook ups and eru's

The six new hook ups are coming on line this month. They will be billed like Loho with just one bill for the group of homes. They will receive a prorated bill for November (Dec1 bill) and then full bills thereafter.

We received the purchase payment today for 1 additional ERU for the new vicarage house at Grace Church. Jason can now give them a letter of availability for the permit package.

Billing and Accounts Receivable

The billing process went well in November. I am still making little corrections in the database, but December should be even better. In November we have received payments that have brought many past due accounts current. I have emailed customers with balances past due over 90 days. There are only 5 of them but the combined total owed is almost \$5,000.00.

Jason and Tracy have been doing a good job providing me with invoice information for work they are doing in the district servicing our customers. This has helped a bit with our financial situation.

Taxes and Reporting to State and Federal Government Agencies

We are now up to date with payroll taxes, B&O taxes, L&I taxes and associated filings.

2021 Budget and 2022 Budget

Paula and I have been working on our budget documents and will meet later this week to go over the 2022 Budget. At the regular November meeting we need to discuss a few things that will go into the calculations for next year. These include COLA raises, merit raises, and planning for filling the clerk position. I have advertised for the budget hearing on November 29 and believe we will be ready with our 2021 amended budget and the 2022 budget due to SJC November 30.

Payroll Moving to San Juan County

Now that I am caught up on some of the clerk functions, I will be pressing forward to move payroll functions to San Juan County. One issue I have identified is our complicated sick leave, holiday, and personal day policies. I hope to change them to mirror SJC policies which will make it easier for them to administer. We will have to take board action in December to adopt new policies. I would like to have board approval for this approach.