

# Fisherman Bay Sewer District

P. O. Box 86

Lopez Island, WA 98261

(360) 468-2131

REGULAR MEETING

BOARD OF COMMISSIONERS

Wednesday December 15, 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. Kit Ledbetter, Tracy Faulkner, Jason Kramer, Roy Light, Tom McDaniel and Lauren Stephens all present.
  - A. Adjustments to the Agenda- Delete Executive Session and Flip Proposal
  - B. Public Access (5min limit -guests who address the board will need to identify themselves)- No public comments.
  - C. Approval of Minutes: 11/17/21 Workshop, 11/17/2021 Regular Meeting, 11/29/21 public hearing & special meeting. Tom moved and Kit seconded a motion to approve the Minutes as submitted. Passed
  - D. Approval of Vouchers and Payroll: Vouchers **ACCT 6641**- 11/12/21 (\$1,747), 11/15/2021 (\$8,202.84), 11/29/21 (\$29,643.15) Kit moved and Lauren seconded a motion to approve the Vouchers. Passed.  
**ACCT 6642**  
**ACCT 6647**- 11/15/21 (\$2,690.75)  
**PAYROLL**- 11/22/21 (\$6,760.98), 12/6/21 (\$5,169.31) Kit moved and Lauren seconded a motion to approve the Payroll. Passed.
  - E. Review of Correspondence- Letter from Edge Analytical- increasing rates 1/2022 10%.
  - F. Acting Superintendent's Report (Roy Light)- Roy submitted a report (attached). The balance in the lab needs to be replaced. Lauren moved and Kit seconded a motion to replace the balance with a spending limit of \$4,000.00. Funds to come from 6642 as a capital expenditure. The motion passed.
  - G. District Operations Technician's Report (Jason Kramer) & (Tracy Faulkner)- Report attached.
  - H. Clerk's Report- attached
  - I. Monthly Budget Q & A- discussed
- II. UNFINISHED BUSINESS
  1. Lopez Landing contract update- no report
  2. ~~FLIP Proposal~~
  3. DOE Grant for Nutrient Removal (proposal due March 2022)- Tom will talk to Wilson about the plan which may include payments and expectations and report back.
  4. Audit Letter and scheduling. Materials due in Bellingham Tuesday, January 18, 2022. Lauren will sign the audit agreement letter.
  5. 2021 Billing corrections update. Lauren is working on a final audit of accounts with changes. The letter (attached) went out December 4 to 25 commercial customers.

## III NEW BUSINESS

1. Computer upgrade (funds to come from 6642 capital expenditure) Kit moved and Tom seconded a motion to replace the two computers at the plant with new computers for approximately \$1,200.00. Passed.  
Toyota – declare vehicle surplus. Lauren moved and Kit seconded a motion to declare the 1993 Toyota pick up truck surplus. The value of the truck is less than \$2,500. (see below) so Jason can now dispose of the truck.  
Regarding the truck, the first step is for the Board to declare it as surplus. The procedure depends on its value. Here is the statute that applies to equipment:

**RCW 57.08.015**

**Sale of unnecessary property authorized—Notice.**

The board of commissioners of a district may sell, at public or private sale, property belonging to the district if the board determines that the property is not and will not be needed for district purposes and if the board gives notice of intention to sell as in this section provided. However, no such notice of intention shall be required to sell personal property of less than two thousand five hundred dollars in value.

The notice of intention to sell shall be published once a week for two consecutive weeks in a newspaper of general circulation in the district. The notice shall describe the property and state the time and place at which it will be sold or offered for sale, the terms of sale, whether the property is to be sold at public or private sale, and if at public sale the notice shall call for bids, fix the conditions of the bids and reserve the right to reject any and all bids for good cause.

2. Pay for training time (letter from Dick Jonson)- letter attached.
3. Paid Family Leave obligation not paid- 2019, 2020,2021 – no penalty but about \$5400.00 in overdue acct. All reporting is up to date, but a payment needs to be made as soon as the correct amount is known.
4. 2022 Board Calendar- Lauren moved and Kit seconded a motion to approve the draft 2022 board calendar (attached) Passed.
5. Board member items-Tom- Schedule a meeting to approve the agreement for service with Flip. The special meeting is scheduled for Wednesday, December 29 at 9:00am.  
Tom wants to see an analysis at the January board meeting of I&I issues and possible solutions to the problem. It will be on the January Agenda.
6. Next meeting schedule- January 19, 2022 10:00am.
7. COLA increase start date 2022- SJC amount for 2022 is 2.75% Lauren moved and Kit seconded a motion to give all employees a COLA increase of 2.75% effective January 1, 2022. Passed.
8. Morgantown system- This system is aging and needs replacement. The board discussed issues presented by Jason Kramer about the challenges there and the need for tanks to serve multiple households. The board directed Jason to work out a plan for serving Morgantown with a new system. Multi-household service would be in the plan. He will bring the plan back to the board.

#### IV. EXECUTIVE SESSION

V. CONCLUDE: Lauren moved and Tom seconded a motion to conclude the meeting at 11:30am. Passed.

Minutes Approved 1/19/2022  
Date

  
Board Secretary

  
Clerk



**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 Cir., Ste. A2 - Wilsonville, OR 97070 - 503.682.7802  
**Corvallis, OR** *Microbiology/Chemistry (d)*  
540 SW Third Street - Corvallis, OR 97333 - 541.753.4946  
**Bend, OR** *Microbiology (e)*  
20332 Empire Blvd Ste F4 - Bend, OR 97703 - 541.639.8425

November 11, 2021

Fisherman Bay Sewer District  
PO BOX 86  
Lopez Island, WA 98261

Dear Valued Edge Client,

Due to recent economic pressures, including raw material shortages, labor challenges, supply chain issues, increased costs for transportation, increased costs for lab supplies and other miscellaneous cost increases, our internal costs have been going up significantly. We have absorbed these costs for some time now, but due to these uncontrollable circumstances, we are implementing a price increase on all of our standard book prices.

Effective January 1, 2022, Edge will raise our pricing by approximately 10%. Please consider this letter your official notice of the price increase.

We recognize that you share in some of the same challenges. We are like you, committed to our clients. We understand the importance of making sure we produce reliable data to ensure the health and safety of our communities. Our professional staff have worked through all of this, in person, as we did not have the luxury of testing from our homes. This is a testament of who we are and our commitment to analytical excellence.

If you have any questions on your current or future pricing, please feel free to contact Sandy Skrabut at [sskrabut@edgeanalytical.com](mailto:sskrabut@edgeanalytical.com).

Thank you for choosing Edge for your testing needs. We sincerely appreciate your business and thank you for your patience in these difficult times.

Respectfully,

Edge Analytical Management

CORRESPONDENCE



## Superintendent's Report

November 2021

### Treatment Plant

My Operator Certification is renewed for another year.

Heavy rains in November are impacting the treatment process. Flows were very high during heavy rains. This caused a backup in the influent flume as the water was coming in faster than it was going out. We resolved the problem temporarily by opening valves that bypass the anaerobic cell. The problem seems to be the line between L2 and the first cell of L3. I am planning on using Jason's jetter to clean the partial obstruction. It is possible that the line isn't big enough for the extreme flows. The plant was not designed to handle flows that extreme. We will know more after we jet the lines.

### Laboratory

I am in contact with the personnel evaluating our lab renewal. It's going well so far. The delay on ecology's part in examining the application gave us time to get the performance evaluation results back.

I'm having a problem with the analytical balance in the lab. It should be capable of measurement of 0.1 mg. That is one ten thousandth of a gram. In our case the balance isn't performing at that level. It is an "economy balance". I suspect that something is wrong with it. I can't send it in for repair because we have to have it every week to do the testing. I recommend that we purchase a new balance and then have this one repaired as a backup. I have three candidates for consideration:

Ohaus AX124 at \$2550.00 from NCL

Ohaus OE120-C at \$3123.75 from NCL

Mettler Toledo ME104TE at \$3310.00 from Cole Parmer Scientific

I realize that funding is tight and we will try to work with what we have if we can't afford it now.

*SUP REPORT*



# Technician J's Report

## November 2021

Plant/District performance for November:

Plant Performance	Monthly	I/I Performance	
Flow average (max .053)	.032 MGD	Systems with Tanks to be replaced	19 systems 33 tanks
CBOD5 reduction(min-85%)	94.76.%	Percent of Total No of said systems	6.6% 232 total
Fecal (#/100ml) Max 66	1.5	# Tanks Replaced Last Month	0
TSS reduction (min-56%)	91.04%		
Chlorine average(min-.05)	.17		

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

1. Joe Green. Pipes came disconnected. Water shot up when pump would engage. Glued it back together, and all is good now.
2. 12/4 Sat. 3157 Fisherman Bay rd. floats were hung up on each other.
3. 2606 Fisherman Bay Rd. reports of backing up in the house. Tracy did inspection. Water level is high. Outlet filter on first tank was clogged. Assume lack of maintenance.

Locates

- Bank for Ken Bair, for fiber.
- 196 Weeks point way for ditching for Mathew Bailey

Project Updates: Part 1-tank replacements

- See attached list

This month's rain, (Atmospheric Rivers x 4), have shown us the infiltration problem is extreme. We had to open valves letting influent into the 2<sup>nd</sup> chamber to keep the influent flume from overflowing. Influent coming into the plant was at 102,000 gallons coming into the plant as an average for the day. To compare, we average 20-30 thousand gallons without rain. After only ¼" of rain on Nov 9, the flow maxed out at 91,000 gallons. This shows that the ground is super saturated and any water coming down is going right into all the leaking tanks.

- New to the list is Vita's. found because of water intrusion, because of new effluent meter.

## Other Significant Items:

**Emphasis:** Westview Apartments. Inspected it. Trying to schedule an Electrician to add external J-box. Only one option because it's commercial, so looking like January. I was contacted for a copy of letter of availability for financing purposes.

Tracy received his email approving him to test for Operator 1 in Training. hoping to schedule within a week.

12/10/2021 Grace Episcopal Church: Tracy and I met with George Leboutillier and Don Langrock to talk about why the septic tanks need to be replaced. They new about the root intrusion. We explained about water intrusion and how the possibility of septic leakage, which is common with those oval shaped tanks, are issues. We will be installing an effluent meter to see how much infiltration there is. They were informed that a year after notice, they will be charged for inspections, pumping, and any other work. They would like to know if they can put the tank in for the new house without changing the tanks. This will give the opportunity to rebuild funds again to be able to install new tanks at the church.

12/14/21 Installed effluent meter at Grace church.

Who	Address	Level of failed	Date notified	current status
Gene Bourma (westview apartments)	tpn 251541006000	not leaking, but failed for size and lack of upgrades	11-Jan-18	Re-reviewed plans. Still ok.
Annie Albritton (friendly iste building)	182 Lopez Rd.	water intrusion, single chamber	1-Oct-21	No response
Jeff Clark (lopez island therapy)	192 Lopez road	out of spec. showing signs of water intrusion	Jul-21	scheduled to talk to designer in Nov.
LCLT Morgantown.	fish bay	out of spec. having alarm calls.	21-Sep	working on funding
LCLT Coho	fish bay	out of spec. not urgent. Tanks in good shape	21-Sep	working on funding. Not failed
LCLT Inisfree	milagra	Major water intrusion at all tanks, root intrusion	winter 20/21	starting working on funding
View to the west	46 Weeks point way	Not sized right for Vacation rental. Oval shape.	21-Jul	motivated.. Working with bill kimm
Burgess	62 Weeks point way	Root intrusion	2020	Notified need for upgrade because of vacation rental use. Email 11/2021
Ritter	3101 Fisherman Bay Rd	out of spec, water intrusion	21-Aug	Bill Kimm working on design as of 11/10/2021
skidmore	433 lopez rd		8-Jun-20	Replacement design done and approved.
Speiker	551 Lopez Rd	undersized outdated	2018	Not failed.. Undersized.
LCLT duplex	45 pear tree ln	undersized outdated having failures	4/28/2020	Design accepted by district. Will work on funding and finishing 2022
Fragnoli	37 Washburn	undersized, many deficiencies	12/28/2020	notified at point of sale.
Cawley (bob jacobson)	95 seascape	outdated, out of spec.		Noted may 2, 2019 deficient, not failed. Working on new design
Condo #11/12	127 lopez rd	Single 1500? For 2 residences.	5/15/2018	First follow up letter sent 11/10
condo #7/8	127 lopez rd	plastic tank. H2o levels too high, pump tank-1 access, multi	5/15/2018	First follow up letter sent 11/10
Banner Bank	Weeks rd	root intrusion, and outdated system.	10/1/2021	No response
grace church	70 Sunset ln	Root intrusion	11/23/2021	Design finished.
Vita's	77 Village Rd	Water intrusion/ out of spec	12/14/2021	motivated.. Working with bill kimm

67% of all tanks  
have been inspected.

I & I huge.

Estimate - failed →

Tracy - effluent metals →

on oval tanks →

VIDEOS →

→



## **Clerk Report**

**12-15-2021**

Goode- change to residential.

Paid Family Leave- All reporting to the state is up to date. We are waiting to learn what we owe.

Transition to county for payroll- Transition is going well and will begin January 1, 2022.

QB problem from AJ- The incorrect reporting of pay for Jason and Roy has been corrected by Paula in Quick Books.

Billing Audit report- Audit will happen in January. Lauren will sign the audit letter.

Billing concerns over gallonage- Customers are concerned about larger bills but understand when it is explained to them.

*CLERK REPORT*



**Office of the Washington State Auditor  
Pat McCarthy**

October 22, 2021

Board of Commissioners  
Fisherman Bay Sewer District  
PO Box 86  
Lopez, WA 98261

We are pleased to confirm the audit to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the Fisherman Bay Sewer District. This letter confirms the nature and limitations of the audit, as well as responsibilities of the parties and other engagement terms.

**Office of the Washington State Auditor Responsibilities**

**Accountability Audit**

We will perform an accountability audit of compliance with applicable state laws, regulations, and policies, and of controls over the safeguarding of public resources for the fiscal years ended December 31, 2018, 2019 and 2020. The audit will be conducted in accordance with provisions of RCW 43.09.260 and the Office's audit policies, which include policies specific to these types of audits and general audit policies. Our general audit policies apply to all our engagements and incorporate the requirements of *Government Auditing Standards*, as applicable, on topics such as communications with auditees, independence, audit evidence and documentation, and reporting.

An accountability audit involves performing procedures to obtain audit evidence about compliance and controls in areas selected for audit. In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. The areas examined and procedures selected depend on the auditor's judgment, including the assessment of the risks of fraud, loss, abuse, or noncompliance.

Upon completion of our audit, we will issue a written report describing the overall results and conclusions for the areas we examined.

**Data Security**

Our Office is committed to appropriately safeguarding the information we obtain during the course of the audit. We have entered into a data sharing agreement with the District to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56 and OCIO Standard 141.10) in the handling of information considered confidential.

### Reporting levels for audit issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report.
- **Management letters** communicate control deficiencies, non-compliance, misappropriation, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

### Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. Management's responsibilities, with oversight from the governing body, include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.

### Responsibilities at the conclusion of the audit

At the conclusion of our audit, the District will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the District's legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the District's own letterhead.



**Estimated Audit Costs and Timeline**

We estimate the cost of the audit work to be \$10,000 and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be published on our website [www.sao.wa.gov](http://www.sao.wa.gov) to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor’s Report on Accountability	February 2022

*\*Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, District’s management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

**Expected Communications**

During the course of the audit, we will communicate with the District’s selected audit liaison, Board Chair Lauren Stephens or designee, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the District’s request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

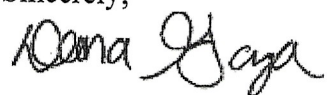
**Audit Dispute Process**

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,



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Audit Manager Deena Garza                      October 22, 2021  
Office of the Washington State Auditor

**District's Response:**

**This letter correctly sets forth our understanding.**

 12/15/21  
Board of Commissioners                      Date

# Fisherman Bay Sewer District

P.O. Box 86

Lopez Island, WA 98261

Phone – (360) 468-2131

Plant – (360) 468-2724

Dear Customer,

December 4, 2021

The Fisherman Bay Sewer District has undergone a major transition over the last eight months. We have made important upgrades to our wastewater processing plant and laboratory and have completed a new Comprehensive Plan for the District. We are planning a needed plant upgrade and expansion to create increased capacity and meet upcoming government regulations.

A difficult part of this period is that we have endured a 100% employee turnover. During the transition we have found serious billing errors on several accounts. We have conducted a detailed audit of the billing for each account over the last several months. We have consulted with our attorney regarding this issue. His response was that we must bill for all the services we provided. Below you will see part of his response.

When a utility discovers it has undercharged a customer, it generally must collect the amount of the undercharge for at least two reasons. First, to do otherwise could be considered an improper [gift of public funds](#). Second, waiving or foregoing collection of utility undercharges may violate the public policy against rate preferences as stated in *Housing Authority v. NE Lake Washington Sewer & Water Dist.* 784 P.2d 1284, 1288 (1990).

Fortunately, we have accurate meter readings for all commercial accounts and will correct each account. If you were underbilled, a special billing in December will show the amount of the underbilling and that amount will be added to your amount due. We are obligated to collect this amount. However, we are allowed to grant a grace period for full collection. If you were underbilled you have until October 30, 2022, (ten billing cycles), to pay the past sewer charges. After this date we will begin adding late fees.

If you were overbilled, you will receive a credit to your account in December that will be used to discount your bills until the credit is used.

We apologize for this issue and have corrected the problem going forward. Billings in October, November, and December are all correct. If you have any questions about this process, please do not hesitate to contact us.

Sincerely,  
Lauren Stephens  
Acting Clerk, Fisherman Bay Sewer District

*unpublished business*  
#15



**Clerk**

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**From:** Lauren Stephens  
**Sent:** Wednesday, December 15, 2021 2:30 PM  
**To:** tmtempe@sbcglobal.net; Ledbetter Kit; Tech; Roy Light; superintendent; Clerk  
**Subject:** Fwd: Employee Training

Sent from my iPad

Begin forwarded message:

**From:** Richard Jonson <Richard@jonson-jonson.com>  
**Date:** December 2, 2021 at 1:56:58 PM PST  
**To:** Lauren Stephens <Commissioner1@fishbaysewer.com>  
**Subject:** Employee Training

NEW BUSINESS { Lauren: A recent Court of Appeals decision just increased employer requirements for paying for travel time to and from employer authorized or required training. To summarize, employees that are eligible for overtime must be paid for all time spent traveling to and from authorized or required training events, both within working hours and outside of normal working hours, regardless of whether the employee is working during that travel time. The holding has clear overtime implications. For example, if the employee works all day and then drives to hotel in order to attend a conference the next morning, overtime for that evening's travel will get triggered.

If you would like to read a complete analysis, mrsc discusses the case here: <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2021/Port-of-Tacoma-v-Sacks-and-compensable-hours.aspx>

Please call if you have questions. Dick

Richard E. Jonson  
Jonson & Jonson, P.S.  
2701 1st Avenue, Suite 350  
Seattle, WA 98121

[www.jonson-jonson.com](http://www.jonson-jonson.com)  
206-626-0338 (direct)

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IRS Circular 230 Disclosure

To ensure compliance with requirements imposed by the IRS, we hereby inform you that any U. S. tax advice contained in this communication (including attachments, if any) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any matter addressed herein

#2  
NEW BUSINESS

**FISHERMAN BAY SEWER DISTRICT  
2022 MEETING CALENDAR**

<b>DATE</b>	<b>TIME</b>	<b>TYPE</b>
January 19, 2022	10:00AM	Regular Board Meeting
February 23, 2022	10:00AM	Regular Board Meeting
March 16, 2022	10:00AM	Regular Board Meeting
April 20, 2022	10:00AM	Regular Board Meeting
May 25, 2022	10:00AM	Regular Board Meeting
June 22, 2022	10:00AM	Regular Board Meeting
July 18, 2022 (Monday)	10:00AM	Regular Board Meeting
August 24, 2022	10:00AM	Regular Board Meeting
September 21, 2022	10:00AM	Regular Board Meeting
October 19, 2022	10:00AM	Regular Board Meeting
November 16, 2022	10:00AM	Regular Board Meeting
December 14, 2022	10:00AM	Regular Board Meeting
November (TBA) 2022	10:00AM	BUDGET HEARING

*new business  
# 4*

On Wed, Dec 15, 2021 at 2:39 PM Clerk <[Clerk@fishbaysewer.com](mailto:Clerk@fishbaysewer.com)> wrote:

Hi,

Can you check on the value of the Toyota truck. If it is less than \$2,500. you could just get rid of it now.

See RCW below.

Regarding the truck, the first step is for the Board to declare it as surplus. The procedure depends on its value. Here is the statute that applies to equipment:

**RCW 57.08.015**

**Sale of unnecessary property authorized—Notice.**

The board of commissioners of a district may sell, at public or private sale, property belonging to the district if the board determines that the property is not and will not be needed for district purposes and if the board gives notice of intention to sell as in this section provided. However, no such notice of intention shall be required to sell personal property of less than two thousand five hundred dollars in value.

The notice of intention to sell shall be published once a week for two consecutive weeks in a newspaper of general circulation in the district. The notice shall describe the property and state the time and place at which it will be sold or offered for sale, the terms of sale, whether the property is to be sold at public or private sale, and if at public sale the notice shall call for bids, fix the conditions of the bids and reserve the right to reject any and all bids for good cause.

Thanks,

Lauren

Vehicle was TRANSFERRED  
for \$ 1/20/22.  
It was NOT RUNNING  
& the cost of repair  
was deemed to be more  
than the value of the  
vehicle.

**District Clerk**  
**Fisherman Bay Sewer District**

**[clerk@fishbaysewer.com](mailto:clerk@fishbaysewer.com)**

**Website: [fishbaysewer.com](http://fishbaysewer.com)**

**P.O. Box 86**

**Lopez Island, WA 98261**  
**Office - 360-468-2131**



## Clerk

---

**From:** Jason Kramer <jason@a1septiconlopez.com>  
**Sent:** Thursday, December 16, 2021 8:14 AM  
**To:** Clerk  
**Subject:** Re: Truck


No problem

According to an Edmonds appraisal report that I found and did online, it's value is \$2131. See photograph.

*Photo wouldn't print.  
Showed value as above.*

**REPORT OF SALE**

If you are the seller: You must release interest in the vehicle by signing below on the Vehicle Certificate of Ownership (Title) and give it to the buyer. The report of sale is considered properly filed if it is received by the department or a local vehicle licensing office within five (5) business days after the sale of the vehicle and includes all information requested in the following boxes:

NAME OF SELLER/TRANSFEROR (CURRENT REGISTERED OWNER) <b>FISHERMAN BAY SEWERS DISTRICT</b>			NAME OF PURCHASER/TRANSFeree <b>TIM ARNOLD</b>			
COMPLETE ADDRESS OF SELLER/TRANSFEROR <b>PO Box 86</b>			COMPLETE ADDRESS OF PURCHASER/TRANSFeree <b>5526 CENTER Rd.</b>			
CITY <b>LOPEZ ISLAND</b>	STATE <b>WA</b>	ZIP CODE <b>98261</b>	CITY <b>LOPEZ ISLAND</b>	STATE <b>WA</b>	ZIP CODE <b>98261</b>	
DATE VEHICLE SOLD <b>1/20/22</b>	TODAY'S DATE <b>1/20/22</b>	SALE PRICE <b>Ø</b>	PURCHASER/TRANSFeree'S DRIVER LICENSE NUMBER (IF AVAILABLE) <b>-</b>			
LICENSE NUMBER <b>A86054S</b>	VEHICLE IDENTIFICATION NUMBER (VIN) <b>JT4VD20A0P0010665</b>		YEAR <b>1993</b>	MAKE <b>TOYT</b>	MODEL <b>T1S PU</b>	CERTIFICATE NUMBER <b>0802214202</b>
For additional information regarding Reports of Sale visit the DOL Website at: <a href="http://www.dol.wa.gov">www.dol.wa.gov</a>						

You may complete your Report of Sale online at [www.InternetTabs.wa.gov](http://www.InternetTabs.wa.gov) OR at your local vehicle licensing office (there is a fee for this option).

A person who files a vehicle report of sale without the knowledge of the transferee is guilty of fraudulent filing and may be punished under state law 9.45 RCW.

05/06 The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.