

# Fisherman Bay Sewer District

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

## MINUTES OF REGULAR MEETING MARCH 16, 2022

- I. CALL TO ORDER- 10:02am Board members Christopher Ledbetter and Lauren Stephens in attendance as well as staff members Jason Kramer and Tracy Faulkner.
- II. REGULAR BUSINESS
  - A. Adjustments to Agenda- none.
  - B. Personal Appearances (5min limit, speakers must identify themselves)- none.
  - C. Approval of Minutes of Public Hearing 2/13/2022 and Regular meeting 2/23/2022- Ledbetter moved approval and Stephens seconded. Passed.
  - D. Approval of Vouchers and Payroll
    - a. Acct 6641- 2/28/2022 (\$10,411.08), 3/14/2021 (\$3,557.49)- Stephens moved approval and Ledbetter seconded- Passed.
  - E. Review of Correspondence
    - a. Board resignation from Tom McDaniel.- Stephens moved to accept the resignation and Ledbetter seconded. Passed
  - F. Superintendent's Report- None.
  - G. District Operations Technician's Report- Attached.
  - H. Clerk's Report- Stephens gave a verbal report on efforts to hire a clerk.
  - I. Monthly Budget Report & Monthly Billing Reconciliation- The board operations fund is in good shape with Revenue 2% ahead of budget and expenditures 10% lower than budget for February. Lauren moved to transfer \$20,000.00 from account 6641 to account 6642 (Capitol projects account) Ledbetter seconded. This move is budgeted for as a line item #86 Transfer Out which we try to build up to pay for projects and emergencies. The motion passed.
- III. UNFINISHED BUSINESS
  - A. Audit exit interview (10:30) Susanne Hancock, CPA -Assistant Audit Manager Team Bellingham, Office of the Washington State Auditor will present and be joined by her manager, Deena Garza. The Audit team joined the meeting and presented a PowerPoint presentation regarding the Audit. They recommended we use the Auditor Tracker Website to keep updated. They suggested review of procurement procedures and other housekeeping measures including review of sick leave accruals and update of credit card and travel policies to include procedure to recover disallowed charges. There was no management letter or findings.
  - B. Personnel Policy- Resolution 2022-01- On agenda in error. Passed last month.
  - C. DOE Grant Proposal Nutrient Removal Report- This has been submitted. Waiting for notification.
  - D. Lopez Landing - Developer Extension Agreement.- Tabled, no action.
- IV. NEW BUSINESS
  - A. Employee Evaluations and Board Recommendations- Jason Kramer submitted his evaluation of Technician Tracy Faulkner and recommended a raise to \$30.00 per hour based on Faulkner's work performance and a survey of wages offered for similar positions in the region. Lauren moved to increase Faulkner's hourly wage to \$30.00 effective March 26 (the beginning of the next payroll period), Ledbetter seconded. Passed.

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

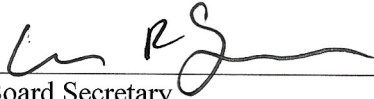
- B. Resolution 2022-02 Excess Charges 2021 March-September- The board discussed the measure. Ledbetter moved adoption of the resolution. Stephens did a roll call vote. Two yes votes were cast by Stephens and Ledbetter.
- C. Board Member Items
- D. Next Meeting schedule- Wednesday April 20, 2022 10am

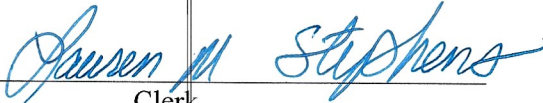
V. CONCLUDED- Stephens moved to conclude the meeting at 11:35am and Ledbetter seconded. Approved and adjourned.

MINUTES APPROVED

4/20/22

Date

  
Board Secretary

  
Clerk