

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
Wednesday, November 29, 2018 @ 4:00 p.m.**

**PUBLIC HEARING**

**I. CALL TO ORDER**

**II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 29th of November 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:04 p.m. Also, present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

- A. Review of 2018 Amended Budget. Approved
  - B. Resolution 2018-09 Adopting the Amended 2018 Budget. Signed
  - C. Review of 2019 Budget. Approved
  - D. Resolution 2018-10 Adopting the 2019 Budget. Signed
- All Budgets were presented and approved by motion, with Stephens moving and Hasbrouck seconding.

**III. CONCLUDED**

Hasbrouck moved, seconded by McDaniel moved to conclude the meeting. The motion passed unanimously. The meeting adjourned at 4:47p.m.

**REGULAR MEETING**

**IV. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 29th of November 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:47 p.m. Also present was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

**A. Personal Appearances – None**

**B. Approval of Minutes**

Minutes from the regular meeting on 10/29/18 were presented and approved by motion, with Stephens moving and Hasbrouck seconding.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 11/29/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 11/13/18 and account 6641 totals dated 11/13/18, 11/15/18 and 11/26/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 10/31/18, 11/8/18, 11/15/18 and 11/21/18, against deposits shown. Mackinnon reviewed the expense vouchers presented for payment and confirmed that all vouchers were supported by adequate documentation and all totals are reconciled to the SJC Trial Balance Detail Report.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$3,966.15 (11/13/18), \$709.62 (11/15/18), and \$13,299.18 (11/26/18) from account 6641 and \$1,250.00 (11/13/18) from account 6642. Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$8,357.20 for the pay period 10/27/18 to 11/9/18, and \$7,857.37 for the pay period 11/10/18 to 11/23/18. The motions passed unanimously.

**D. Correspondence – SOS Grant Acceptance**

**E. Superintendent’s Report**

**Mackinnon reported the following:**

See Attached:

**F. District Operations Technician’s Report**

Ahneman reported the following:

See Attached:

**G. Clerk’s Report**

Lavoie reported the following

See Attached:

**V. UNFINISHED BUSINESS**

**A. Update on the Influent Flume Replace.** Table.

**B. DOE Application.** Next meeting.

**C. Update on the Normandy Lane Project.** Jeff King and Speer Tap are scheduled to complete project on 12/19/18.

**D. Discuss emergency line break soil disposal.** On Hold.

**E. Rate Increase.** 2019 rates have been approved. Resolution will be signed at the next meeting.

**VI. NEW BUSINESS**

**E. Monthly Budget Q & A –**

**F. Miscellaneous Items**

1. Calendar – List of upcoming events. Reviewed

2. Records Management System – Workshop is scheduled for Monday, 12/10/18

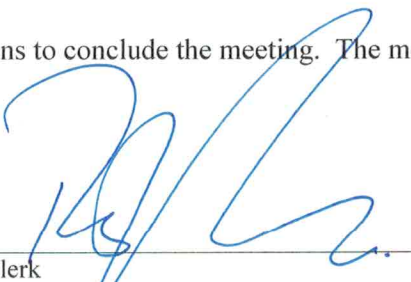
3. Discuss FLIP’s request to become a contract customer. Continuing considering this request. We still need to discuss rates for contract customers

4. Next monthly Board meeting was scheduled for Thursday December 19th at 4:00 p.m.

**VII. MEETING CONCLUDED**

McDaniel moved, seconded by Stephens to conclude the meeting. The motion passed unanimously. The meeting adjourned at 5:51p.m.

  
Commissioner

  
Clerk

# Superintendent Report

## November 2018

**Call Outs:** We had two call outs this month – both due to failed floats.

**New installs:** We have completed the installation at Bargreens and they are online.

**Upgrades:** There were no upgrades to speak of this month

**Other:** We have finished most of the end of year maintenance at the plant including aerator greasing, L2 sludge pumping, AC sludge pumping, working on getting rid of outdated and backlogged equipment with the dumpster that we have, and have most of the wetlands cut. John stopped for a vacation in the middle of it, and I am not sure he is going to be able to finish it this year. I am still working with him to determine how we are going to handle it. The plants have already wilted for the winter and it is going to be nearly impossible for him to finish at this point. I am trying to figure out how I am going to settle with him. We still have to do some more work on the wetlands that will be finished this week.

I had injured my knee during the sludge pumping, but after a few days of RICE and a pretty easy holiday vacation, am feeling much better. I am still being cautious with it, but it feels like it is on the mend.

I am struggling to get King to settle our final portion of Normandy. At this point I have a date of Dec 19<sup>th</sup> for Speertap, and we will prep on the 17<sup>th</sup> and 18<sup>th</sup>. I am hoping that that will be the last portion of it.

I have re-accredited the lab for the year. I had a problem with our incubator not holding the proper temp but was able to work with my Grandpa (Bruce Lease) to get it working again. He declined to bill us.

# DISTRICT TECHNICIAN

## November 2018

Full Maintenance: Full maintenance has been done on two systems.

New installs: finished the install at Bargreen plaza

Upgrades: no upgrades

Pumping: We pumped our Lagoon 2 as well as our A/C.

Alarm calls: Alarm call to Vortex, found clog in their piping. Alarm call Alberty, found bad float.

Other: This month has been winterizing the plant and taking care of lab work and general maintenance. We have done multiple locate requests including an in depth locate for the county to help them with their ditching project along Weeks Rd. We have taken care of plant maintenance that has needed to get done but time has been an issue. With the new dumpster we should have the plant cleaned up quickly. We need to come up with a way to pull our aerators out of the lagoon to fully service and clean them. It appears that our continued improvements to our collection system is showing up in reduced flows throughout our rain events, hopefully indicating a large reduction in our intrusion and infiltration.

## DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF NOVEMBER 2018

- Customer interactions:
  - 1) Jack Jessup (124 Milagra Lane) closed 11/09/18 purchased land and plans to build as soon as possible.
  - 2) A customer at 2030B Fisherman Bay Rd is getting her bill current. She just made a \$500.00 payment.
  - 3) Terry Larson (44 Dragon Run) was representing the HOA he resides in and came by the office to get an application packet.
  
- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled.
- Tom, Luke and I have continued work on the Master Customer List.
- Research is continuing for a proposed 2019 rate increase.
- Tom and I are continuing work on the billing process. We will be testing the new spreadsheet for the remainder of 2018 side by side with the old process.
- We are working on completing the 2019 budget process. We plan to have our Budget Public Hearing on November 29<sup>th</sup> and have advertise in the papers.
- Record Retention grant was excepted, and we plan on starting the new process in December 2018.