

FISHERMAN BAY SEWER DISTRICT

BOARD OF COMMISSIONERS

REGULAR MEETING

Thursday, October 24, 2019 @ 5:00 p.m.

I. CALL TO ORDER

- II. The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 24th of October 2019 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 5:04p.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 meeting 9/19/19 were presented and approved by motion, with Hasbrouck moving and McDaniel seconding.

Approval of Vouchers and Payroll

Using the SJC Trial Balance Detail Report dated 10/24/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 9/25/19, 10/15/19, 10/15/19 DOR, 10/22/19, and 10/22/19 P/R TAX and account 6642 dated 10/1/19 against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 9/25/19, 9/27/19, 9/30/19, 10/11/19 10/15/19, and 10/23/19, 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 Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,547.53 (9/25/19), \$3,276.04 (10/15/19) \$868.91 (10/15/19), \$2,412.29 (10/22/19) and \$2,204.16 (10/22/19). from account 6641 and account 6642 \$1,046.25 (10/1/19). Hasbrouck moving and McDaniel seconding to approve payroll in the amount of \$6,196.37 for the pay period 9/14/19 to 9/27/19, and \$8,505.64 for the pay period 9/28/19 to 10/11/19. The motions passed unanimously.

- C. **Correspondence** – Diller, Kohring, C., Jonson and Jonson, P.S. discussed.

D. Superintendent's Report

Mackinnon reported the following:
See Attached:

E. District Operations Technician's Report

Ahneman reported the following:
See Attached: Discussed pay increase. Stephens moved, seconded by McDaniel to increase two dollars, effective immediately.

F. Clerk's Report

Lavoie reported the following
See Attached:

III. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant. Discussed.
- B. Update on the Influent Flume Replacement and DOE Application. Table
- C. DOE Application Update. Table.
- D. Update on the Lopez School District Participation Agreement. Table.
- E. Lopez Landing - Developer Extension Agreement. Table

IV. NEW BUSINESS

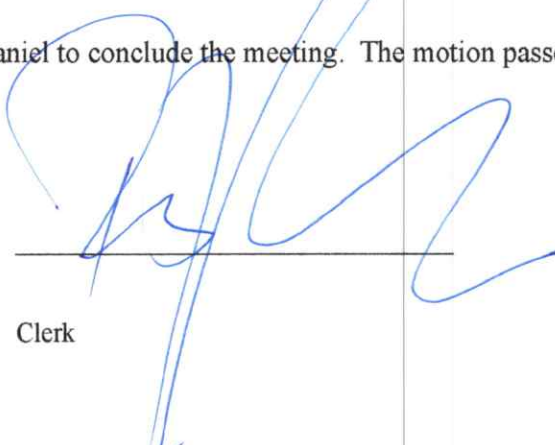
- A. Monthly Budget Q & A - Discussed adding new maintenance items to 2020 budget.
- B. Miscellaneous Items
 - 1. Discuss Weeks Point Way – Wayne Haeefe’s Proposal. Was approved by motion, with Stephens moving and Hasbrouck seconding.
 - 2. Status of the customer’s sewer system repairs or replacements. Discussed charging customer for out of compliance
 - 3. Discussion of On-Call Compensation. Table.
 - 4. Status of the Records Retention Project. Moving forward.
 - 5. Discuss FLIP’s request to become a contract customer. Table.
 - 6. Discuss FBSD Comprehensive Plan and Grant strategy. Table
 - 7. Discuss plant part time Tech position. Table but add to budget.
 - 8. Discussed Grant application strategy. Discussed
 - 9. Go over dates for upcoming board meetings. Discussed

V. MEETING CONCLUDED

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 7:02p.m.



Commissioner



Clerk

Superintendent Report

October 2019

Call Outs: We had a call out for a line break during a replacement due to our sub main not having a functioning check valve. We also had an alarm call here at the plant due to a power outage.

New installs: Jack Jessup on Milagra Ln has completed an installation and connection to our system. Everything was to our specifications.

Upgrades: There were seven new tanks installed this last month – 4 (two systems) at the Condos, and a three tank system installed at the Homestead Building.

Other: This has been a crazy busy month all around. We have had 8 tanks go into the ground (each with inspections along the way) many meeting for planning future upgrades and site visits to help contractors properly perform.

We (Tom mostly) have engaged with Wilson Engineering to prepare an application for funding for planning. It has been submitted through an ECY online portal.

I have been reviewing the most recent planning document from Lopez Landing and have not found any problems to speak of yet.

I have been using the rented excavator to perform many long needed tasks here at the Plant- notably:

- Removing all of the overgrowth along the southern fenceline,
- Consolidating all of the plant material into a burn pile
- Clearing the weed overgrowth beside front gate (Curb Appeal)
- Spreading the retained soil onto our grounds
- Creating a larger compost pile for most of the blackberries and such
- Moving old gravel piles to more functional usable locations
- Rehab on the Constructed Wetlands

This has all been very productive and is making a significant impact on the current status of the plant.

Rehabbing the wetland has made a notable change. The tire chips around the inlet manifold was completely impacted with solid sludge. I basically dug a trench around the inlet side to allow the water to make it to the area that has no impaction. This immediately lowered the level across the entire plant to the levels that it had when I first joined this organization. I believe it relieved the backpressure to the AC and even to the flume. Both L2 and the AC have dropped back to absolutely normal levels. There is no indication in any documentation I have seen that shows there needs to be a maintenance program implemented for the wetland, although I have read that they periodically need it. As we progress with these upgrades to our system – we will be looking into creating a manual that lays out all necessary maintenance for the various appurtenances here.

Superintendent Report

October 2019

We are hitting delays with many of the tanks that require replacement. I have been in contact with our attorney about our options – more specifically about Section 3.21 of our Admin Code that states that we have the option to affect repairs ourselves and pass that cost on to the customer. I would like to see a percentage-based administration fee added to that to make it more desirable for them to just get it done themselves. I have explained this all to Dick and asked him about it as well. One of his suggestions is for him to write the next letter to the customer as a more aggressive warning. I would also think that we could pass lawyer fees along to them. Point being this: We need to review our policy on this and come up with something “toothier” to allow our policy to bear more weight.

I have come to realize that a piece of equipment is very beneficial to us in the district. With a mini like this we could even perform installations ourselves and/or repairs and such. I think it should be considered and some creativity lent to how to finance such a large purchase.

DISTRICT TECHNICIAN

OCTOBER 2019

Full Maintenance: Full Maintenance performed to LCLT3 Innisfree, LCLT 2 Coho, LCLT 1 Morgantown. Full Maintenance at Shively.

New installs: finish install @ Condos 13/14 and finish install at Homestead Bldg.

Upgrades: Upgrade to Ron & Roxanne Shively consisted of an external J box and root intrusion repair.

Pumping: pumping consisted of decommission pumping for condo 13/14 as well as homestead bldg..

Alarm calls: I did not go on any alarm calls this month.

Other: we did a bunch of plant maintenance to get our constructed wetlands back to a normal operating level.

We did a lot of excavator work, utilizing the work truck and the excavator to move dirt, trees, bushes, burn piles.

We filled the dumpster multiple times with old parts and pieces from installs and repairs that were no longer useful.

We moved piles of useful items to better storage locations.

We emptied our emergency storage basin as per county regulations.

We removed blackberries along fence as well as trees and other materials from along our southern fence line. It should be noted that this fence line has fallen apart and is no longer a viable fence which will no longer keep people or animals out of our plant grounds or from potentially falling into our lagoons. It should be noted that the southern fence line should be replaced as soon as possible with an appropriate height chain link fence.

I hope that being discussed in an upcoming meeting would be our 2020 health care. I believe our current plan will be phased out in this county and it would be great if we could have a supplemental account for potential life flight situations.

I would also like to end my current work phone plan as it doesn't meet mine or the districts needs. I need a phone capable of checking e-mails, taking photographs, short videos and direct messaging Luke and contractors.

I had asked for clarification of compensation for on call work as our current situation states that compensation will be overtime for a minimum of 3 hours if available for response to the event. My wife has been applying for jobs and this could greatly impact my ability to be available to emergency call outs.

I would like to also point out that I had an amazing performance review all the way back in June and have been hoping for the board to also provide me with a review of my performance and hopefully an appropriate pay increase. I have over 4 full years with this sewer district and this next August I will be at what is considered journeyman level in the trades. I should be reaching my max out of pay for this field as well as for this county.

Finally, as we start to near our 2020 budget I would like to ask the board consider offering a matching 401k retirement package as this seems to be industry standard in the wastewater profession. I would like to see us start to parallel similar professional organizations with retirement benefit packages.

-Thank You

2/2

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF SEPTEMBER 2019

- Customer interactions:
 - 1) LCLT new builds for Terra Verde will not be until 2021.
 - 2) Marilyn & Julie Anne Greer (127 Lopez Rd #7) regarding residential billing past due.
 - 3) Janie Plath (206 Weeks Point Way) changed contact inf and requested email billing.
 - 4) Diane Sherwood (2290 Fisherman Bay Rd) regarding payment on account.
 - 5) Galley Restaurant (3365 Fisherman Bay Rd) closing date on sale of the property is still pending.
 - 6) Kristina Burgess (62 Weeks Point Way) has made arrangements to get current on her account.
 - 7) John Taylor with Housing Lopez (property next to LCLT Coho project) received the package for new hookups fees.

- Completed all billings, customer payments, deposits, claims, payroll duties including quarter tax reports and monthly DOR reports.
- Worked with Lauren and Tom to assist the clerk with billing and deposit duties.
- Tom, Zac and I are continuing work on the billing process. We are billing directly from our new billing spreadsheets with test to ensure accuracy.
- Preliminary work for the Record Retention system that we will start utilizing in 2019 has been done. We continue to get the prior information scanned and into eFile Cabinet.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, October 24, 2019 @ 5:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

AGENDA

I. CALL TO ORDER

II. REGULAR BUSINESS

- A. Personal Appearances*
- B. Approval of Minutes
- C. Approval of Vouchers and Payroll
- D. Review of Correspondence
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report

III. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. DOE Application update.
- D. Update on the Lopez School District Participation Agreement.
- E. Lopez Landing - Developer Extension Agreement.

IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
 - 1. Discuss Weeks Point Way – Wayne Haeefe's Proposal
 - 2. Status of the customer's sewer system repairs or replacements.
 - 3. Discussion of On-Call Compensation,
 - 4. Update on the Records Retention Project.
 - 5. Discuss FLIP's request to become a contract customer.
 - 6. Discuss FBSD Comprehensive Plan,
 - 7. Discuss Plant part time Tech position,
 - 8. Discuss Grant application strategy,
 - 9. Calendar – Go over dates for upcoming board meetings.

V. CONCLUDED

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

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE BOARD WORKSHOP
October 1, 2019**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District met for a board retreat on the 16th of October 2019, in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 1:58 p.m. Also, present were Commissioners Tom McDaniel, Superintendent Monico Mackinnon and District Clerk Paula Lavoie

II. Workshop topics discussed:

- a) Contract for Professional Engineering Service. Discussed
- b) Excavating Rental. Discussed. Stevens moved to except contract with McDaniel seconding.

III. MEETING ADJOURNED

The meeting concluded at 2:23pm.



Commissioner



Clerk

Fisherman Bay Sewer District

**P. O. Box 86
Lopez Island, WA 98261
(360) 468-2131
fishermanbay@centurytel.net**

BOARD OF COMMISSIONERS WORKSHOP

**Tuesday, October 1, 2019 @ 2:00 p.m. – 3:00 p.m.
CLERK'S OFFICE AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD #201
LOPEZ ISLAND, WA 98261**

AGENDA

- I. CALL TO ORDER

- II. Contract for Professional Engineering Services.

- III. Excavator Rental.

- III. CONCLUDED

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