

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

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 29th of October 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:05 p.m. Also present was Commissioner Tom McDaniel, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

**II. REGULAR BUSINESS**

**A. Personal Appearances – None**

**B. Approval of Minutes**

Minutes from the regular meeting on 09/25/18 were presented and approved by motion, with Stephens moving and McDaniel seconding.

**C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 10/29/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 10/11/18 and account 6641 totals dated 10/1/18, 10/11/18, 10/15/18 and 10/27/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 10/4/18, 10/11/18, 10/18/18 and 10/25/18, 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 \$1,774.82 (10/1/18), \$2,364.69 and \$893.40 (10/11/18), \$8,255.93 (10/15/18), and \$7,778.46 (10/27/18) from account 6641 and \$6,522.50 10/11/18 from account 6642. Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,630.95 for the pay period 9/15/18 to 9/28/18, \$7,700.19 for the pay period 9/29/18 to 10/12/18 and \$7,427.65 for the pay period 10/13/18 to 10/26/18. The motions passed unanimously.

**D. Correspondence –**

**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:

**III. UNFINISHED BUSINESS**

- A. **Update on the Influent Flume Replace.** No update.
- B. **Update on the Normandy Lane Project.** Jeff King and Speer Tap are scheduled to complete project on 11/12/18.
- C. **Update on the Lopez School District Participation Agreement.** No update.
- D. **Lopez Landing Phase on time.** Planning to break ground June 2019
- E. **Discuss emergency line break soil disposal.** On Hold.

**IV. NEW BUSINESS**

- A. **Monthly Budget Q & A –**
- B. **Miscellaneous Items**
  - 1. Discussion on billing rate increases. Will discuss at workshop November 8th.
  - 2. Calendar – List of upcoming events. Reviewed
  - 3. Update personal policies handbook. Resolution 2018-08 was presented with Stephens moving and McDaniel seconding to approved and signed.
  - 4. Cultural Resources Plan. We have received new bids
  - 5. Discuss FLIP's request to become a contract customer. Continuing considering this request. We still need to discuss rates for contract customers
  - 6. Next monthly Board meeting was scheduled for Thursday November 29th at 4:00 p.m.

**V. MEETING CONCLUDED**

Stephens moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:24 p.m.

  
Commissioner

  
Clerk

# Fisherman Bay Sewer District

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(360) 468-2131  
fishermanbay@centurytel.net

BOARD OF COMMISSIONERS  
SPECIAL MEETING  
Monday, October 29, 2018 @ 4:00 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. Update on the Influent Flume Replacement
- B. Update on Normandy Lane Project
- C. Update on the Lopez School District Participation Agreement
- D. Lopez Landing phase one timing.
- E. Discuss emergency line break soil disposal.

### IV. NEW BUSINESS

- A. Monthly Budget Q & A
- B. Miscellaneous Items:
  - 1. Discussion on billing rate increases
  - 2. Calendar – List of upcoming events
  - 3. Update personal policies handbook.
  - 4. Records Management System
  - 5. Discuss FLIP's request to become a contract customer.
  - 6. Executive Session

### V. CONCLUDED

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

# Superintendent Report

## October 2018

**Call Outs:** We had no call outs this month.

**New installs:** We have set and inspected the installation of six tanks (two of which are still in the midst of the installation): Four tanks at the Land Trust (three septic tanks – two new and one replacement, and a pump tank), and two new grease tanks at Bargreens. There is still a pump tank to be decommissioned and replaced as soon as we complete the water testing of the other two tank so we can bring them online.

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

**Other:** We have begun the process of getting the wetlands cut and have completed maintenance to the Aerators.

I have ordered a Dumpster – will be here next Monday.

I am working with Wayne on FLIP and are coming close to determining what the tank sizing should be. We should have a determination this week.

I would like to approach Linda Sellers at some point and start the discussion of getting her hooked up as soon as we determine what our new rates and connection fees will be.

I have gotten in touch with Trojan UV Systems and am in the process of exploring feasibility.

# DISTRICT TECHNICIAN

## OCTOBER 2018

Full Maintenance: Full maintenance was performed to 9 tanks plus the finish of multiple grease tanks.

New installs: We have finished the emergency tank install at LCLT 4 as well the tank farm for the new LCLT project. We have seen two new grease tanks installed at Bargreen Plaza and will have the site completed soon.

Upgrades: I upgraded the meter box to a clean out on our main line and did upgrades to multiple air vacs within the district.

Pumping: We decommissioned the replacement tanks for Bargreen Plaza.

Alarm calls: No alarm calls

Other: I have been working with Tom to come up with our new meter reading sheets.

I have been (slowly) working on our customer database.

We did maintenance and replacements to air vacs as well as exercised valves and worked on our list of valves that will need replacement.

We did our end of the season plant maintenance and repairs to transition into fall/winter.

We have been working on the roof to our septic solids container.

I have been part of discussions on how to move ahead with our new 3 year pumping procedure.

I have been involved in brainstorming for the possibility of adding the new swimming pool as a contract customer.

I have continued e-mail and phone correspondence with current and possible contractors from plant maintenance to pumping to installations.

We finished the preparation for Spear Taps to come out and finish our Normandy Ln project.

We worked with Bill Kimm on the Bargreen Plaza tank installations to assist in keeping the small local businesses open during new installs.

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

- Customer interactions:
  - 1) Tim & Andrea Barber's home (489 Lopez Rd) closed 10/10/18. New owner is Jeffery Knapp.
  - 2) Diane Walters from Village Center signed the easement and license documents for 210 Lopez Rd.
  - 3) Hannah Rose (68 Tuatara Rd) has got her bill current and has been approved for low income rate.
  - 4) Jack Jessup is considering purchasing a property on 124 Milagra Lane. It does not have a hook up currently. He wants to build and hook up to the district. I sent him a new hook up fee packet and directed him to discuss with Luke on the sewer system.
  
- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled.
- All quarterly payroll tax reports have been filed.
- 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 will advertise in the paper
- Record Retention grant was excepted, and we have signed and returned the grant agreement. The period of performance for this grant is to have it completed by May 31, 2019.

**FISHERMAN BAY SEWER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF THE BOARD WORKSHOP  
November 8, 2018**

**I. CALL TO ORDER**

The Board of Commissioners of Fisherman Bay Sewer District met for a board workshop on the 8th of November 2018, in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:01 p.m. Also, present were Commissioners Tom McDaniel and Donna Hasbrouck and District Clerk Paula Lavoie

**II. Workshop topics discussed:**

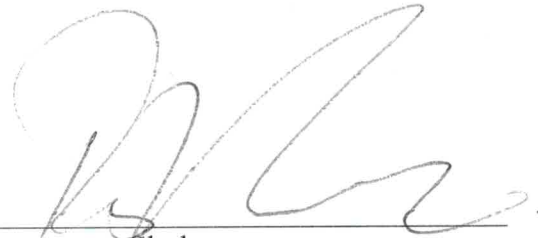
- a) Budget for 2019
- b) Billing Rates for 2019
- c) FLIP request to become a contact customer.

No decisions were made.

**III. MEETING ADJOURNED**

The meeting concluded at 6:00pm.

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Clerk