

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, October 29, 2020 @ 5:00 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 29th of October 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:02p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

A. Outside Attendees

None.

B. Approval of Minutes:

10/1/2020 Special Meeting - Minutes were presented and approved by motion, with Stephens moving and Hasbrouck seconding.

10/9/2020 Hiring Special Meeting - Minutes were presented and approved by motion, with McDaniel moving and Stephens seconding.

10/15/2020 Budget Workshop - Minutes 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 10/27/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 9/24/2020, 9/30/2020, 10/7/20, 10/15/20, and 10/22/20, against deposits shown. All warrants and payroll were reviewed by the Commissioners and expense vouchers presented for payment were confirmed that all vouchers were supported by adequate documentation.

Stephens moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,174.89, (9/25/20), \$15,920.10, (10/7/20), \$1,594.64 (10/12/20), \$7,426.83, (10/12/20), and \$3,900.84, (10/25/20) from account 6641 and \$6,500.00 from account 6642. Stephens moving and McDaniel seconding to approve payroll in the amount of \$7,825.30 for the pay period 9/12/20 to 9/25/20, \$8,787.28 for the pay period 9/26/20 to 10/9/20, and \$8,280.43 for the pay period 10/10/20 to 10/23/20.

D. Correspondence-- Discussed.

E. Superintendent's Report

Mackinnon reported the following:

See Attached: - Discussed.

F. District Operations Technician's Report

Ahneman reported the following:

See Attached: - Discussed.

G. Clerk's Report

Lavoie reported the following

See Attached: - Discussed.

H. Monthly Budget Q & A. Discussed.

III. UNFINISHED BUSINESS

- A. Contract with customers when issuing connection. McDaniel and Stephens will finish up.
- B. DOE Loan, Plant expansion, and customer income survey. Discussed
- C. Discuss change in Admin Code on gallon value of an ERU. Discussed
- D. Discuss the flows & I & I at plant. Will be included in Superintendent's report.
- E. Discussion of On-Call Compensation. Table
- F. Update on the Lopez School District Participation Agreement. Mackinnon and Stephens will finish up.
- G. Discuss FLIP's request to become a contract customer. Mackinnon and Stephens will finish up.
- H. Update on Diller delinquent payment issues. Move forward lien.
- I. Calendar – Go over dates for upcoming board meetings. Budget Workshop Thursday, 11/19/2020 and Meeting & Budget Hearing Monday 11/30/2020.

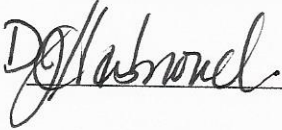
IV. NEW BUSINESS

NEW BUSINESS

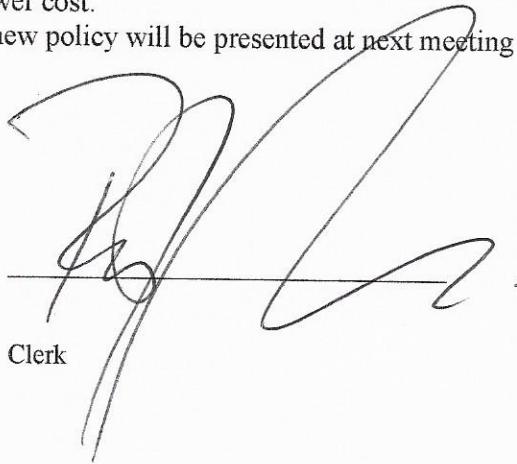
- 1. Archaeologist Report done for District. Reviewed
- 2. Resolution for health insurance to be changed to PEBB. Decision was made to not change to PEBB but stay with current insurer due to lower cost.
- 3. Update Personnel Policy. A new policy will be presented at next meeting

V. MEETING CONCLUDED

The meeting concluded at 7:30p.m.



Commissioner



Clerk

Superintendent Report

October 2020

Plant/District performance for August:

Plant Performance		I/I Performance	
Monthly			
Flow average	.033 MGD	Tanks to be replaced	16
CBOD5 reduction	98.96%	Percent of Total No of Tanks	?
Fecal (#/100ml)	53.95	# Tanks Replaced Last Month	2
TSS reduction	92.65	Estimated Rainwater Intrusion	0
Chlorine average	.06	% Improvement Y/Y	?

Installation/replacements:

We have completed two replacements in October – Alberty and Cade. We are rushing to install a new tank for Houser before the rains begin in earnest.

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

We only had one call out- is an ongoing problem that highlights the beauty of our specification requirements and the benefit of standardizing the equipment in the District. This system is likely the oldest still functioning gear in the District and is on track to be replaced (and potentially upgraded in size) next year.

Locates

There is still a fairly high amount of locates coming down the pike lately. Nothing out of the ordinary – just indicative of the quantity of work occurring at this time.

Effluent Meter Installations:

Planned Installations	0
Commercial Water Meter Replacements	0
Special Cases	2
Planned Installations next month	0
Sites with water meters	25

We are still working to overcome the challenges of the last few installations that are required, and there was a delay in receiving our latest batch of meters due to a backorder situation. We are working to develop a policy to determine which sites have significant enough I&I to justify adding a meter.

Plant Maintenance Activities:

Completed this month:

We did another hefty round of lagoon pumping and managed to get Jason down to the plant with his small excavator and were able to get a significant amount of weeds out of

the lagoon. We are planning another day of this to get the remaining weeds out as soon as they die off a bit and reduce in mass.

Project Updates:

Most projects we are handling have begun moving forward suddenly in many directions.

Weeks Point Way Replacement:

Working with Wayne and Jeff King to come up with a creative least impactful way to replace this line while satisfying the many entities involved.

Farmer's Market Upgrade:

I got a rough estimate from Jeff on this project he stated that it looks like \$15,000 to \$18,000 for new pipe (4" from 2") and welding (no trenching or backfill) just pipe and labor to weld it including one new gate valve. This is significantly less than the \$60,000 the county is assuming.

Influent Upgrade:

We have momentarily paused this to consider lumping this project in with the main plant upgrade.

Comprehensive Plan / Design Build Program:

This is still in the early planning stages. Tom likely has much more to report than I do.

Lopez Landing Contract:

I have emailed what seems like a final version of the letter – lets get it finalized.

ERU Reassessment of fluctuating businesses:

I am working on reviewing Edenwild, and I am struggling to find a clear cut way to do this. We should discuss and come up with a method that is applicable to the entire district from this point forward. There are two trains of assessment – by the room or by the fixture. Or perhaps starting with a room count and adding fixtures. For instance – they have 9 rooms (4.5 ERUs from the MRS for Motels/Hotels 0.5ERU per unit). Problem being that there are 11 bathrooms. So as per hotel rules – each room includes a bathroom – that leaves 2 bathrooms that are extra. So add 0.25ERU for each of those (bringing us to the 5 that they have). But they also have food service for certain meals (breakfast I think?) should be at least 1 ERU for that. Also – I am not positive, but I believe North Star Farm is making their doughnuts and Bagels in their commercial kitchen. They have them advertised on LopezRocks for online orders to be picked up at Edenwild. I am looking into that – but if they are subletting the kitchen out for commercial purposes- that is a whole different designation that we have not addressed in our MRS. A public meeting facility with a kitchen in the MRS is 2 ERUs. Plus there are two washers – those should be applied to a formula as well. I think we should make

overages much more expensive. Any overage is tapping into any extra capacity we have and should be charged at a premium as they are using capacity that is not slated or paid for by them. In July of 18 they used 55,830g of water putting them at 12.41 ERUs (7.41 higher/more than half of their designation!!). I am going to be working to develop a worksheet that will generate a close ERU assessment.

Wetland Rebuild Plan:

Wilson will be working to assess the viability of rebuilding the wetland, replace the wetland, or eliminate the wetland. Currently the wetland is functioning, but we need to develop some sort of way to maintain it without having to rebuild it in regular intervals, or to develop a plan to rebuild it in regular intervals. I am currently researching wetland technologies.

Fence Rebuild Plan:

We currently are making no motion on this issue. I would like to have Wilson add this to their plans at some point.

Valve replacement:

I am in discussions with King about estimating a cost for replacement of valves.

Digitization:

This is pretty far onto the backburner with everything else going on at this time.

Other Significant Items:

Nothing significant to report here.

DISTRICT TECHNICIAN

OCTOBER 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
Replacements				
CLT3	accepted plans	3/5/2019	6/13/2019	yes
Cade	INSTALL STARTED	1/17/2018	4/17/2018	yes
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Departments	accepted plans	3/6/2020	6/6/2020	yes
Hirmsby	Communicating, no progress	9/17/20	9/17/21	NO
Vestlund house	awaiting plans	2/20/2020	6/19/2020	no
Vestlund rental	awaiting plans	2/20/2020	6/19/2020	no
Kidmore	awaiting plans	6/8/2020	10/6/2020	no
Weeks	awaiting plans	4/3/2019	7/2/2019	no
Peiker	COMMUNICATING W/ SUPER	9/12/18 & 2/24/20	6/23/2020	asked for extension
CLT2	no movement	10/14/2019	8/1/2020	no
opez Physical Therapy	awaiting plans	11/7/19	6/7/20	no
Burgess	Meeting w/ Bill Kimm	2/13/2020	6/12/2020	no
San Juan Parks	plans accepted	3/27/19		yes
Wickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Napp	awaiting plans	7/24/2018	7/24/2019	no

Full Maintenance: Full maintenance performed to All grease tanks in district.

New installs: Houser started – Cade awaiting electrical inspection and final walk through

Upgrades: no upgrades

Pumping: Cade decommission, LVM deli grease 1750, Islander grease 3000, Ursa Minor grease 1250, School grease 1000, FBSD trash tank grease 1000

Alarm calls: Alarm call 3101 Fisherman Bay Rd, floats hung up, floats are acting up but no way to replace. They have received a letter to replace due to multiple deficiencies and tank and components are past their serviceable life.

Other: This has been a busy pumping month. I have completed the fall grease survey and maintenance and have pumped many sites as needed. We also pumped sludge at the plant and removed tons of grasses and plants that made a surface raft and have grown rather large.

I continue working with Tom on the new billing software. We are getting to a good place with the software. A few say from now will be a good indicator as to where I have gotten with the software.

I just wanted to include in this month's report that it is nice that we have a few more contractors to utilize. Having worked with a couple of new businesses here I have to say that they both do great work.

I will in the next month issue another round of letters to people awaiting replacements. Just so that it stays fresh on people's minds.

I have removed Alberty from our install list and added Grimsby Family Trust 3101 fisherman bay rd. It is a system that has multiple deficiencies and has gone beyond its maintainable life. Owners have been made aware and have continued to have small problems. I think we have finally gotten the system to a point that they can work with the deadline to replace issued by the superintendent.

We have had a few heavy rains as well as a few heavy flow days and it looks like the plant is doing very good. I hope to see forward progress over the next couple of years for us to rebuild, repair and upgrade our plant.

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF OCTOBER 2020

- Customer interactions:
 - 1) Ledger (37 Washburn) has sold to Thomas Fragnoli as on 10/1/2020. I have been contacted by the new tenant and received all billing information.
 - 2) Bruce Botts from Vita's requested the sewer billing information from March 2020 to current to assist in a Coronavirus Relief Funds program he has applied for.
 - 3) Hancock's office contacted us about 189 Hummel Lake Rd was sold on 10/15/2020 to San Juan County Fire District #4. This property is within the District boundaries, but Hummel Lake Rd does not have hook-ups beyond 52 Hammel Lake Road.

- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports, County funds transfers and quarterly payroll tax reports.
- Created District payroll 2021 calendar for SJC Auditor's Office use.
-
- MHI Survey with Madrona Voices: Steve Smith reported that they are getting response and will be continuing in the survey process. He feels confident that we should get favorable response.

- I am working on the 2021 Budget process. We had a Budget workshop on 10/15/2020 and the County has sent their forms and annual letter to inform us that the budget is due to the County by 11/30/2020.

- Tom, Zac, and I are working on the billing, customer contact list, the meter reading process and plant flows being collected in a one data base. We feel having the central data base is very helpful in our monthly process.

- I have given my notice for my position as clerk as of December. We are going through the process of finding a replacement. I have received a few emails with interest but only one has sent the application, resume and cover letter.

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, October 29, 2020 @5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQJIEQXVNLGVSVnJoWXLzdz09&from=addon>

AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

- A. Attendees*
- B. Approval of Minutes:
 - 10/1/2020 Special Meeting
 - 10/9/2020 Special Meeting
 - 10/15/2020 Budget Workshop
- C. Approval of Vouchers and Payroll
- D. Review of Correspondence
- E. Superintendent's Report
- F. District Operations Technician's Report
- G. Clerk's Report
- H. Monthly Budget Q & A

III. UNFINISHED BUSINESS

- A. Contract with customers when issuing connection.
- B. DOE Loan, Plant expansion, and customer income survey.
- C. Discuss change in Admin Code on gallon value of an ERU.
- D. Discuss the flows & I & I at plant.
- E. Discussion of On-Call Compensation.
- F. Update on the Lopez School District Participation Agreement.
- G. Discuss FLIP's request to become a contract customer.
- H. Update on Diller delinquent payment issues
- I. Calendar – Go over dates for upcoming board meetings.

IV. NEW BUSINESS

- 1. Archaeologist Report done for District.
- 2. Resolution for health insurance to be changed to PEBB

V. CONCLUDED

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

Fisherman Bay Sewer District

BOARD OF COMMISSIONERS

BUDGET WORKSHOP

Thursday, October 15, 2020 @4:00 p.m.

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 9th of October 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 4:02p.m. Also, attending was Commissioner Tom McDaniel and, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

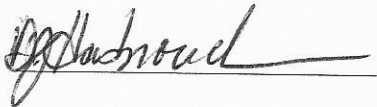
II. AGENDA ITEMS

1. **Consolidate some accounts.** All utilities will be combined to one account. All operating supplies, tools and equipment will be combined to one account. All vehicle items will be combined to one account.
2. **Payroll & Benefits.** The payroll and benefit worksheet were discussed. Additional work we be done on when insurance benefit beginning and wage increase after probationary period.
3. **Discuss operating accounts.** All parts reimbursement will be classified with operating supplies and all funds received will be recorded with other revenues. Raising Residential Rates may be necessary for 2021 to cover cost needed.
4. **Discuss Reserve Account (6642) funds needed:** Review of funds in Reserve account and funds need to complete upcoming projects.

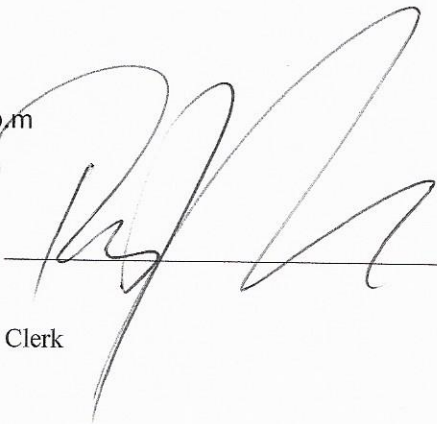
DOE Project.
Weeks Point Way Project
Flume Replacement
Other

III. CONCLUDED

The meeting concluded at 5:31p.m



Commissioner



Clerk

Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS
Thursday, October 15, 2020 @4:00 p.m.
MEETING ROOM AT THE OLD FISH BAY LUMBER BUILDING
295 VILLAGE ROAD
LOPEZ ISLAND, WA 98261

WORKSHOP AGENDA

I. CALL TO ORDER

II. AGENDA ITEMS

1. Consolidate some accounts
2. Payroll & Benefits
3. Discuss operating accounts
4. Discuss Reserve Account (6642) funds needed:
 - DOE Project
 - Weeks Point Way Project
 - Flume Replacement
 - Other

III. CONCLUDED

Fisherman Bay Sewer District

SPECIAL MEETING

BOARD OF COMMISSIONERS

Friday, October 9, 2020 @4:00 p.m.

I. CALL TO ORDER:

II. NEW BUSINESS

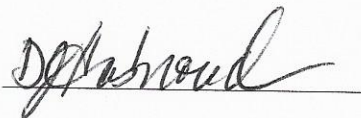
The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 9th of October 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 4:02p.m. Also, attending was Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

Advertising and Hiring for new and refilling positions. Discussed strategies for advertng and filling the part time Clerk and new Tech position. Updated the Clerk job description.

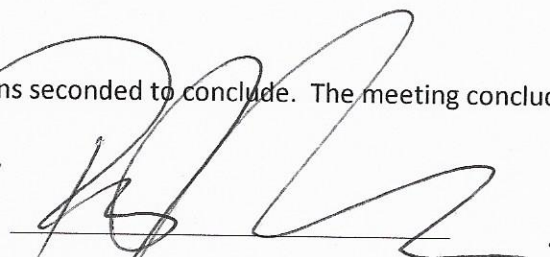
III. Executive Session: Not required.

VI. CONCLUDED

McDaniel made a motion and Stephens seconded to conclude. The meeting concluded at 4:44p.m



Commissioner



Clerk

Fisherman Bay Sewer District

P. O. Box 86
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BOARD OF COMMISSIONERS
Friday, October 9, 2020 @4:00 p.m.
Join Zoom Special Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQJJEQXVLNGVSVnJoWXIzdz09&from=msft>

AGENDA

I. CALL TO ORDER:

II. NEW BUSINESS

Advertising and Hiring for new or refilling positions.

III. Executive Session for employee issues.

VI. CONCLUDED

SPECIAL MEETING

Continuing of September 24,2020

Staff Reports are with the September 24, 2020 Meeting

FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Thursday, October 1, 2020 @ 5:30 pm

I. CALL TO ORDER

II. REGULAR BUSINESS

The Board of Commissioners of Fisherman Bay Sewer District held a special meeting on the 1st of October 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:30p.m. Also, attending was Commissioner Tom McDaniel, and Donna Hasbrouck, District Clerk Paula Lavoie, and Superintendent Monico Mackinnon.

A. Outside Attendees

Donna Hasbrouck came representing LCLT. The MHI Survey was not being conducted as we were told by Madrona Voices.

B. Approval of Minutes:

Minutes were presented and approved by motion, with McDaniel moving and Hasbrouck seconding.

III. UNFINISHED BUSINESS

A. Discuss the flows & I & I at plant. Discussed. Low flows currently.

B. Update on the Influent Flume Replacement. Discussed to make this a high priority. Needs Terms and Conditions drawn up.

C. Update on the Lopez School District Participation Agreement. Tabled

D. Lopez Landing - Developer Extension Agreement. Discussed having Stephens and Mackinnon review the draft.

E. Discuss Weeks Point Way – Wayne Haefele’s Proposal. Discussed.

F. Discussion of On-Call Compensation. Discussed.

G. Discuss FLIP’s request to become a contract customer. Discussed having Stephens and Mackinnon review and approve.

H. Discuss Plant part time Tech position. Discussed.

I. Investing Reserve Funds. Approved to move \$25,000. additional funds from fund 6641 to 6642 and have \$200,000. Funds in 6642 in an investment account.

J. Discuss Lopez Farmers Market extension. Discussed.

K. Calendar – Go over dates for upcoming board meetings.

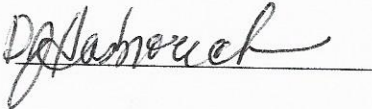
IV. NEW BUSINESS

NEW BUSINESS

1. Banner Bank credit card contact update for Finley to be removed and Lavoie to be added as contact and receive Finley's credit limit. Lavoie's credit limit will then be \$2,000.00. Resolution 2020-01 was presented with Stephens moving and McDaniel seconding. Motion approved by all.
2. Discuss budget amendments. Will be discussed a budget workshop on October 15, 2020.
3. Discuss Forum LLC (Lopez Island physical Therapy) billing. Currently billing \$105. Per month and will chance to a 1 ERU commercial meter reading as soon as an effluent meter is installed.
4. Discuss FBSD Project List. Discussed. Ahneman will start taking over the daily lab work.
5. Discuss Pat Roe's Engineering Proposal. Proposal was presented. Stephens moved we accept with McDaniel seconding. Motion approved by all.

V. MEETING CONCLUDED

The meeting concluded at 7:25p.m with McDaniel moving and Stephens seconding.



Commissioner



Clerk

Fisherman Bay Sewer District

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BOARD OF COMMISSIONERS
Thursday, October 1, 2020 @5:30 p.m.
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQlJEQXVlNGVSVnJoWXlzd09&from=msft>

SPECIAL MEETING AGENDA

I. CALL TO ORDER:

II. REGULAR BUSINESS

- A. Attendees*
- B. Approval of Minutes:

III. UNFINISHED BUSINESS

- A. Discuss the flows & I & I at plant.
- B. Update on the Influent Flume Replacement.
- C. Update on the Lopez School District Participation Agreement.
- D. Lopez Landing - Developer Extension Agreement.
- E. Discuss Weeks Point Way – Wayne Haefele’s Proposal
- F. Discussion of On-Call Compensation.
- G. Discuss FLIP’s request to become a contract customer.
- H. Discuss Plant part time Tech position.
- I. Investing or transferring to Reserve Funds.
- J. Discuss Lopez Farmers Market extension.
- K. Calendar – Go over dates for upcoming board meetings.

IV NEW BUSINESS

- 1. Resolution for Banner Bank credit card contact update for Finley to be removed and Lavoie to be added as contact and receive Finley’s credit limit. Lavoie’s credit limit will then be \$2,000.00
- 2. Discuss budget amendments. (particularly the amounts in the color mauve in the 2020 Amended Budget column)
- 3. Discuss Lopez Forum LLC (tenant Lopez Island Physical Therapy) billing.
- 4. Discuss FBSD Project List.
- 5. Discuss Pat Roe’s Engineering Proposal.

V. CONCLUDED

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