

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING
Tuesday, September 25, 2018 @ 4:00 p.m.**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 25th of September 2018 in the meeting room of the Old Fish Bay Lumber Building. President Lauren Stephens called the meeting to order at 4:58 p.m. Also present were Commissioner Tom McDaniel and Donna Hasbrouck, District Clerk Paula Lavoie and Superintendent Monico Mackinnon.

II. REGULAR BUSINESS

A. Personal Appearances – Listed below IV. NEW BUSINESS B. 6.

B. Approval of Minutes

Minutes from the regular meeting on 08/29/18 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 9/24/18, Mackinnon compared and verified general operations voucher for account 6642 totals dated 9/17/18 and account 6641 totals dated 9/17/18 and 9/18/18, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 8/29/18, 9/10/18, 9/12/18 and 9/20/18, 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.

McDaniel moving and Stephens, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$1,209.31 (9/17/18) and \$4,547.91 (9/18/18) from account 6641 and \$1,540.43 (9/17/18) from account 6642. Stephens moving and Hasbrouck seconding to approve payroll in the amount of \$8,056.71 for the pay period 8/18/18 to 8/31/18 and \$7,276.79 for the pay period 9/1/18 to 9/14/18. The motions passed unanimously.

D. Correspondence – Dill Rd sewer line sale.

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.** We will inquiry about permit needed for job.
- B. **Update on the Normandy Lane Project.** Jeff King and Speer Tap are scheduled to complete project on 10/12/18.
- C. **Update on the Lopez School District Participation Agreement.** No update.
- D. **Update on the replaced Air Vac line's ownership transfer.** Done.
- A. **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. Discussion will continue at the next meeting.
2. Emergency billing. Customer will be billed when evidence of negligence.
3. Calendar – List of upcoming events. Reviewed
4. Audit recommendation changes made to policy. Next meeting
5. Cultural Resources Plan. We have received new bids
6. Discuss FLIP's request to become a contract customer. Bill LeDrew, Hawk Arps and Wayne Haefele came to discuss further FLIP becoming a contract customer.
7. Next monthly Board meeting was scheduled for Tuesday October 23th at 5:00 p.m.

V. MEETING CONCLUDED

Stephens moved, seconded by Hasbrouck to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:56 p.m.


Commissioner


Clerk

Superintendent Report

September 2018

Call Outs: We had one alarm call that resulted in a sewage overflow at the Galley, it was repaired, cleaned up, and reported. We had a call out to Lopez Fit for a pipe broken during the parking lot paving. Repaired, cleaned, and reported. We found a damaged air vac on Fisherman Bay Rd in front of Grace Church during valve exercising/assessments which we upgraded, cleaned up, and reported.

New installs: There were five tanks set this week (all in one day) all at the fourth Land Trust. One of them did not pass inspection and is going to be either replaced or re-masticked.

Upgrades: There was an upgrade performed at Metzger's place which sold. Paswater's bunkhouse sold and the new buyer is aware of the upgrade requirements.

Other: Many key things happened this month that bear mentioning: We have taken legal possession of the Dill Rd Line. I met with Brian Auckland for the notarization of the bill of sale. It will need to be filed with the county. I am under the impression that he is going to do it.

We have gotten the surveying done at the Plant grounds to ascertain the property boundaries. We can begin the process of replacing the fencing at some point.

I have scheduled Jon Barr to mow the wetlands as we do every year.

We have begun our end of year plant maintenance routine (greasing aerators, sludge removal, duckweed removal, line jetting, etc..)

I have petitioned five different Archeological companies about our CRMP that is needed, and got a significantly smaller bid from one, still conducting some back and forth with another company, and three that did not reply. This is all in addition to the bid we received from Genavie. She also emailed and said she could probably get her number lower if we wanted "a Honda vs a Lexus"

I have potholed and consulted with both King and Speer Tap and have a date set (Oct 12th) for a date of decommissioning and to finalize Normandy.

Wayne has completed his design for the headworks upgrade. We need to nail down a timeline and budget.

Superintendent Report

September 2018

Process: Next in the Process highlight we look at the Anaerobic Cell. It is designed to have a retention time of 2 full days. It holds 82,848 gallons at max capacity. It is 15 feet deep and conically shaped. Flow enters from the center of the bottom to assist with mixing and to have the least impact to the surface to discourage any aeration. The bacteria within this cell are responsible for better than half of our solids reduction and set the stage for the other cells and their resident bacteria to do the rest of the work. Since covering it we have significantly increased its functionality and performance. The addition of a second AC would highly increase the capabilities of the plant and the performance of the process. It bears considering to cover the entire cell with a dome or encapsulating building to capture and retain the methane to prevent it from escaping as it is a very potent greenhouse gas.

DISTRICT TECHNICIAN

SEPTEMBER 2018

Full Maintenance: I have done maintenance at the School, Galley, Nordoff, Fishbay bldg., Speiker, I have done full maintenance on the grease tanks throughout the district as we, Grace Church, School, Galley, Edenwild, Lopez Coffee, Buckys, the bay bldg., Community center, children's center, LVM, Ursa Minor, Vita's, and the community church.

New installs: We have started new installing LCLT development tanks (4) and the replacement tank at LCLT 4.

Upgrades: We upgraded The junction box at Sue Metzger's.

Pumping: We decommissioned the replacement tank at LCLT 4 and pumped the IMC dock tank.

Alarm calls: Alarm call to the galley with a sewage spill that was reported to the appropriate agencies. We replaced the pump, contact switch and control float.

Other: I have completed the post season grease survey and am working with Jason Kramer to do the pumping.

We had a sewage spill at Lopez Fit - during black topping the contractor hit a stub out. This was a spill and was reported to the appropriate agencies.

We found a sewage leak that was reported to the appropriate agencies. An air-vac was found to be broken. We replaced the air-vac.

We worked with Bill Kimm and Lopez Sand and Gravel for the installs happening at LCLT4.

We had a leak investigation due to a report from Steve Cade of standing water near the Edenwild/ community garden. We went with Steve to look and in fact found an area that was wet including an area we had piping but found no signs of sewage (no smell, no discoloring of soils and no additional water with closest septic pump running).

DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF SEPTEMBER 2018

- Customer interactions:
 - 1) Sue Metzger's home (154 Milagra Ln) is scheduled to close 9/26/18. New owners will be Asia & Craig Citro
 - 2) Heidi Hernandez and Michael have signed the easement and license documents for 28 Milagra Lane.
 - 3) Shannon and Matt Koepp (3157 Fisherman Bay Rd) will also be buying the Paswaters bunkhouse. It is scheduled to close on 9/19/18

- Completed all billings, customer payments, deposits, claims & payroll duties as scheduled.
- Tom, Luke and I have been working on the Master Customer List.
- Studies are underway for a proposed 2019 rate increase.
- Tom is working with me to change our billing process. We would like the new Master Customer Spreadsheet to have the commercial billing on one of the tabs instead of working with a separate billing spreadsheet. The meter readings will be more directly tied to the spreadsheet calculating the commercial bills.
- We are starting the 2019 budget process.

**FISHERMAN BAY SEWER DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF THE BOARD WORKSHOP
September 24, 2018**

I. CALL TO ORDER

The Board of Commissioners of Fisherman Bay Sewer District met for a board workshop on the 24th of September 2018, in the meeting room of the Old Fish Bay Lumber Building. Commissioner Tom McDaniel called the meeting to order at 2:07 p.m. Also present were Commissioners Lauren Stephens and Donna Hasbrouck, District Clerk Paula Lavoie, Superintendent Monico Mackinnon, and District Operations Technician Zac Ahneman.

II. Workshop topics discussed:

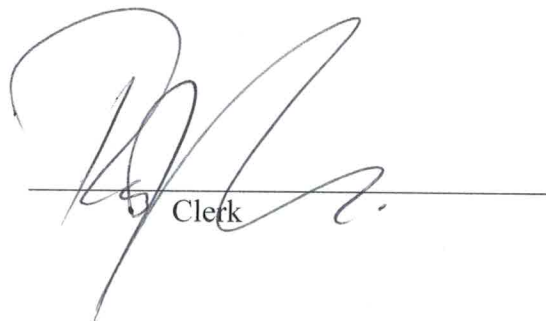
- a) Determining an appropriate budget for 2019
- b) Determining billing rates for next year
- c) Considering how to fund the influent upgrade program
- d) Identifying the causes and solutions for our apparent excess flows
- e) Considering our options for a facility upgrade -Understanding and considering the financial options for a major facility upgrade
- f) Considering the potential ramifications of the FLIP request

No decisions were made.

III. MEETING ADJOURNED

The meeting concluded at 4:15p.m.


Commissioner


Clerk