

**FISHERMAN BAY SEWER DISTRICT**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
Thursday, September 19, 2019 @ 5:00 p.m.

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**I. CALL TO ORDER**

- II.** The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 19th of September 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, and Technician Zachary Ahneman.

**A. Personal Appearances**

None.

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**B. Approval of Minutes**

Minutes from the meeting 8/22/19 were presented and approved by motion, with Stephens moving and McDaniel seconding.

- C. Approval of Vouchers and Payroll** - On 9/18/19, Mackinnon compared and verified general operations voucher for account 6641 totals dated 9/12/19, 9/16/19, and 9/16/19 DOR, against warrants drawn on such funds. He compared and verified deposits reported on the Deposits/Sales Reports dated 8/23/19, 8/28/19, and 9/18/19, 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.

McDaniel moving and Hasbrouck, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$5,683.76 (9/12/19), \$951.57 (9/16/19), and \$1,486.49 (9/16/19). Hasbrouck moving and Stephens seconding to approve payroll in the amount of \$6,677.82 for the pay period 8/17/19 to 8/30/19, and \$7,056.33 for the pay period 8/31/19 to 9/13/19. The motions passed unanimously.

- D. Correspondence** – None.

**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

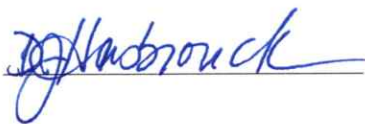
- A. **Discuss the flows & I & I at plant.** Discussed.
- B. **Update on the Influent Flume Replacement and DOE Application.** Discussed
- C. **Update on the Lopez School District Participation Agreement.** Table.
- D. **Lopez Landing - Developer Extension Agreement.** Discussed

IV. NEW BUSINESS

- A. **Monthly Budget Q & A** Discussed
- B. **Miscellaneous Items**
  - 1. **Status of the customer's sewer system repairs or replacements.** Charge customer for out of compliance
  - 2. **Discussion of On-Call Compensation.** Table.
  - 3. **Status of the Records Retention Project.** Moving forward.
  - 4. **Discuss FLIP's request to become a contract customer.** Discussed.
  - 5. **Discuss FBSD Comprehensive Plan and Grant strategy.** Set up meeting with DOE, Stephens and McDaniel.
  - 6. **Discuss plant part time tech position.** Discussed.
  - 7. **Go over dates for upcoming board meetings.** Discussed

V. **MEETING CONCLUDED**

Stevens I moved, seconded by McDaniel to conclude the meeting. The motion passed unanimously. The meeting adjourned at 6:27p.m.



Commissioner



Clerk

# Superintendent Report

## September 2019

**Call Outs:** There were no call outs this month

**New installs:** There is a second install just completed for Ruggles other house and the replacements at the condos have begun. Word is that LSG is starting an install at The Homestead Building next week.

**Upgrades:** No upgrades to speak of.

**Other:** We have engaged with Stantec and Wilson Engineering to look at upgrades for expanding our capacity and repairing our process. We are still doing a lot of communication to sort out our needs and help determine our direction. Of course, Tom is doing impressive and detailed work on this.

I have met with an archeologist to examine Weeks Point Way, and she has provided us a quote for not only monitoring the project but also for the CRMP that the county is requiring us to achieve. I am reaching out (by letter) to other archeologists for comparable bids/quotes.

Two very large projects are in the works – The BayCo Building (Haven) and Westview Apartments. I believe that both have accepted their respective proposals. We also heard (secondhand) that the installation of the grease trap is slated to start next week by Lopez Sand and Gravel. I have also heard (also secondhand) that LSG is not going to do any more replacements for FBSD due to the difficulty of installing a tank that passes our inspections. I personally don't think our requirements are difficult.

I have submitted our plan to Ecology, and it was accepted except for one point that Stephanie made – that we install both tanks initially instead of installing one and stubbing out for the other. I know we had come to the same conclusion, but I failed to inform Wayne, so I have asked him to adjust the Memo to reflect. I believe that with that adjustment – we will be green lighted to proceed.

I received notification of a locate request that was just for a foundation, and I assume it's for the house I saw being brought into the public park on weeks point way. Nickel Bros has again parked a very large trailer with a house on it directly on top of our main. I wonder how they are allowed to do this with no notification and will be looking into getting in the loop on these deliveries. I will also be watching for a new leak in that location.

I am so sorry for the late report and my absence at the meeting – We are trying to foster my niece's kids that were taken from her. We just picked them up last night after being taken from her last week. We have attended the hearings and were found to be the best option for them. However after a day we are feeling that we are ill equipped to handle this, and are exploring options that don't include just surrendering them back to the state. It has been a painful and emotional event and we are heartbroken that these babies have lost their mother due to her terrible choices. Again, I hope you can find the understanding to excuse me this meeting. Thank you. Please email me any questions you have about this report or any other issues – I am monitoring my email closely.

# DISTRICT TECHNICIAN

## SEPTEMBER 2019

Full Maintenance: Full maintenance was performed to LOHO units 1,2,3,4,5,6. LOHO Grease, LOHO Septic, LOHO pump tank. Hamlet house grease, Hamlet House septic and Hamlet House pump tank. Edenwild Septic, grease, laundry, and pump tanks. Full maintenance at Westview apartments.

New installs: finish install at Ruggles, start install @ Condos

Upgrades: No upgrades

Pumping: pump at condos pump Westview Apartments

Alarm calls: Westview apartments, install new float.

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

We had to repair our submain during an install at the condos. It was necessary to repair quickly and safely.

Multiple call outs to the apartments were followed up with a letter to explain the deficiencies of the system. We have letters dating back 2 years of deficiencies being noted. Hopefully a replacement will happen soon.



## 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

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## BOARD OF COMMISSIONERS

Thursday, September 19, 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. Status of the customer's sewer system repairs or replacements.
2. Discussion of On-Call Compensation,
3. Update on the Records Retention Project.
4. Discuss FLIP's request to become a contract customer.
5. Discuss FBSD Comprehensive Plan,
6. Discuss Plant part time Tech position,
7. Discuss Grant application strategy,
8. Calendar – Go over dates for upcoming board meetings.

### V. CONCLUDED

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