

# FISHERMAN BAY SEWER DISTRICT

## BOARD OF COMMISSIONERS

### REGULAR MEETING

Thursday, September 24, 2020 @ 5:30 pm

#### **I. CALL TO ORDER**

#### **II. REGULAR BUSINESS**

The Board of Commissioners of Fisherman Bay Sewer District held a regular meeting on the 24th of September 2020 electronically through Zoom. President Lauren Stephens called the meeting to order at 5:33p.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:**

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

#### **C. Approval of Vouchers and Payroll**

Using the SJC Trial Balance Detail Report dated 9/12/2020, McDaniel compared and verified deposits reported on the Deposits/Sales Reports dated 8/26/2020, 8/31/2020, 9/8/20, and 9/17/20, 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.

Hasbrouck moving and McDaniel, seconding, to approve payments from the General Fund, expense vouchers in the amount of \$927.88 (8/31/20), \$693.55, (9/14/20), and \$7,078.35, (9/14/20) from account 6641. McDaniel moving and Hasbrouck seconding to approve payroll in the amount of \$8,594.74 for the pay period 8/15/20 to 8/28/20, and \$7,642.43 for the pay period 8/29/20 to 9/11/20.

#### **D. Correspondence—MHI Survey correspondence from Madrona Voices, Steve Smith and DOE, Daniel Thompson.**

#### **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. **Discuss ERU reassessment on Commercial Properties.** Edenwild will be reevaluated and all other commercial customers that have had a change in use will follow.
- B. **Discuss non metered commercial customers.** McDaniel moved and Stephens seconded that all commercial customers must have an effluent meter. Mackinnon will keep a record of commercial customers converting to effluent meters.
- C. **Contract with customers when issuing connection.** McDaniel will update and send to our lawyer for feedback.
- D. **DOE Loan, Plant expansion, and customer income survey.** Board decided to go forward on planning. Stephens moved and Hasbrouck seconded.
- E. **Discuss change in Admin Code on gallon value of an ERU.** Tabled
- F. **Discuss the flows & I & I at plant.** Tabled
- G. **Update on the Influent Flume Replacement.** Tabled
- H. **Update on the Lopez School District Participation Agreement.** Tabled
- I. **Lopez Landing - Developer Extension Agreement.** Tabled
- J. **Discuss Weeks Point Way – Wayne Haefele’s Proposal.** Tabled
- K. **Discussion of On-Call Compensation.** Tabled
- L. **Discuss FLIP’s request to become a contract customer.** Tabled
- M. **Discuss Plant part time Tech position.** Tabled
- N. **Investing Reserve Funds.** Tabled
- O. **Discuss Lopez Farmers Market extension.** Tabled

**Calendar – Go over dates for upcoming board meetings.** Scheduled a special meeting for Thursday, October 1, 2020 via zoom at 5:30.

**IV. NEW BUSINESS**

**NEW BUSINESS**

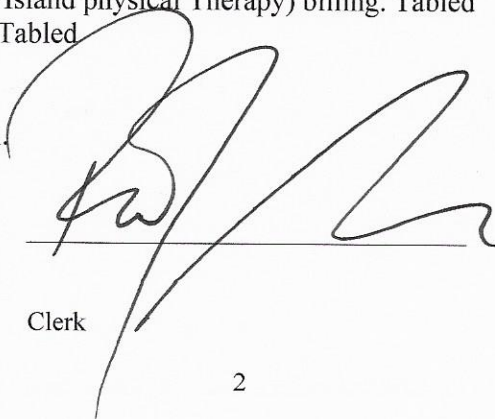
- 1. Banner Bank credit card contact update for Finley to be removed and Lavoie to be added as contact and receive Finley’s credit limit. Lavoie’s credit limit will then be \$2,000.00. Tabled
- 2. Discuss budget amendments. Tabled
- 3. Discuss Forum LLC (Lopez Island physical Therapy) billing. Tabled
- 4. Discuss FBSD Project List. Tabled

**V. MEETING CONCLUDED**

The meeting concluded at 7:51 p.m.



Commissioner



Clerk



# Superintendent Report September 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	?

### Concerns:

Due to Cov19 there has been very little advancement on tank replacements. We have seen two occur during September.

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

We had a handful of call outs (the mundane ones were all electrical failures) but ones of note were a series of calls I had on Milagra Ln. These all had no rhyme or reason to them other than the idea that there was some sort of hydraulic issue causing higher than typical pressure in the mains and preventing the three systems in question from pumping and thus caused a high water event in each. We will be examining the air/vac system on that line to see if there is a problem, and I may install gauges to observe the pressures in the lines.

### Locates

We have had an uptick in locates due to a recent increase in construction and some county projects that have commenced this month (Weeks Rd Bioswale Project).

### Effluent Meter Installations:

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

We have 25 commercial sites with water meters out of 46 commercially metered sites. I would like to send letters and require these sites to install proper effluent meters into the sites that are currently water meters. Some may be incapable of being retrofitted (such

# Superintendent Report

## September 2020

as the County Road Dept) but this would significantly improve accuracy of our billing and help to better assess I&I issues.

### Plant Maintenance Activities:

#### Completed this month:

We have been working on removing weeds from the surface of L2 but most are too large to handle manually. We really need to get an excavator on site to do it, but that is fairly expensive and hard to schedule. Thus, I am working on a proposal to use the unused money budgeted for the part time tech position for 2020 towards purchasing a small excavator for the district. Beyond plant maintenance – we could save a significant amount of money in contracting by doing some of the small projects ourselves. There is no reason that at some point we could set up to do our own trenching for mainline work and possibly even our own septic replacements at a much more reasonable rate for our customers some time down the road. Between the tech assistant money from 2020 with the unused pumping and plant maint money – we would have enough to purchase a new mini excavator. I've been saying for some time I think it will be important to acquire some fairly spendy tools. Namely an excavator, a pumper trailer and a small dump truck that can pull them both. I think the tech money would fund a suitable machine. This is all a very preliminary idea – would like to spend some time researching options and doing some cost analysis on it.

### Project Updates:

It has been a busy month with some district issues,

#### Weeks Point Way Replacement:

Working with Wayne on a creative solution to the many difficulties on this road.

#### Farmer's Market Upgrade:

SJC is planning on potholing soon to confirm location of our line so that they can move forward. There is a slight chance it might not even conflict entirely. During a meeting with them they also noted that they would be covering the trenching costs so our contribution to the project would be the piping and the connections.

#### Influent Upgrade:

We are still working on coming up with the proper T&C for this project.



# Superintendent Report

## September 2020

### Comprehensive Plan / Design Build Program:

Tom and Pat Roe have been working on this. I am trying to contribute, but most of their communications are Greek to me. I am trying to rapidly come up to speed.

### Other Significant Items:

I have come across another issue- I cannot discern any sort of system that has tracked what ERUs were sold. I had the manager of Bargreens contact me with questions about potential changes in the building and how that would affect their ERUs. As I looked into it I found that Dawn's (the manager) breakdown matched our customer table with them having 11.5 ERUs. However I also have a letter from their file that shows in 2014 they were assessed for 12.25 ERUs. There were almost yearly reassessments of their ERU count – but I cant tell how many they purchased in reality – just what fluctuating amount we have been charging them. Seems like we need a ledger that shows who owns what and when they purchased them. It also brings up the issue that we should reassess businesses on a regular schedule. Especially sites like Bargreen, Carpenter Plaza, etc that have fluctuating tenants and businesses. I know Bargreens changes their plumbing configuration often to suit their tenants needs. I would love some feedback on how often we should be doing this; every three years plus anytime we are alerted to a change, yearly...etc? Also – we need to nail down some sort of history for ERU sales and availability.

# Fisherman Bay Sewer District

## Commercial sites with water meter

Site	Installation impediment
Orpheus LLC	None known of
Colin Goode	NKO
Lopez Thrift Shop	Shared system/ unconventional installation
Vitas (Bruce Botts)	Deep discharge - bricks laid around risers
Doug James Building	NKO
Lopez Children's Center	NKO
Lopez Island Medical Center	Tank is in paved area
Ledger Washburn	NKO
Lopez Historical Society	NKO
Islanders Bank	NKO
Fish Bay Building/Blossom	NKO
Grace Church	NKO
Lopez Library District	Paved area around tank/ deep tank
Lopez Gas & Oil	NKO
Sheriff/Fire	NKO
Community Church	NKO
Edenwild	Deep tank
Bargreen	NKO
Ledger Lopez Rd	NKO
Lopez Pharmacy	Deep tank
LCLT Office	Pump tank shared with residential units



# DISTRICT TECHNICIAN

## September 2020

Reminder	Status	Contact Date	Due Date	Plan Accepted
<b>Replacements</b>				
LCLT3	accepted plans	3/5/2019	6/13/2019	yes
Cade	INSTALL STARTED – waiting to water test	1/17/2018	4/17/2018	no
McCabe	accepted plans	5/10/2018	8/8/2018	yes
Apartments	accepted plans	3/6/2020	6/6/2020	yes
Alberty	INSTALL finished 8/20/20	1/3/2018	7/2/2018	yes
Westlund house	awaiting plans	2/20/2020	6/19/2020	no
Westlund rental	awaiting plans	2/20/2020	6/19/2020	no
Skidmore	awaiting plans	6/8/2020	10/6/2020	no
Weeks	awaiting plans	4/3/2019	7/2/2019	no
Speiker	COMMUNICATING W/ SUPER	9/12/18 & 2/24/20	6/23/2020	asked for extension
LCLT2	no movement	10/14/2019	8/1/2020	no
Lopez Physical Therapy	awaiting plans	11/7/19	6/7/20	no
Burgess	Meting w/ Bill Kimm	2/13/2020	6/12/2020	no
San Juan Parks	plans accepted	3/27/19		yes
Pickering	plans accepted/ contracted	2/21/2019	5/22/2019	yes
Knapp	awaiting plans	7/24/2018	7/24/2019	no

Full Maintenance: Full maintenance performed to Islander Bar, Islander Kayak, Islander hotel, Pickering lane duplex, Cormorant Building, Grimsby, Edenwild and Citro.

New installs: Alberty finished 8/20/20, Cade started 9/9/20

Upgrades: replaced pump at Grimsby. Replaced float at Citro

Pumping: Pumping Aug 28<sup>th</sup> Islander bar and Kayak S.T. 3000 gal, Sept. 4<sup>th</sup> Edenwild and Cormorant bldg. 3000 gal. September 7<sup>th</sup> islander kayak tank farm and Pickering duplex 3000 gal. Sept. 8<sup>th</sup> Islander hotel 3000 gal. All these pumping costs will be forwarded to the owners of these tanks as they have all been pumped within 3 years. I have an ongoing list to give to Paula but have scheduled pumping with Jason next week.

Alarm calls: Alarm call Alberty – found floats tangled. Alarm call Citro – found failed float

Other:

This has been a busy pumping month as will be next month. It is time to start my grease survey for fall. I have some time set aside with Jason Kramer to do grease pumping.

Anna Alberty raved about Trevor Steinbrueck and wanted me to mention how satisfied she was with his work.

I continue working with Tom on our new billing software and found last month that the software seems to be a big help with the process. He has changed a few things for this month, but I see that I will quickly get into the groove with this system.

We had another house delivered by barge to the county park on Weeks point way. I do not feel like our mainline is adequate for that much weight repeatedly. Also, we do not get notified that they come or go and it seems like we should be in the loop for these events.



## DISTRICT CLERK'S REPORT –HIGHLIGHTS OF THE MONTH OF SEPTEMBER 2020

- Customer interactions:
  - 1) Paul White (lot behind 2169 Fishermen Bay Rd) sent in his application for new sewer hookup and application fee in July. He has paid application fee and we are waiting for payment on the hook up fee. I have sent an email inquiring about when we will receive payment
  - 2) Quaniqua Williams (32 Salish Way) assisting with pay bill set up.
  - 3) Kristina Burgess (62 Weeks Point Way) was changes to a vacation rental. She has paid the new fee charged for July and August.
  
- Completed all billings, customer payments, deposits, claims, payroll duties, monthly DOR reports and quarterly payroll tax reports.
  
- MHI Survey with Madrona Voices: Steve Smith has the list of the Residential Primary Homes. He has sent a letter to the DOE regarding the method he will be using. DOE requested a copy of our letter to the customers. Daniel Thompson from the DOE has given his approval.
  
- Tom, Zac and I have work on the billing, customer contact list, the meter reading process and plant flows being collected in a one data base. Tom has done some further improvements in the process and things are going quite well.
  
- My cancer treatment plan has been completed. I am improving from the effect of six month of chemotherapy but still experience fatigue and memory issues. With my own health issues and the Coronavirus outbreak I am working at home as much as possible.

# Fisherman Bay Sewer District

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

BOARD OF COMMISSIONERS  
Thursday, September 24, 2020 @5:30 p.m.  
Join Zoom Meeting

<https://us02web.zoom.us/j/8419240498?pwd=SERCWURqQJJEQXVINGVSVnJoWXlzdz09&from=msft>

## AGENDA

### I. CALL TO ORDER:

### II. REGULAR BUSINESS

- A. Attendees\*
- 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
- H. Monthly Budget Q & A

### III. UNFINISHED BUSINESS

- A. Discuss ERUs reassessment on Commercial Customers.
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### V. CONCLUDED

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