

# Fisherman Bay Sewer District

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

## BOARD OF COMMISSIONERS MEETING

July 16, 2025 at 10:00 am

At 295 Village Rd. Lopez, WA upstairs meeting room and via Zoom

## Minutes

### REGULAR MONTHLY MEETING OF BOARD OF COMMISSIONERS OF FISHERMAN BAY SEWER DISTRICT


- I. CALL TO ORDER: 10:00 AM Commissioners in attendance- Justin Jones, Kit Ledbetter, Randy Wilburn; staff in attendance — Roy Light, Tracy Faulkner, and Meike Meissner. Public: Lauren Stephens. Held in the meeting room at 295 Village Road, Lopez WA and via Zoom.
- II. REGULAR BUSINESS
  - A. Public Comment – Lauren Stephens wanted to comment to the Commissioners that she felt it was important that staff be commended for performance with raises and that the Board prioritize hiring a technician so that the District gets a staff person on the ground and trained.
  - B. Consent Agenda – Wilburn motioned to approve, Ledbetter seconded; motion approved.
    - a. Approval of Minutes – June 18, 2025 Regular Meeting
    - b. Approval of Vouchers & Claims
      - i. Claims
        1. Fund 6641: medical & dental (\$11,754.18), June 23, 2025 (\$4,272.51); July 7, 2025 (\$1,019.55)
        2. Fund 6642: July 7, 2025 (\$1,900)
        3. Fund 6644: June 23, 2025 (\$4,013.20)
      - ii. Payroll: June 23, 2025 (\$21,412.25)
    - c. Monthly Budget Report
    - d. Monthly Billing Reconciliation
  - C. Superintendent's Report – Faulkner reported and gave updates on activities in the District (report attached).
  - D. District Operations Technician's Report – N/A
  - E. Clerk's Report – Meissner requested approval of a payment plan for the Galley Restaurant which was saddled with a large bill due to nonpayment by the prior restaurant owner. Jones motioned for a payment plan allowing up to four months for the Galley Restaurant to pay balance on account, Wilburn seconded; motion passed.
- I. UNFINISHED BUSINESS
  - A. Staffing – moved to end of meeting
  - B. FLIP Addendum and timeline for hookup – Wilburn will reach out to Bill LeDrew with FLIP regarding pool hook up timeline and Jones will clarify addendum to reflect that the pool will never be allowed to drain into the FBSD system.
  - C. AKART update – Faulkner and Meissner reported meeting with Wayne Haefele to work through his initial questions. Meissner working on Income Survey with staff from RCAC.
- II. NEW BUSINESS
  - A. DOE General Permit Comment period – has been extended. Wayne Haefele assisting staff with comments; next meeting with Travis Porter will also discuss comments from small systems and how

applicable General Permit will be to FBSD. Ledbetter discussed next Ecology grant cycle with Scott Wilson of Wilson Engineering, remediation of constructed wetland should be priority. Faulkner and Meissner to meet next week on 7/25/2025 with Ecology grants manager for on-site visit and discussion of potential funding for next grant cycle.

- B. Plan for the future plant facility – discussed as part of the General Permit and grant planning
- C. Staffing – Jones motioned to promote Faulkner to Superintendent position with an hourly wage of \$47/hour, Ledbetter seconded; motion passed. Jones moved to approve Faulkner as auditing officer, Wilburn seconded; motion passed. Jones motioned to approve a 3% merit wage increase for Meissner to \$35.43/hour, Wilburn seconded; motion passed. Both wage increases will be effective July 1, 2025. Faulkner has created a new job description for Technician, position will be for 32 hours per week, pay range of \$30-\$35/hour DOE, with requirement to become a Level 1 Operator within 24 months of hire date. Ledbetter motioned to accept Technician position job description changes, Wilburn seconded; motion passed. Roy Light will be an independent contractor for FBSD. Wilburn motioned to authorize Jones to execute a contract with Light, Ledbetter seconded; motion passed.
- D. Next Meeting: Wednesday, August 20, 2025, at 10:00 am

III. CONCLUDED: 11:38 AM Wilburn moved to conclude; Jones seconded. Approved.

Approved 8/20/25  
Date

  
Secretary

  
Clerk