SKAGIT COUNTY SEWER DISTRICT # 2

BOARD OF COMMISSIONERS’ MEETING

October 20, 2021, Online Zoom Meeting

**CALL TO ORDER**

Brian McMahan called the regular meeting of the Board of Commissioners of Skagit County Sewer District No. 2 to order at 4:00 pm. Board members Tammy Oommen, Chris Anderson were present (Tammy left at 4:55 during Executive Session). Also present were Kelly Wynn, Brenda Gamache and Nikki Pritchard with Water & Wastewater Services, LLC along with Roger Kuykendall with Gray & Osborne. There were 5 members of the public in attendance. The meeting was held online through Zoom.

**Public Forum**

Kendon Light wanted to discuss the DE with Overlook Crest update and being over budget in the expense report for line item 550.1, M&O collect & xmit lines.

**Executive Session:**

Board President McMahan stated the Board was going into Executive Session under 42.30.110 (I)Potential Litigation at 4:15 pm for 30 minutes. At 4:45 the Board President went out into open session and stated we needed an additional 15 minutes in session. The Board exited Executive session at 5:00pm and stated there have been do decisions made.

**ADOPTION OF MINUTES**

The Commissioners were presented with the Zoom meeting minutes of September 21, 2021.

***A motion was made and seconded to approve the meeting minutes from September 21, 2021. All were in favor and the motion carried 2-0.***

**FINANCIAL REPORTS**

Treasurer’s Report

The Skagit County Treasurer’s Reports for the month of September were provided to the board.

Cash Position/Estimated Expenses/Collections report & DQ report

The Cash Position Report for the month of September was presented to the board.

The Estimated Expenses report for the month of September was presented to the Board.

The collections report for the month of September, $103,422.30 was deposited to the Maintenance Fund; $16,792.25 was deposited to the Construction Fund; $2,149.40 was deposited into the grinder pump fee, for total deposits with the Skagit County Treasurer of $122,383.95.The delinquent accounts report for September was presented to the board.

***A motion was made and seconded to accept the September financials as listed above . All were in favor and the motion carried 2-0.***

**DISTRICT MANAGER’S REPORT**

The Commissioners were presented with the District Manager’s Report for September.

**UNFINISHED BUSINESS**

We need to get Bio’s from Commissioners and pictures for the website.

Commissioner Payroll

All documents have been sent in to the county for approval and the setting up of the payroll. We are still getting everything set up with L&I and the EIN number.

KB Homes LOSS Agreement-

**A motion was made and seconded to accept the agreement with KB Homes and to add them to our LOSS account.**

23607 Gaven Dr

Jason Klaren (current owner)the owner would like an email and letter stating that there are no more charges to be filed at the property with regards to the ADU unit. The district will send him this and the lien will be released as soon as account is paid in full.

Overlook Crest

The district is still continuing on meeting with the attorney for the Overlook Crest Development and the Developer Extension Agreement.

GFC Increase

Roger Kuykendall with Gray & Osborne presented his report stating that the GFC should be increased from 8786.00 to $9,135.00. This change in rate will be placed into the budget for next month’s meeting and a Resolution will also be drawn up and presented.

**NEW BUSINESS**

Discount Fence Quote

 This will move to unfinished business for net month

2022 Proposed Budget-

This will be added to the website and placed on the agenda under unfinished business for next month. There will be a general public hearing on this during next month’s meeting. A Resolution will be drawn up for adoption at next month’s meeting.

Attorney Appointment

The Board decided to seek new Legal Counsel since the retirement of prior attorney Rod Kaseguma of Inslee Best. It was discussed and decided that Chmelik, Sitkin & Davis for new general counsel**.**

***A motion was made and seconded to adopt Chmelik, Sitkin & Davis as the District’s new general counsel. All in favor and the motion carried 2-0.***

**APPROVAL OF PRIOR PAYMENT & BILLS PAYABLE VOUCHERS**

10/11/21 Voucher Total $ 8,217.27, 10/19/21 Voucher Total $ 8,966.33, 10/29/21 Voucher Total $ 20,370.49

The board was presented with the current and prior vouchers for the month.

***A motion was made and seconded to approve the current and prior vouchers, all were in favor, motion carried 2-0.***

Staff will send out the documents for signing through DocuSign after tonight’s meeting.

**ADJOURNMENT**

There being no further business Brian McMahan concluded the meeting at 5:39 pm.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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