

**SKAGIT COUNTY SEWER DISTRICT # 2  
BOARD OF COMMISSIONERS' MEETING  
November 16, 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 and Chris Anderson were present. Also present were Kelly Wynn, Brenda Gamache with Water & Wastewater Services, LLC along with Roger Kuykendall with Gray & Osborne and Jon Sitkin the District's Attorney were also present. There was 1 member of the public in attendance. The meeting was held through Zoom.

**Public Forum**

None

**Executive Session:**

Board President McMahan stated the Board was going into Executive Session under 42.30.110 (i) Potential Litigation at 4:00 pm for 30 minutes. Jon Sitkin the District's Attorney was present in Executive Session. The Executive session adjourned at 4:30pm.

**Overlook Crest**

The district is continuing to meet with the attorney on the Overlook Crest Development and the Developer Extension Agreement. There is a possibility of the original Developer Extension Agreement can be abandoned.

**ADOPTION OF MINUTES**

The Commissioners were presented with the Zoom meeting minutes of October 20, 2021.

***A motion was made and seconded to approve the meeting minutes from October 20, 2021. All were in favor and the motion carried 3-0.***

**FINANCIAL REPORTS**

**Treasurer's Report**

The Skagit County Treasurer's Reports for the month of October were provided to the board.

**Cash Position/Estimated Expenses/Collections report & DQ report**

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

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

The collections report for the month of October, \$79,796.25 was deposited to the Maintenance Fund; \$0.00 was deposited to the Construction Fund; \$900.00 was deposited into the grinder pump fee, for total deposits with the Skagit County Treasurer of \$80,696.25. The delinquent accounts report for October was presented to the board.

***A motion was made and seconded to accept the October financials as listed above. All were in favor and the motion carried 3-0.***

**DISTRICT MANAGER'S REPORT**

The Commissioners were presented with the District Manager's Report for October.

**UNFINISHED BUSINESS**

We need Bio information from Commissioners and pictures for the website.

**Commissioner Payroll**

All documents have been sent into 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.

**2022 Proposed Budget-**

The proposed budget has been on the website and the Board has had ample enough time to review the budget.  
***A motion was made and seconded to adopt the 2022 budget as proposed. All were in favor, motion carried 3-0.***

**Fence Quote**

Chris visited the office and went over the fencing recommendations.

***A motion was made to accept the bid from Eagle Iron and Fence in the amount of not to exceed \$ 8,017.10, all were in favor motion carried 3-0.***

**NEW BUSINESS**

**23351 Oakland Ln-**

There was discussion about the letter requesting for the property to be billed as a single family dwelling instead of a duplex. The billing rate has been changed to reflect that this is a single family unit.

**Security camera installation-**

Chris Anderson suggested installing security cameras at the plant and office. There was a brief discussion about possibly placing four cameras, but no decision was made.

**Resolution 452 - GFC Increase**

Resolution 452 was provided to the Board to increase the GFC to \$ 9,135.00.

***A motion was made and seconded to adopt resolution 452, all were in favor, motion carried 3-0.***

**Resolution 453 – 2022 Auditing officer fees**

Resolution 453 was presented to the board for the 2022 Skagit County Auditor fees in the amount of \$ 2,751.00.

***A motion was made and seconded to adopt resolution 453, all were in favor, motion carried 3-0.***

**Resolution 454 – New Legal Counsel**

Resolution 454 was presented to the board to begin using Chmelik Sitkin & Davis P.S., specifically Jon Sitkin as the District's new legal counsel moving forward.

***A motion was made and seconded to adopt resolution 454, all were in favor, motion carried 3-0.***

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

11/12/21 Voucher Total \$ 45,573.81, 11/16/21 Voucher Total \$ 35,135.89

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 3-0.***

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 5:06 pm.

APPROVED

*Brian McMahan*

DocuSigned by:  
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*Tammy Sommer*

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