

**SKAGIT COUNTY SEWER DISTRICT NO. 2
BOARD OF COMMISSIONERS' MEETING
November 16, 2021 - 4:00 p.m. (Zoom meeting Online)**

Meeting ID: 860 1444 7698

Passcode: 961661

One tap mobile

+12532158782,,86014447698#,,,,*961661# US (Tacoma)

CALL TO ORDER

PUBLIC FORUM

EXECUTIVE SESSION

Executive Session 42.30.110 (I) Potential Litigation

- Overlook Crest DE (update – general session)

APPROVAL OF MINUTES OF REGULAR MEETING

Regular Meeting of October 20, 2021 – Online Zoom meeting

FINANCIAL REPORTS

Skagit County Auditor's/Treasurer's Report – October
Cash Position
Estimated Expenses
Revenue Collections
Delinquent Accounts Report

DISTRICT MANAGER'S REPORT - October

UNFINISHED BUSINESS

- Commissioner Payroll (table, still no resolve)
- 2022 Proposed Budget – Public Hearing regarding Budget
- Fence Quote

NEW BUSINESS

Letter from 23351 Oakland Lane
Security camera installation / Chris Anderson
Resolution 452 – General Facilities Charge update
Resolution 453 – 2022 Auditor fees
Resolution 454 – Resolution to appoint new legal counsel

BILLS PAYABLE

Current Voucher 11/12/2021 (1) - \$ 45,573.81
Current Voucher 11/16/2021 (2) - \$ 35,135.89

ADJOURNMENT

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 no 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: _____

**SKAGIT COUNTY SEWER DISTRICT NO. 2
CASH POSITION
AS OF OCTOBER 31, 2021**

FUND TYPE	FUND ACTIVITY	INVESTMENT		CASH
		TOTALS		
MAINTENANCE:	Cash on Hand as of 10/31/21			\$75,272.79
	Invested in State Pool 0.026			
	Additions/Subtractions		\$83,776.14	
	Interest		\$5.68	
	Total Invested:		\$83,781.82	
CAPITAL PROJECTS	Cash on Hand as of 10/31/21			\$34,226.25
	Invested in State Pool 0.026	\$91,721.15		
	Transactions		\$50,095.76	
	Maturity Date:			
	Total Interest:		\$0.00	
Total Invested:		\$141,816.91		
PWTF WWTP CONSTRUCTION	Cash on Hand as of 10/31/21			\$299.24
	Invested in State Pool 0.026			
	Transactions			
	Total Interest:			
	Total Invested:		\$0.00	
LIFT STATION RESERVE:	Cash on Hand as of 10/31/21			\$2,877.99
	Total Invested in State Pool 0.026	\$92,440.70		
	Transactions		\$50,095.81	
	Interest		\$0.00	
	Total Invested:		\$142,536.51	
GRINDER PUMP SURCHARGE:	Cash on Hand as of 10/31/21			\$300.00
	Total Invested in State Pool 0.026	\$6,353.76		
	Transactions			
	Interest		\$0.43	
	Total Invested:		\$6,354.19	
LOSS FUND RESERVE:	Cash on Hand as of 10/31/21			\$11,681.67
	Total Invested in State Pool 0.026	\$3,991.07		
	Transactions			
	Interest		\$0.28	
	Total Invested:		\$3,991.35	

TOTAL INVESTMENTS \$ 378,480.78
TOTAL CASH \$ 124,657.94
TOTAL FUNDS AVAILABLE \$ 503,138.72

SKAGIT COUNTY SEWER DISTRICT #2- Cash Basis

ESTIMATED EXPENSES - 2021- Through: OCTOBER

GL No.	Description	Budget	YTD	Balance	%YTD	JAN.	FEB.	MAR.	APR.	MAY	JUN	JUL	AUG	SEP	OCT
500.1	collect & xmit costs (permits)	\$ 300.00	\$0.00	\$300.00	0.0%										
500.2	utilities -- power (plant & LSI)	\$ 47,000.00	\$36,897.70	\$10,102.30	78.5%	\$4,760.49	\$4,587.60	\$4,617.37	\$4,082.13	\$3,386.62	\$3,362.65	\$2,889.59	\$3,112.48	\$2,873.48	\$3,225.29
500.22	utilities -- power (pumping)	\$ 8,500.00	\$7,874.09	\$625.91	92.6%	\$913.70	\$676.29	\$689.32	\$689.01	\$1,188.78	\$752.39	\$595.51	\$712.94	\$459.77	\$686.38
500.31	utilities -- telemetering	\$ 2,500.00	\$1,958.74	\$541.26	78.3%	\$187.92	\$194.59	\$194.51	\$194.51	\$196.80	\$196.80	\$196.80	\$196.91	\$198.91	\$198.91
500.4	treatment -- chemicals	\$ 1,500.00	\$665.83	\$834.17	44.4%	\$86.51				\$569.32				\$80.00	
500.5	treatment -- lab supplies	\$ 20,000.00	\$18,278.71	\$1,721.29	91.4%	\$2,511.06	\$3,037.51	\$701.26	\$1,835.39	\$184.00	\$1,954.59	\$2,607.09	\$1,588.29	\$2,834.52	\$1,025.00
500.6	misc. -- biosolids	\$ 55,000.00	\$50,089.45	\$4,910.55	91.1%	\$6,601.10	\$4,369.29	\$5,195.06	\$5,580.00	\$8,911.27	\$7,436.63	\$5,434.68	\$0.00	\$6,571.42	
500.7	misc. -- sewage treatment	\$ 4,000.00	\$4,157.54	-\$157.54	103.9%				\$200.00		\$0.00	\$922.25	\$3,035.29	\$0.00	
500.8	salaries -- plant operator	\$ 171,334.25	\$141,505.40	\$29,828.85	82.6%	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54	\$14,150.54
	contract salaries - administration	\$ 48,637.84	\$41,641.59	\$6,996.25	85.6%	\$4,017.00	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51	\$4,180.51
	Payroll - Commissioners	\$ 4,608.00							\$0.00	\$8,328.89	\$0.00	\$0.00	\$0.00	\$7,233.12	
550.1	M&O -- collect & xmit lines	\$ 2,000.00	\$15,562.01	-\$13,562.01	778.1%				\$1,104.57	\$385.31	\$1,473.76	\$256.88	\$256.88	\$333.94	
550.2	M&O -- pump equip (lift sta's)	\$ 28,000.00	\$5,213.47	\$22,786.53	18.6%	\$594.52			\$102.75	\$385.31	\$1,473.76	\$256.88	\$256.88	\$333.94	
550.3	M&O -- pump equip (grinder pumps)	\$ 32,000.00	\$47,180.59	-\$15,180.59	147.4%	\$1,258.69	\$1,783.71	\$436.69	\$8,168.64	\$1,130.26	\$933.32	\$9,011.99	\$4,260.44	\$10,090.39	\$4,106.46
550.4	M&O -- structures & improvements	\$ 5,000.00	\$0.00	\$5,000.00	0.0%						\$0.00	\$0.00	\$0.00	\$0.00	
550.5	M&O -- treatment plant equip	\$ 7,000.00	\$9,225.31	-\$2,225.31	131.8%	\$87.99			\$0.00	\$644.50	\$4,272.28	\$0.00	\$0.00	\$796.38	\$957.37
550.6	M&O - General Plant Maint	\$ 15,000.00	\$11,288.47	\$3,711.53	75.3%	\$281.29	\$321.85	\$425.72	\$385.84	\$941.65	\$622.32	\$956.90	\$373.62	\$2,186.24	\$4,781.04
600.1	customer collect (postage)	\$ 3,500.00	\$2,186.97	\$1,313.03	62.5%	\$20.65	\$544.57			\$248.54	\$559.20	\$6.74	\$366.29	\$11.00	
600.11	misc. -- general office	\$ 1,000.00	\$3,036.76	-\$2,036.76	303.7%	\$835.61		\$105.28	(\$18.17)	\$248.56	\$121.26	\$652.98	\$366.69	\$11.00	
600.2	office -- supplies/computer	\$ 1,800.00	\$1,776.64	\$23.36	98.7%	\$0.00	\$89.98	\$428.03	\$517.56	\$322.84	\$0.00	\$0.00	\$216.18	\$202.05	
600.3	utilities -- telephone	\$ 2,800.00	\$2,130.72	\$669.28	76.1%	\$209.05	\$210.46	\$211.91	\$211.91	\$212.40	\$212.40	\$212.40	\$212.40	\$212.40	\$215.06
600.4	membership fees	\$ 4,000.00	\$2,794.38	\$1,205.62	68.9%				\$221.88		\$0.00	\$576.00	\$0.00	\$0.00	
600.5	outside services -- general	\$ 7,500.00	\$1,186.99	\$6,313.01	15.8%	\$640.86	\$23.10	\$311.00	\$61.60	\$38.50	\$26.18	\$23.10	\$18.48	\$6.75	\$35.42
600.6	outside services -- engineering	\$ 1,000.00	\$3,824.72	\$3,175.28	54.6%	\$631.04			\$631.04		\$0.00	\$1,498.72	\$327.36	\$736.56	
600.6	outside services -- engineering extraldr's	\$ 1,000.00	\$0.00	\$1,000.00	0.0%						\$0.00	\$0.00	\$0.00	\$0.00	
600.7	outside services -- accounting services	\$ 8,000.00	\$2,396.88	\$5,603.12	30.0%			\$798.96			\$0.00	\$0.00	\$0.00	\$0.00	
600.8	outside services -- legal	\$ 2,500.00	\$0.00	\$2,500.00	0.0%						\$0.00	\$0.00	\$0.00	\$0.00	
600.88	Outside Services - Skagit Law	\$ 8,000.00	\$0.00	\$8,000.00	0.0%						\$0.00	\$0.00	\$0.00	\$0.00	
600.9	liability insurance	\$ 18,500.00	\$3,772.08	\$14,727.92	20.4%		\$3,772.08				\$0.00	\$0.00	\$0.00	\$0.00	
680	State DOR excise tax	\$ 45,000.00	\$35,246.76	\$9,753.24	78.3%	\$3,887.04	\$3,393.31	\$3,804.33	\$3,382.27	\$3,500.99	\$4,109.52	\$3,307.45	\$3,194.34	\$2,895.28	\$3,772.23
600.10	utilities -- power (office)	\$ 2,500.00	\$1,796.95	\$703.05	71.9%	\$96.62	\$435.38	\$289.86	\$97.46	\$81.42	\$246.97	\$39.18	\$216.90	\$276.78	\$16.38
	Loan Repayment	\$ 495,000.00	\$492,422.92	\$2,577.08	99.5%						\$492,422.92				
	TOTAL O&M/Depreciation Expenses	\$1,060,480.09	\$944,121.67	\$111,760.42	89.0%	\$41,781.68	\$49,210.18	\$42,630.17	\$44,662.99	\$48,851.70	\$45,410.28	\$539,947.24	\$37,211.13	\$57,065.71	\$37,350.59

ESTIMATED REVENUE - 2021 - Through: OCTOBER

Description	Budget	YTD	Balance	%YTD	JAN.	FEB.	MAR.	APR.	MAY	JUN	JUL	AUG	SEP	OCT
410 Monthly Sewer Service Fees	\$992,916.00	\$754,077.68	\$238,838.32	75.9%	\$76,475.39	\$60,108.16	\$90,087.14	\$83,449.81	\$88,026.10	\$77,315.62	\$68,092.89	\$66,240.37	\$69,607.24	\$54,625.16
415 Grinder Pump Fee	\$ 19,788.00	\$13,342.50	\$6,445.50	67.4%	\$724.55	\$934.84	\$1,417.53	\$1,305.87	\$1,894.46	\$1,435.83	\$1,406.57	\$1,173.45	\$2,149.40	\$900.00
420 Commercial Income	\$152,866.00	\$70,410.00	\$82,446.00	46.1%	\$5,096.00	\$4,832.00	\$7,154.00	\$8,248.00	\$2,254.00	\$8,134.00	\$5,880.00	\$5,096.00	\$5,390.00	\$18,326.00
440 Permits and Inspection Fees	\$ 3,000.00	\$1,756.28	\$1,243.72	58.5%	\$0.00	\$0.00	\$200.00	\$600.00	\$600.00	\$231.28	\$0.00	\$90.00	\$75.00	\$900.00
442 Loss Standby Charges	\$ 7,200.00	\$6,900.00	\$300.00	95.8%	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$900.00	\$600.00	\$1,200.00	\$300.00	\$900.00
445/470 Misc/Other Income	\$ 3,100.00	\$2,502.93	\$597.07	80.7%	\$658.28	\$200.00	\$100.00	\$250.00	\$167.02	\$410.00	\$103.50	\$222.50	\$391.63	
450 Late Fees	\$ 5,000.00	\$729.92	\$4,270.08	14.6%	\$29.73	\$101.60	\$93.65	\$84.80	\$299.47	\$63.60	\$0.00	\$57.07	\$0.00	\$0.00
455 Transfer Fees	\$ 4,000.00	\$4,574.96	-\$574.96	114.4%	\$450.00	\$1,342.00	\$482.98	\$150.00	\$0.00	\$750.00	\$60.00	\$900.00	\$0.00	\$450.00
490 Capital Improvement	\$39,500.00	\$65,837.74	-\$26,337.74	166.7%	\$6,520.81	\$5,147.09	\$7,813.81	\$7,284.02	\$7,257.18	\$7,098.22	\$5,977.22	\$5,588.42	\$7,668.98	\$5,481.99
710 Interest on Investments	\$ 1,500.00	\$553.14	\$946.86	36.9%	\$87.45	\$79.20	\$104.80	\$78.35	\$71.76	\$47.27	\$26.23	\$36.53	\$9.45	\$13.10
	GFC Revenue	\$ 45,000.00	\$28,541.15	\$16,458.85	0.0%	\$692.00		\$827.90	\$6,666.00	\$3,643.00	\$0.00	\$0.00	\$16,792.25	\$0.00
	TOTAL O&M Revenue	\$1,273,860.00	\$949,177.77	\$324,682.23	74.5%	\$91,234.21	\$73,344.89	\$108,881.81	\$108,756.85	\$96,365.92	\$82,136.41	\$80,563.34	\$122,383.95	\$80,696.25
	NET INCOME	\$213,379.91	\$5,054.85	\$218,434.76	2.4%	\$49,452.53	\$24,134.71	\$66,251.64	\$64,073.86	\$55,961.29	\$50,975.54	\$43,352.21	\$65,318.24	\$43,345.66

**SKAGIT COUNTY SEWER DISTRICT NO. 2
COLLECTIONS
FOR THE MONTH OF OCTOBER 2021**

MAINTENANCE FUND:

Sewer Service Fees & Late Charges	\$54,625.16
Commerical Service Fees	\$18,326.00
Loss Standby Fees	\$900.00
Transfer Fees	\$450.00
S/S Permits/Inspections	\$0.00
Investment Interest	\$13.10
Capital Improvement & Reserve	\$5,481.99
MISCELLANEOUS FEES:	\$0.00

TO MAINTENANCE \$79,796.25

TOTAL MAINTENANCE: \$79,796.25

GRINDER PUMP SURCHARGE:

\$900.00

TOTAL: \$80,696.25

CONSTRUCTION FUND:

GFC Income	\$0.00
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TOTAL CONSTRUCTION: \$0.00

TOTAL REVENUE COLLECTIONS: \$80,696.25



Water & Wastewater Services

Skagit County Sewer District #2

Board of Commissioners

Monthly Report of District Management & Operation

Month: October 2021

Office

Residential Accounts – 764 Customers (784 RCE)

Commercial accounts – 10 customers (75 RCE)

Total Customers 774 or (859 RCE)

WWTP

The plant ran well this month, and we met all NPDES requirements.

We had 14 (fourteen) locates for the month of October.

Call outs/Emergencies:

10/03 - Call out; lift sta#10 high level alarm reset.

10/09 - Grinder pump call-out at 18575 West Big Lake Blvd., Pumped down. Will need repaired.

10/12 - Call out; lift sta#10 high level alarm reset

10/24 - Call out; power outage plant and lift stations.

10/29 - Lift station #6 flooded from land slide. Cleaned dirt and mud out of station.

10/30 - Call out; power failure lift station #6 115 volt step down transformer shorted out. Ordered a new transformer.

The plant treated a total flow of 4,452,000 gallons, with a daily average of 143,000 gallons and maximum day of 289,000 gallons. Total flow is up from last year (4,097,000) by 8%.

Miscellaneous

10/11- Correct Equipment repaired grinder pump at 18575 West Big Lake Blvd.

10/20 - Western Services hauled 50,000 Gals from digester to LaConner WWTP.

10/27 - Ordered new MLR PUMP

10/30 - Ackermann Electric checked out lift station #6, ordered a new step down transformer.

New Inspections and/or Hookups

SKAGIT COUNTY SEWER DISTRICT # 2 2022 PROPOSED BUDGET

GL No.	Description	Budget	YTD	Balance	%YTD	end 2021	2022 Proposed Budget
500.1	collect & xmit costs (permits)	\$ 300.00	\$0.00	\$300.00	0.0%	\$0.00	\$ 300.00
500.2	utilities -- power (plant & LS1)	\$ 47,000.00	\$33,672.41	\$11,230.43	71.6%	\$44,896.55	\$ 50,000.00
500.22	utilities -- power (pumping)	\$ 8,500.00	\$7,187.71	\$3,697.50	84.6%	\$9,583.61	\$ 10,000.00
500.31	utilities -- telemetering	\$ 2,500.00	\$1,759.83	\$735.77	70.4%	\$2,346.44	\$ 2,500.00
500.4	treatment -- chemicals	\$ 1,500.00	\$665.83	\$834.17	44.4%	\$887.77	\$ 1,000.00
500.5	treatment -- lab supplies	\$ 20,000.00	\$17,253.71	\$4,821.69	86.3%	\$23,004.95	\$ 25,000.00
500.6	misc. -- biosolids	\$ 55,000.00	\$50,099.45	\$6,404.13	91.1%	\$66,799.27	\$ 65,000.00
500.7	misc. -- sewage treatment	\$ 4,000.00	\$4,157.54	\$764.71	103.9%	\$5,543.39	\$ 5,500.00
500.8	salaries -- plant operator	\$ 171,334.25	\$127,354.86	\$43,979.39	74.3%	\$169,806.48	\$ 181,614.00
	contract salaries - administration	\$ 48,637.84	\$37,461.08	\$12,484.84	77.0%	\$49,948.11	\$ 51,269.00
	Payroll - Commissioners	\$ 4,608.00				\$0.00	\$ 4,800.00
550.1	M&O -- collect & xmit lines	\$ 2,000.00	\$15,562.01	-\$13,562.01	778.1%	\$20,749.35	\$ 22,000.00
550.2	M&O -- pump equip (lift sta's)	\$ 28,000.00	\$5,213.47	\$22,889.28	18.6%	\$6,951.29	\$ 7,500.00
550.3	M&O -- pump equip (grinder pumps)	\$ 32,000.00	\$43,074.13	-\$6,856.51	134.6%	\$57,432.17	\$ 60,000.00
550.4	M&O -- structures & improvements	\$ 5,000.00	\$0.00	\$5,000.00	0.0%	\$0.00	\$ 3,000.00
550.5	M&O -- treatment plant equip	\$ 7,000.00	\$8,267.94	-\$2,225.31	118.1%	\$11,023.92	\$ 14,000.00
550.6	M&O -General Plant Maints	\$ 15,000.00	\$6,507.43	\$5,864.22	43.4%	\$8,676.57	\$ 12,500.00
600.1	customer collect (postage)	\$ 3,500.00	\$2,186.97	\$1,765.06	62.5%	\$2,915.96	\$ 2,500.00
600.11	misc. -- general office	\$ 1,000.00	\$3,036.75	-\$1,856.06	303.7%	\$4,049.00	\$ 4,000.00
600.2	office -- supplies/computer	\$ 1,800.00	\$1,776.64	\$540.92	98.7%	\$2,368.85	\$ 2,500.00
600.3	utilities -- telephone	\$ 2,800.00	\$1,915.66	\$881.19	68.4%	\$2,554.21	\$ 2,800.00
600.4	memberships fees	\$ 4,000.00	\$2,794.38	\$1,205.62	69.9%	\$3,725.84	\$ 4,000.00
600.5	outside services -- general	\$ 7,500.00	\$1,151.57	\$6,354.10	15.4%	\$1,535.43	\$ 2,500.00
600.6	outside services -- engineering	\$ 7,000.00	\$1,151.57	\$4,133.68	16.5%	\$1,535.43	\$ 5,000.00
600.6	outside services -- engineering extra/de's	\$ 1,000.00	\$3,824.72	\$672.64	382.5%	\$5,099.63	\$ 5,000.00
600.7	outside services -- accounting services	\$ 8,000.00	\$2,396.88	\$6,402.08	30.0%	\$3,195.84	\$ 2,500.00
600.8	outside services -- legal	\$ 2,500.00	\$0.00	\$2,500.00	0.0%	\$0.00	\$ 2,500.00
600.88	Outside Services - Skagit Law	\$ 8,000.00	\$0.00	\$8,000.00	0.0%	\$0.00	\$ 5,000.00
600.9	liability insurance	\$ 18,500.00	\$3,772.08	\$13,670.94	20.4%	\$5,029.44	\$ 14,000.00
680	State DOR excise tax	\$ 45,000.00	\$31,474.53	\$7,463.71	69.9%	\$41,966.04	\$ 52,000.00
600.10	utilities -- power (office)	\$ 2,500.00	\$1,780.57	\$1,019.00	71.2%	\$2,374.09	\$ 2,500.00
	Loan Repayment	\$ 495,000.00	\$492,422.92	\$2,577.08	99.5%	\$492,422.92	\$ 490,000.00
	TOTAL O&M/Depreciation Expenses	\$1,060,480.09	\$907,922.64	\$151,692.26	85.6%	\$1,046,422.55	\$1,112,783.00

ESTIMATED REVENUE - 2021 - Through: SEPTEMBER

Description	Budget	YTD	Balance	%YTD	Projected	2022 Proposed Budget
410 Monthly Sewer Service Fees	\$992,916.00	\$699,402.72	\$293,513.28	70.4%	\$932,536.96	\$950,000.00
490 Capital Improvement	\$39,500.00	\$60,355.75	-\$20,855.75	152.8%	\$80,474.33	82,000.00
420 Commercial Income	\$152,856.00	\$52,084.00	\$100,772.00	34.1%	\$69,445.33	70,000.00
442 Loss Standby Charges	\$ 7,200.00	\$6,600.00	\$600.00	91.7%	\$8,800.00	8,800.00
450 Late Fees	\$ 5,000.00	\$729.92	\$4,270.08	14.6%	\$973.23	500.00
415 Grinder Pump Fee	\$ 19,788.00	\$12,442.35	\$7,345.65	62.9%	\$16,589.80	17,000.00
440 Permits and Inspection Fees	\$ 3,000.00	\$1,756.28	\$1,243.72	58.5%	\$2,341.71	2,400.00
455 Transfer Fees	\$ 4,000.00	\$4,124.98	-\$124.98	103.1%	\$5,499.97	5,000.00
710 Interest on Investments	\$ 1,500.00	\$540.04	\$959.96	36.0%	\$720.05	800.00
445 Misc/Other Income	\$ 3,100.00	\$2,349.43	\$750.57	75.8%	\$3,132.57	3,100.00
GFC Revenue	\$ 45,000.00	\$28,541.15	\$16,458.85	0.0%	\$38,054.87	40,000.00
TOTAL O&M Revenue	\$1,273,860.00	\$888,927	\$404,933	68.2%	\$1,158,568.83	\$1,179,600.00
NET INCOME	\$213,379.91	(\$38,996.02)	\$253,241.12	-18.3%	\$112,146.28	\$66,817.00



Contact Us

Office: (360) 873-4885
 Email: info@discountfencewa.com
 Web: http://www.discountfencewa.com

Estimate/Contract #

2021-COM 0075

Date/Time: Sept 17th 9-12

Mailing Address:
 2236 Pacific St.
 Bellingham, WA 98229

Green Copy - Contractor
 Blue Copy - Customer

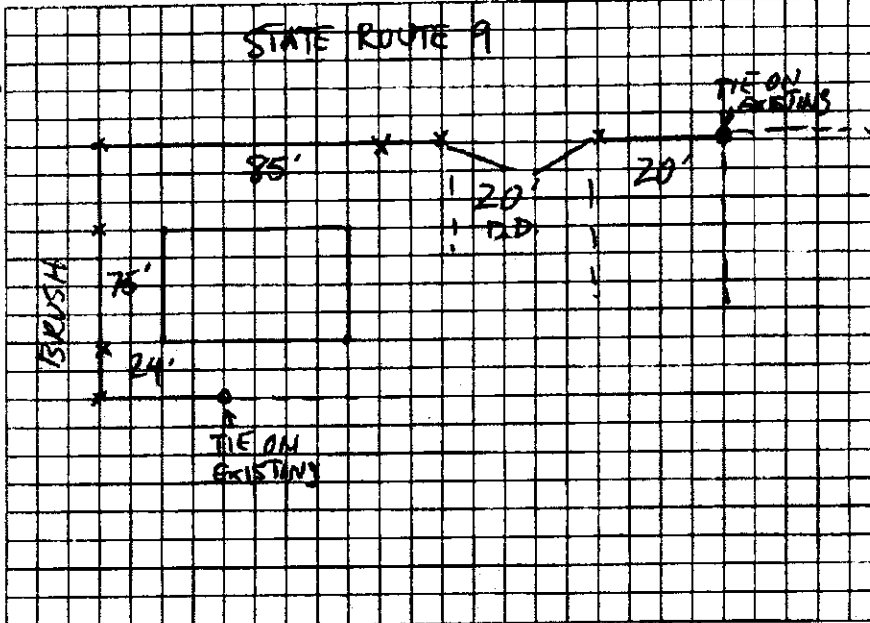
Source:

Estimate valid for 30 days

Interested in: remove barbed wire, replace w/ gate
 Customer: Shawit County Sewer Dist. 2 Phone 1: 360-488-8373
 Address: 17079 State Route 9 Phone 2:
 City/Zip: MT. Vernon Email: scs02@frontier.com (ATTN) NIKKI

- Chain Link
- Wood
- Ornamental
- Vinyl
- Deco Mesh
- Custom
- Other:

Height	Style
6'	CHAIN LINK
Walk Gate	Drive Gate
	20' DD
Pipe Type	Concrete
Term Posts	MIXED
2 3/8	2 3/8
Line Posts	TOP RAIL
2 3/8	WIRE
Post Spacing	Post Size
10' MAX	
Sizing	Facing
	OUT
Tension Wire	Barb Wire
YES	



Site Conditions: Level Slope Hill Rocky Loose Soil Clearing Removal/Disposal Animal Waste
 Fence Info: Contour Stepped Dog Tight (SEE PRICING CONDITIONS)

INSTALL 224' OF 6' TALL 9 GA. GALVANIZED CHAIN LINK FENCE WITH A 20' DOUBLE DRIVE GATE, TIE ON TO EXISTING 2 3/8 POSTS. FENCE TO HAVE BRACING, TOP AND BOT. TENSION WIRE.
 CUSTOMER TO CLEAR FENCE LINE \$600

Pricing Conditions	
Changes in Site Conditions WILL impact cost	
Clearing must be completed prior to work starting or owner will be charged for labor and/or trip fee	
Removal and Disposal NOT included unless specifically identified as included	
Dog Tight - owner to backfill on uneven ground	
Price \$	
Discount \$	
Subtotal \$	
Tax \$	
Total \$	

PW 8,653

Includes all labor, materials and equipment to perform work. Estimator: [Signature] Date: _____

- CUSTOMER MUST:**
- Clearly identify corners, ends, and gates
 - Mark any private underground utilities
 - Obtain any necessary permits, approvals, or engineering
 - Make any change requests in writing; Change fee will apply to changes made after contract signed and will require an additional deposit.
- Payment terms - PLEASE READ CAREFULLY:**
- Pay deposit before job scheduled - credit card kept on file until job complete and balance paid in full.
 - Pay balance due day of completion - until paid we own materials and may remove at any time for non-payment
 - Accept cash, check, or credit card (note 3.5% bank fee)

ACCEPTANCE - PLEASE READ CAREFULLY:
 I accept the price, specifications, terms and conditions of this agreement and understand all work to be completed in a workmanlike manner according to standard practices. I agree to assume full responsibility for fence location, and at my sole cost and expense, to defend and hold harmless Discount Fence against any and all claims for work described herein. I will make any change requests in writing and pay associated charges with the understanding any reductions in work will affect pricing of remaining work (our price per foot will go up when footage reduced). I understand if I direct changes at the job site while work is performed I will be charged a fee plus time and materials (fee \$150 per change). I agree to pay total outstanding balance on day of completion. YOUR SIGN IS YOUR WARRANTY - DO NOT REMOVE.

Signature: _____ Date: _____



Eagle Fence and Iron

Eagle Fence and Iron, LLC
Marysville, WA 98271

13717 30th AVE NW
425-346-3997
eaglefenceandiron@gmail.com

PROPOSAL/CONTRACT

Page 2 of 2
11/09/2021

Customer Information:

Skagit Sewer Dist.
17079 SR 9
Mt Vernon, WA 98274

Job Information:

nikkip@wwsvc.com

TERMS & CONDITIONS

- utilities beyond public infrastructure will need to be located by a private utility locate and is the responsibility of customer and is not included in this proposal. The customer will assume all liability for any damage caused by directing Eagle Fence and Iron, LLC to dig in the immediate vicinity of any known or unknown utilities. The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced. A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Eagle Fence and Iron, LLC until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt and agrees that, in the event collection of customers payment obligations hereunder is placed in the hands of an attorney, customer shall pay all attorneys fees and court costs thereby necessitated.

This estimate is free, no obligation. Upon acceptance this proposal becomes legal contract. Full payment upon completion. This proposal is to be included as an exhibit to any contract and may be withdrawn if not accepted within 7 days.

EXCLUSIONS: PREVAILING WAGES, Insurance premiums for subrogation and primary wording, surveying, clearing and grading, saw cutting, core drilling, bonding, grounding, traffic control, height requirements, permits, damage to irrigation, removals of fence, concrete, asphalt, and soil. All additional requests billed accordingly. THANK YOU FOR YOUR BUSINESS!

CUSTOMER Initial _____

CUSTOMER Initial _____

SALESPERSON Initial _____



Eagle Fence and Iron

Eagle Fence and Iron, LLC
Marysville, WA 98271

13717 30th AVE NW
425-346-3997
eaglefenceandiron@gmail.com

PROPOSAL/CONTRACT

Page 1 of 2
11/09/2021

Customer Information:

Skagit Sewer Dist.
17079 SR 9
Mt Vernon, WA 98274

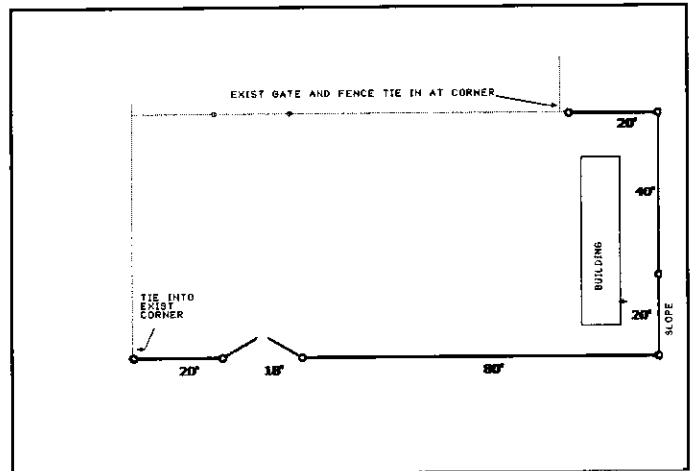
Job Information:

nikkip@wswvc.com

Notes:

6' - 9 GA Galvanized Chain Link Fence and gates.

REVISED VERSION WITHOUT BARBED WIRE



TERMS & CONDITIONS

Eagle Fence and Iron, LLC shall advise the customer as to local zoning regulations to the best of their knowledge, but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Eagle Fence and Iron, LLC will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Eagle Fence and Iron, LLC assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. The undersigned customer having advised Eagle Fence and Iron, LLC of the location in which fence is to be installed, assumes full responsibility and agrees to hold Eagle Fence and Iron, LLC harmless of any and all claims brought on account of work described and installed. Eagle Fence and Iron, LLC will assume the responsibility for having underground public utilities located and marked through the 811 call center however, Eagle Fence and Iron, LLC assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. Any private

Approved & Accepted for Customer:

Contract Amount: \$ 7416.37

Total Sales Tax: \$ 600.73

Total Contract Amount: \$ 8017.10

Down Payment: \$ _____

Balance Due: \$ 8017.10

_____	_____
Customer	Date
_____	_____
Customer	Date
Accepted for Eagle Fence and Iron, LLC:	
_____	_____
Salesperson	Date

RESOLUTION NO. 452

A RESOLUTION of the Board of Commissioners of Skagit County Sewer District No. 2, amending Resolution No. 160, 183, 238, 286, 311, 321, 345, 360, 371, 377, 388, 391, 416, 423 and 440.

WHEREAS, Resolution No. 160 was passed by the Board of Commissioners of Skagit County Sewer District No. 2 establishing a connection charge, subsequently increased by Resolution Numbers 183, 238, 286, 311, 321, 345, 360, 371, 377, 388, 391, 416, 423 and 440.

WHEREAS, a review of this connection charge indicates a revision is appropriate, increasing the connection charge to Nine Thousand One Hundred and thirty-five dollars (\$9,135.00) per RCE (Residential Customer Equivalent).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Skagit County Sewer District No. 2, Skagit County, Washington, that Resolutions Numbers 160, 183, 238, 286, 311, 321, 345, 360, 371, 377, 388, 391, 416, 423 and 440 shall be and hereby are amended to increase the connection charge to Nine Thousand One Hundred and Thirty-five dollars (\$9,135.00) per RCE (Residential Customer Equivalent).

ADOPTED by the Board of Commissioners of the Skagit County Sewer District No. 2, Skagit County, Washington, at a regular meeting of said Board held on this 16th day of November 2021.

SKAGIT COUNTY SEWER DISTRICT NO. 2

President and Commissioner

Commissioner

ATTEST:

Secretary of Said Commission

I, the undersigned Secretary of the Board of Commissioners of Skagit County Sewer District No. 2, Skagit County, Washington, DO HEREBY CERTIFY that the foregoing resolution is a true and correct copy of Resolution No. 452 of said Board, duly adopted at a regular meeting thereof held on November 16, 2021.

Secretary and Commissioner

RESOLUTION # 453

A RESOLUTION of Skagit County Sewer District No. 2, Skagit County, Washington, increasing the amount charged by Skagit County Auditor for being the District's Auditing Officer.

WHEREAS, Resolution No.273 was passed by the Board of Commissioners of Skagit County Sewer District No. 2 on December 11, 1997, appointing Skagit County Auditor as Skagit County Sewer District No. 2 Auditing Officer; and

WHEREAS, the District has received notice that the costs of these services for the year 2022 will be \$2,751.00

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Skagit County Sewer District #2 on November 16, 2021 that said Board declares the Skagit County Auditor to continue as the District's Auditing Officer for the year 2022, at a cost of \$2,751.00. Be it further resolved that payment for services will be by intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

DATED this 16 Day of November 2021.

ATTEST:

Secretary of the Board

RESOLUTION NO. 454

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
SKAGIT COUNTY SEWER DISTRICT NO. 2 ("DISTRICT")
APPOINTING DISTRICT GENERAL LEGAL COUNSEL**

WHEREAS, The District Commissioners desire to ratify the appointment of the law firm of Chmelik Sitkin & Davis P.S. as the General Legal counsel for the District effective as of the Commission meeting on October 20, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Skagit County Sewer District No. 2 as follows:

1. The Commission ratifies by resolution its action taken at the October 20, 2021 Commission meeting to appoint the law firm of Chmelik Sitkin & Davis P.S. as the General Legal Counsel for the District.
2. The District's General Legal Counsel shall report directly to the District Commission and shall advise and direct the District Commission and staff with regard to all general legal matters.

ADOPTED by the Board of Commissioners of Skagit County Sewer District No. 2 at the regular meeting thereof held this 16th day of November, 2021.

SKAGIT COUNTY SEWER DISTRICT NO. 2

President

Secretary

Commissioner

Attest: Commission Clerk

**SKAGIT COUNTY AUDITOR'S OFFICE
JUNIOR DISTRICT TRANSMITTAL
FOR AUDITED SERVICES**

BATCH _____

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed, the claim is a just, due and unpaid obligation against Skagit County Sewer District No. 2 FUND S21 -5014990, and I am authorized to authenticate and certify to said claim.

WE HEREBY APPROVE THE THIS VOUCHER

DocuSigned by:


49DFF39085A495

SIGNED: _____ Secretary

DATE: 11/12/2021

TITLE

ORIGINAL

TOTAL: \$45,573.81

COMMISSIONER'S SIGNATURES

	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount	Enclosure
1	Cascade Natural Gas	41863000000	11/8/2021	501 4700	\$ 72.56	
4	Department of Revenue	297-003-487	10/31/2021	501 4910	\$ 2,907.23	
5	CIAW	2021-34762	10/2/2021	501 4910	\$ 41,549.00	
6	Puget Sound Energy	200016237592	10/28/2021	501 4700	\$ 168.02	
7	Puget Sound Energy	200024177798	10/28/2021	501 4700	\$ 107.71	
8	Puget Sound Energy	200014253898	10/28/2021	501 4700	\$ 71.83	
9	Puget Sound Energy	200001178660	10/28/2021	501 4700	\$ 184.24	
10	Waste Management	37198525000	11/1/2021	501 4700	\$ 103.02	
11	Ziply	3604225655	10/19/2021	501 4210	\$ 195.72	
12	Ziply	3604228783	10/19/2021	501 4210	\$ 214.48	
13						
14						
15						

**SKAGIT COUNTY AUDITOR'S OFFICE
JUNIOR DISTRICT TRANSMITTAL
FOR AUDITED SERVICES**

BATCH _____

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed, the claim is a just, due and unpaid obligation against Skagit County Sewer District No. 2 FUND S21 -5014990, and I am authorized to authenticate and certify to said claim.

COPY

WE HEREBY APPROVE THIS VOUCHER

SIGNED: _____ Secretary
DATE 11/16/2021 TITLE _____

TOTAL: \$35,135.89

COMMISSIONER'S SIGNATURES _____

	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount	Enclosure
1	Ackerman Electric	2000-607	11/4/2021	501 4910	\$ 217.55	
2	Bayside Services	1021408	10/30/2021	501 4910	\$ 1,521.85	
3	Department of Ecology	22-WA0030597	11/1/2021	501 4910	\$ 1,652.40	
4	Edge Analytical	21-28646	8/17/2021	501 4910	\$ 92.00	
5	Edge Analytical	21-38971	11/1/2021	501 4910	\$ 300.00	
6	Edge Analytical	21-38970	11/4/2021	501 4910	\$ 92.00	
7	ERA	986135	10/15/2021	501 4910	\$ 205.32	
8	Kapetain's Ace Hardware	371661	11/2/2021	501 4910	\$ 300.26	
9	Quill Corporation	20498806	10/25/2021	501 4910	\$ 210.77	
10	Railroad Management Co.	449069	10/28/2021	501 4110	\$ 313.34	
11	UULC	1100634	10/31/2021	501 4910	\$ 24.64	
12	Vac-Tank Services	1824	11/2/2021	501 4910	\$ 3,000.00	
13	Water & Wastewater Services	54023	10/31/2021	501 4110	\$ 23,050.86	
14	Kelley Insurance	938	11/4/2021	501 4110	\$ 4,154.90	