

**SKAGIT COUNTY SEWER DISTRICT # 2
BOARD OF COMMISSIONERS' MEETING
December 21, 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 via zoom at 4:00 pm. Commissioner Tammy Oommen was present, Commissioner Chris Anderson was absent due to a prior conflict. Also present were Kelly Wynn, Brenda Gamache and Nikki Pritchard with Water & Wastewater Services, LLC along with District Engineer from Gray & Osborne Roger Kuykendall. Jon Sitkin the District's Attorney was also present for the Executive Session. There was 1 member of the public in attendance.

Executive Session

Board President McMahan stated the Board was going into Executive Session under 42.30.110 (I) Potential Litigation at 4:02 pm for 15 minutes. The Board exited Executive session at 4:12pm and stated there have been no decisions made.

Public Forum

Kendon Light inquired as to the cause of the main break on Coots Cove Lane on 11/15/21. Kelly stated the incident was due to a beaver dam breaking.

ADOPTION OF MINUTES

The Commissioners were presented with the Zoom meeting minutes of November 16, 2021.

A motion was made and seconded to approve the meeting minutes from November 16, 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 November were provided to the board.

Cash Position/Estimated Expenses/Collections report & DQ report

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

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

The collections report for the month of November, \$114,687.76 was deposited to the Maintenance Fund; \$0.00 was deposited to the Construction Fund; \$2,229.33 was deposited into the grinder pump fee, for total deposits with the Skagit County Treasurer of \$116,917.09.

The delinquent accounts report for November was presented to the board.

A motion was made and seconded to accept the November 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 November. Kelly will look into the cost of the damage that was caused by the broken beaver dam; a claim for the damages will be filed on the district's insurance.

UNFINISHED BUSINESS

We need background 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.

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. We will table until Chris is back in town.

Overlook Crest

After hearing from legal counsel and re-wording of the Developer Extension Agreement, the Board has approved the Developer Extension Agreement with Overlook Crest, pending attorney and district manager approval.

A motion was made and seconded to accept the Developer Extension Agreement pending attorney and District Manager approval. All were in favor, and the motion carried 2-0.

APPROVAL OF PRIOR PAYMENT & BILLS PAYABLE VOUCHERS

12/06/21 - Voucher Total \$9,317.30,

12/08/21 - Voucher Total \$1,349.80,

12/17/21 - Voucher Total \$16,253.13,

12/17/21 - Voucher Total \$37,526.01

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, and the motion carried 2-0.

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

ADJOURNMENT

There being no further business President Brian McMahan concluded the meeting at 4:26 pm.

APPROVED: Brian McMahan
Harmony Brown

DATE: 1/18/2022