

**Port Ludlow Drainage District (PLDD)  
P.O. Box 65261, Port Ludlow, WA 98365**

**Agenda for Board of Commissioners' Regular Meeting # 0248**

**Thursday, May 9, 2019 at 10:00 AM**

**Held at the Training Room – Port Ludlow Fire Hall  
Port Ludlow Fire & Rescue - Headquarters Fire Station 31  
7650 Oak Bay Road, Port Ludlow, WA 98365**

- 1. Call to order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. Public Forum:** Anyone in the audience having drainage-related comments and or statements may bring them to the attention of the Commissioners.
- 5. Correspondence:** Log book available for review at each Regular Meeting.
- 6. Consent Agenda:** Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
  - a.** Review and Approval of April 11, 2019 Regular Meeting Minutes
  - b.** Approval of Voucher/Warrants #19-024 - #19-029 from April 1, 2019 through April 30, 2019 in the amount of \$7,876.81 (Vouchers and Financial detail attached)
- 7. Old Business:**
  - a.** LMC Memorandum of Understanding–Drainage Control (MOU / BMP –*Signature Approval*)
    - i.** Establish Policy and Procedure
  - b.** District Policy for Remote Meeting Attendance by Commissioner(s)
    - i.** Establish Policy and Procedure
  - c.** Storage of District Files
    - i.** Inventory Records, Indexing / Archival Process, Appraisal / Disposition Log
- 8. New Business:**
  - a.** Strategic Planning: setting District goals for the next 5 years
  - b.** Succession Planning: preparing or reviewing job descriptions; flow charting tasks and responsibilities
  - c.** Public Notice for Small Works Roster
- 9. Engineer Reports:**
  - a.** Pope Way/ Condon Lane Catch Basin/Pipe Connection (Contract Signature )
- 10. Commissioners' Reports and Comments:**
  - a.** Commissioner Activities, Reports
  - b.** Attorney Review
- 11. Signing of Documents:**
- 12. Meeting Adjournment:**

**VOUCHER SUMMARY      5/9/2019**

<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-024	DEPARTMENT OF COMMERCE PWTF Annual Loan Payment #10 (\$1,992.19 principal + \$109.57 interest)	\$ 2,101.76		\$ 2,101.76
19-025	GLESSING & ASSOCIATES, CPA Accounting Services for April ( 1.7 hrs)	\$ 102.00		\$ 102.00
19-026	GRAY & OSBORNE, INC. Engineering Services ending March 30 (20 hrs); Limited Small Works bid documents -Condon Lane Outfall Project.	\$ 3,123.40		\$ 3,123.40
19-027	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for March (5 hrs); Meeting Attendance & Transcription.	\$ 150.00		\$ 150.00
19-028	STATE AUDITOR'S OFFICE Assessment Audit (9 hrs) Biennial Audit Period 2016- 2017.	\$ 900.90		\$ 900.90
19-029	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for April; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		<b>\$ 7,876.81</b>	<b>\$ -</b>	<b>\$ 7,876.81</b>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - April 30, 2019</b> (Includes monthly Interest of \$198.35)				\$ 111,873.33
<b>Expenses - Current Month from Above</b>				\$ 7,876.81
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)				\$ 103,996.52
<b>PLDD Investment Account - 010</b>				\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)				\$ 2,651.70
<b>PLDD Reserve Account - 040</b>				\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 4/30/2019)				\$ 1,370.29
<b>Net TOTAL All Accounts</b>				\$ 252,166.81
<b>2019 Special Assessment</b>				\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)				\$ 40,124.97
<b>Unpaid 2019 Assessment</b> (remaining)				\$ 39,875.03
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Apr 30, 2019)				\$ 15,848.79
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Apr 30, 2019)				\$ 15,848.79