

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

Minutes for Board of Commissioners' Regular Meeting # 0225

Thursday, May 11, 2017 at 10:00 AM

Held at the Beach Club
121 Marina View Drive, Port Ludlow, WA. 98365

Call to Order: Meeting was called to order by Interim Chair Commissioner Forbes at 10:01 a.m. in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington 98365

Roll Call: Commissioner Katie Smith present. Commissioner Don Forbes present. Commissioner Allen Uyeda present. No absences. In attendance: Engineer Nancy Lockett, Attorney Angela Summerfield.

Guests: Brian Belmont, Walt Cairns, and Mel Smith.

Consent Agenda:

1. Approval of the April 13, 2017 Regular Meeting Minutes
2. Approval of Payroll Warrant Transaction #17-P07 for dates April 1, 2017 through April 15, 2017 in the amount of \$679.70
3. Approval of the Other Voucher/Warrants #17-028 - #17-0034 from April 1, 2017 through April 30, 2017 in the amount of \$5,204.73
4. Overall Payroll Warrant and Voucher Warrants in the total amount of \$5,900.08

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Forbes seconded, Motion approved 3-0. (Financial Detail is included in these minutes.)

Public Forum: No issues were brought to the Commissioners' attention.

Old Business:

1. **192 Montgomery Court**, lot # 5-0-012, Deborah Helleson property. Engineer Lockett presented a report to the board which captured findings from her April 11 site visit with the property owner, and verified that road drainage from the west side of Montgomery Court discharges to the greenbelt drainage system. A lack of ditches on the east side of Montgomery Court prevents runoff from east side of road from entering the system, with the exception of this property. The drainage system heads east from a catch basin on the east side of Montgomery to a catch basin in the greenbelt to discharge over the bank. The system in the greenbelt is a fairly robust system which appears to be in good condition, and after discussion, the board agreed this facility will be added to the district maintenance list, to monitor with the potential of cleaning the catch basin. Former commissioner Cairns asked about the proximity of the culvert under Oak Bay Road and whether it enters this system. Engineer Lockett did not think so, but indicated that it is time to inspect the beach outfall facilities and will go further north to inspect both this system and determine the Oak Bay culvert discharge location. Engineer Lockett will check the tide chart as to the best low tide dates for the beach outfall inspection, Commissioner Forbes will join her if available. Commissioner Uyeda indicated that he would like to know when the beach inspection is scheduled so that he could join. Attorney Summerfield advised that if two commissioners participate, it must be advertised as a Special Meeting to comply with OPMA requirements.

2. Waste Water Treatment Plant (**WWTP**) **Overflow Containment Project** –Engineer Lockett is working on a scheduled time to meet with maintenance manager, Russ Lowry of Yard Dogs Landscaping, to review the concept and determine feasibility for a possible simpler solution of constructing a weir underneath the existing fence, that would allow any overflow into a drop down and utilize the existing outflow to the beach.
3. Status of **Condon Lane Outfall** (Project #9) Repair for Water Seepage from catch basin connection to pipe was noted as still pending for dry weather to allow the repair.
4. **Census Bureau** – Commissioner Smith confirmed that online submission of the 2017 Census of Governments Survey of Public Employment & Payroll– due April 27, 2017 (seeking Pay Period, Number of Employees, Gross Payroll Amounts, Hours Worked) was completed 4/17/2017, and that a confirmation was obtained for the file.
5. Discussion regarding **Commissioner Compensation**. Commissioner Uyeda asked for an explanation of allowable compensation, since in the past he has submitted site visits and other expenses. Attorney Summerfield outlined available compensation under three categories: 1) state law, 2) board-authorized compensation, and 3)expenses -such as travel, lodging, etc. Compensation is available under state law, but in order to receive it, the board must fix the rate, preferably by resolution. Currently the district has a motion that allows \$90 per meeting, which would be when the board meets all together with a quorum to conduct district business. The board may elect to change this to the allowable per diem under state law, but it will not take effect until the beginning of the new term for each seat. Commissioner Forbes asked Attorney Summerfield if there were examples of other commissions and how they handle the per diem issue. Attorney Summerfield replied that honestly other councils that she works with only get paid per meeting, and that to have compensation other than an official “meeting” would be outside the norm. Commissioner Forbes stated that when the board does consider a new compensation resolution, it needs to be clear how much per diem would be allowed. Commissioner Smith commented that to allow extra per diem other than meetings, would be a departure from past practice of our small district and other municipal boards. After extensive discussion of site visits and whether that merits compensation, Commissioner Forbes recommended that legal counsel begin with the Nov-2016 resolution to determine if it is sufficient to provide definition of regular charges, and review flexibility for any potential additional per diem, with a goal of passing a new resolution in October/November.

New Business:

1. **Permanent Chair** position of the Board was discussed. Commissioner Forbes agreed to continue as Interim Chair for the time being.

Engineer Reports:

1. April 11 -Site Plan Review for Jefferson County Bldg. Permit application 17-00116, lot 11 Ludlow Cove II under the old master plan.
2. April 11 -Site Plan Review for Jefferson County Bldg. Permit application 17-00107, 300 Walden Lane, one of the five+acre properties for addition of a garage and studio with comment for erosion control and dispersion flow. Engineer Lockett understands there is a pre-application to the County to subdivide this parcel.
3. April 11 -Site Plan Review for Jefferson County Bldg. Permit application 17-000088 lot 2 Rainier Lane, on the west side at north end of street. Discharges to roadside ditch. Comment for 12” culvert sloped to direction the ditch drains, which is north.

Commissioners' Reports and Comments:

1. Commissioner Uyeda, Status of April 3 request from Carol Primson Reed, lot # 3-0-003, 103 Schooner Lane. Nothing new since last time, Commissioner Uyeda stated that he did talk with property owner and believes he visited the site.
2. Commissioner Smith discussed Administrative Items, Website updates, and Recording of meetings. Following discussions in the April meeting regarding assessments, Commissioner Smith obtained from the County all five assessment Hearing Minutes and Ordinances and those are now posted on the website under a new section "Assessment System." There was discussion regarding the potential of utilizing the Port Ludlow Fire Hall meeting room which is available at no charge, to free funds for a space to store district files, giving access without disruption to LMC staff. Regarding the prepaid annual fee to LMC for use of the Beach Club, LMC Manager Brian Belmont confirmed that once the files are removed and there is no further use of equipment or space, prorated funds will be returned to the district.

Meeting Adjournment:

Commissioner Smith made a motion to adjourn the meeting, Commissioner Uyeda seconded the motion. Motion approved 3-0.

The May 11, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 11:15 a.m.

The next regularly scheduled meeting of the PLDD will be held in the Bay View Room of the Beach Club, 121 Marina View Drive, on Thursday June 8, 2017 at 10:00 a.m.

Approved:

Approved:

Approved:



Allen Uyeda
Drainage District
Commissioner 3



Don Forbes, Interim Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1

VOUCHER SUMMARY 5/11/2017

VOUCHER #	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-PO7	SUSAN BARTKUS 4/1-4/15 (32 hrs)		\$ 679.70	\$ 679.70
17-028	ARTEMIS COMPUTING Website Projects: Minutes 2015-16; Assessment System history; PR form	\$ 320.00		\$ 320.00
17-029	SUSAN BARTKUS Mileage 18.2 mi	\$ 9.74		\$ 9.74
17-030	DEPARTMENT OF COMMERCE Annual PWTF Loan payment	\$ 2,121.68		\$ 2,121.68
17-PO8	DEPARTMENT OF LABOR & INDUSTRIES 1st Quarter L&I Taxes		\$ 15.65	\$ 15.65
17-031	GLESSING & ASSOCIATES, CPA April Accounting Services & Meeting	\$ 324.00		\$ 324.00
17-032	GRAY & OSBORNE, INC. March meeting; Zoning research; Pope Outfall	\$ 792.95		\$ 792.95
17-033	OGDEN MURPHY & WALLACE ATTORNEYS Review and Revise three Resolutions (claims; compensation schedule; consent agenda)	\$ 366.00		\$ 366.00
17-034	YARDDOGS LANDSCAPING INC Inspect & service all sites; Areas 3 & 4	\$ 1,270.36		\$ 1,270.36
	TOTAL VOUCHERS	\$ 5,204.73	\$ 695.35	\$ 5,900.08

Financial Information

PLDD Cash Account	\$ 133,165.21
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,716.76
Expenses - Current Month from Above	\$ (5,900.08)
Net TOTAL All Accounts	\$ 173,981.89
Special Assessment	\$ 118,600.00
Paid to Date	\$ (44,341.72)
Unpaid (remaining)	\$ 74,258.28
Expenses - Calendar Year to Date	\$ 43,842.25
Expenses - County Budget Year to Date (Jan 23 -April)	\$ 26,212.15