

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

**Minutes for Board of Commissioners' Regular Meeting # 0230**

**Thursday, October 12, 2017 at 10:00 AM**

**Held at the Fire Hall –Training Room**  
**7650 Oak Bay Road, Port Ludlow, WA. 98365**

**Call to Order:** Meeting was called to order by Interim Chair Commissioner Forbes at 10:09 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

**Roll Call:** Commissioner 1- Katie Smith present. Commissioner 2- Don Forbes present, Commissioner 3- Allen Uyeda present. In attendance: Engineer Nancy Lockett.

**Guests:** Walt Cairns, Deborah Helleson, and Mel Smith.

**Consent Agenda:**

1. Approval of the September 13, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #17-057 - #17-062 from September 4, 2017, through October 4, 2017 in the amount of \$10,220.38 (Voucher and Financial detail included with these minutes).

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Uyeda seconded, Motion approved 3-0.

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

**Correspondence Log:** Interim Chair Commissioner Forbes noted the log is available for review of items received since the last meeting. Smith summarized items including the County Elections confirmation there is no candidate filing fee for PLDD commissioner positions, because there is no salary; WA L&I notice that even though no hours a quarterly filing is required; MRSC article regarding oral request for public records be processed the same as written requests; State Auditor notice of available BARS training available this Fall for public officials; MRSC article regarding parking in municipal Rights-of-way is a privilege not a right; Enduris notice of unprecedented high claims in 2017.

**Special Item:**

1. **2018 Budget Presentation:** Engineer Lockett distributed copies of 2018 budget exhibits and presented 11 slides that displayed the District Goals 1) Identify drainage problems, 2) Solve drainage problems, and 3) Maintain drainage assets. A history of the Capital Improvement Program was reviewed including the five projects identified in the original Comprehensive Plan, and thirteen additional projects that have been completed since inception of the district. Three projects for 2017 included a Montgomery Lane/Libby Court drainage improvement that has been determined not to be a solution and was removed from the docket, leaving the WWTP project and ongoing Monthly Maintenance as projects for the year. A comparison of the 2017 and 2018 budget categories were reviewed including actual year-to-date figures. Slide 8 presented an Assessment History from the initial 2003 through the proposed 2018 assessment of \$87,000, which would be the lowest ever, and is appropriate as the district enters a maintenance phase. In conclusion, a 2018 Budget and 6-year Projection was reviewed.
  - a. **County Auditor Exhibit** displaying an overall 2018 budget of \$112,820, divided by BARS coding, will be delivered by Commissioner Smith to the Auditor's office.

- b. **Resolution 2017-06** for future Commissioner Compensation was prepared by Attorney Summerfield and discussed by commissioners. This would allow \$114 per diem for official duties of the board, at the beginning of new terms. Commissioner Smith made a motion to adopt Resolution 2017-06, revising commissioner compensation and establishing an effective date. Commissioner Uyeda seconded the motion. Motion carried 3-0.
- c. **Resolution 2017-07** for Ratification and Adoption of 2018 Budget: Interim Chair Forbes read "Therefore, that we would approve and adopt the Budget attached for the annual amount of \$112,820 with an assessment of \$87,000, for calendar year 2018." Commissioner Smith made a motion to approve and ratify the budget; Commissioner Uyeda seconded the motion. Motion carried 3-0. Commissioner Smith will deliver copies to the County.

#### **Old Business:**

1. **Waste Water Treatment Plant (WWTP) Overflow Containment Project** –Engineer Lockett reported Yard Dogs Landscaping has completed the overflow project, installing an elliptical pipe 42" x 33" x 20' and a protective grate with an additional berm on the north side so if the ditch were ever to overflow, water would be directed back into the larger incised ditch that goes to the treatment plant.
2. **2018 February 6 Special District General Election:**
  - a. Commissioner Smith confirmed the Candidate Filing Period will be the week of Dec 11- 15. If only one candidate applies for each position, there would be no election.
  - b. Voter Eligibility, voter roll preparation: Commissioner Smith noted this function will be performed by the County Elections Coordinator, who is still awaiting interpretation from the County Civil Prosecuting Attorney for determination of eligible voters and will share that information with the District;

#### **New Business:**

Commissioner Smith referenced the County Public Health Fact Sheets relating to Port Ludlow Shoreline Water Quality, and noted a November 16 meeting at the Tri-Area Community Center at 6:00 pm.

#### **Engineer Reports:**

#### **Commissioners' Reports and Comments:**

1. Commissioner Smith noted the Assessment Roll Preparation is due in November. Engineer Lockett confirmed the County Assessor prepares the assessment roll and requests review by the District, especially of newly developed lots.
2. Interim Chair Commissioner Forbes proposed that the Board should review the inventory and consider any potential risks that could involve future District projects as part of strategic planning. Discussion was held relating to projects that may interface with County right-of-way, and the possibility of a future invitation to the County to attend a meeting, maybe in January.

There were no further commissioner reports or comments.

#### **Meeting Adjournment:**

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

The October 12, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 11:12 a.m.

The next regularly scheduled meeting of the PLDD will be held in the Training Room of the Port Ludlow Fire and Rescue Station, 7650 Oak Bay Road, Port Ludlow, on Thursday, November 9, 2017 at 10:00 a.m.

Approved:

Approved:

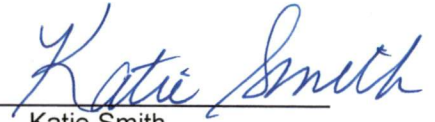
Approved:



Allen Uyeda  
Drainage District  
Commissioner 3



Don Forbes, Interim Chair  
Drainage District  
Commissioner 2



Katie Smith  
Drainage District  
Commissioner 1

**VOUCHER SUMMARY 10/12/2017**

<b>VOUCHER NUMBER</b>	<b>VENDOR</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
17-057	ARTEMIS COMPUTING Quarterly Website Retainer; Email hosting	\$ 375.00		\$ 375.00
17-058	GLESSING & ASSOCIATES, CPA Sept Accounting Services 1.2 hrs	\$ 126.00		\$ 126.00
17-059	GRAY & OSBORNE INC Budget 2018; Sept Meeting; Capital ImprProjects Report	\$ 4,269.72		\$ 4,269.72
17-060	OGDEN, MURPHY & WALLACE ATTY Legal Services .70 hrs, Motions, Ratifications	\$ 213.50		\$ 213.50
17-061	KATIE SMITH Q3 Commissioner Meetings, Co.Filing Fee WWTP	\$ 347.00		\$ 347.00
17-062	YARDDOGS LANDSCAPING Maintenance Services for Sept WWTP Ditch Improvements	\$ 4,889.16		\$ 4,889.16
	<b>TOTAL VOUCHERS</b>	<b>\$ 10,220.38</b>	<b>\$ -</b>	<b>\$ 10,220.38</b>
<b>Financial Information</b>				
<b>PLDD Cash Account</b>				\$ 127,743.15
<b>PLDD Reserve Account</b>				\$ 40,000.00
<b>PLDD Interest Income Reserve Fund</b>				\$ 6,931.36
<b>Expenses - Current Month from Above</b>				\$ (10,220.38)
<b>Net TOTAL All Accounts</b>				<b>\$ 164,454.13</b>
<b>2017 Annual Assessment</b>				\$ 118,600.00
<b>Paid to Date</b>				\$ (68,055.29)
<b>Unpaid 2017 Assessment (remaining)</b>				<b>\$ 50,544.71</b>
<b>Expenses - Calendar Year to Date</b>				\$ 77,288.18
<b>Expenses - County Budget Year to Date (JAN 23 - OCT 12)</b>				\$ 59,668.08