

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

Minutes for Board of Commissioners' Regular Meeting # 0231

Thursday, November 9, 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 10:01 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 and Mel Smith.

Consent Agenda:

1. Approval of the October 12, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #17-063 - #17-066 from October 5, 2017, through November 2, 2017 in the amount of \$4,060.39 (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. Commissioner Smith summarized items including a Public Records Request relating to Ludlow Cove II drainage review; confirmation from County Elections' office that the County Auditor will request a list of property owners from the Assessor and conduct the election based on that list; MRSC InFocus topics Roster for Public Works and OPMA for elected officials; County confirmation that Feb election results will be certified Feb 27; WA L&I notice regarding online filing issues; Enduris notice of new data system after Nov 1; Kit Walther request relating to Ludlow Cove II dry well maintenance; Enduris Nov 16 board meeting announcement; Engineer Lockett site plan review for Ludlow Cove II Lot 4.

Old Business:

1. **2018 February 6 Special District General Election:**
 - a. Candidate Filing Period Dec 11-15; Commissioner Smith noted having communications with County Elections regarding Public Notice to be posted by the County, and indicated that extensive information regarding the election and candidate filing is now posted on the PLDD website.
 - b. Certification of Election Results – Feb 27; Commissioner Smith recapped the election process is that following certification on Feb 27, the newly elected commissioners may take the oath following certification, and will then assume duties.
 - c. Voter Eligibility, Voter Roll preparation, Public Notices: Commissioner Smith shared that the County will conduct all election requirements, including posting official public notice(s); Commissioner Forbes noted that if only one candidate has filed, that position would not be on the ballot.

New Business:

1. Public Records

- a. Records Request relating to Ludlow Cove II / Responses: Commissioner Smith provided the time sequence of the PR request- received on Oct 19, response from PLDD on Oct 24 after attorney review, estimating Oct 31 delivery of records. An Oct 26 follow-up received from requestor thanking the District for the prompt response and asking for further review of dry well maintenance. On Oct 30, a response was sent to the requestor providing 54 pages of records. Engineer Lockett summarized the dry well request and the prior District review and comments to the County relating to the plans that included this method.
- b. Restatement of Public Records Policy / 2017 Legislative Updates (existing Resolution 2017-5): Commissioner Smith indicated that Attorney Summerfield has offered to update the current Public Records Policy to incorporate changes in the PRA resulting from the 2017 legislation. The Board agreed to proceed with this update.

2. 2018 Assessment Roll

- a. County Assessment Roll - Data File Review: Engineer Lockett will be working with the County Assessor to review the 2018 Assessment Roll to ensure that all newly developed properties are reflected. The County has a cutoff date for assessment that will result in several properties that currently have building permits, not being designated as developed until the 2019 year
- b. Re-zoning Bluebird Lane: Engineer Lockett has informed the County that 100 Bluebird Lane will be changed from Zone 2 to Zone 3 for the 2018 assessment year.

3. District Inventory of Projects – Maintenance /Potential Projects / Strategic Planning:

Engineer Lockett presented a summary listing of all current and potential areas, divided into three sections: Facilities Installed by the District (16), Other Area Maintenance Activities (7), Areas to Watch (6). Detailed discussion was held regarding each area. Engineer presented three supplementary drawings of the areas, organized from south to north. Commissioner Forbes offered to look for existing beach outflows, that may not currently be identified. Following a couple of revisions that Engineer Lockett noted, Commissioner Smith will work to have the District Inventory exhibits posted on the website.

Engineer Reports:

1. Nov 6 -Site Plan Review for Jefferson County Bldg. Permit Applications Bld17-00483, Ludlow Cove II, Lot 4: Part of Engineer Lockett's review and comments to the County was to recommend that the County require the applicant obtain a drainage easement from the downstream property owner.

Commissioners' Reports and Comments:

1. Commissioner Smith noted the November e-Navigator published a special section for PLDD relating to the Feb 6 Election and Candidate Filing. Brief discussion was held regarding the new small culvert in the right-of-way ditch at the Trail on the corner of Oak Bay Road and Osprey Ridge Drive.

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 November 9, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 11:10 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, December 14, 2017 at 10:00 a.m.

Approved:

Approved:

Approved:

VACANCY



Drainage District
Commissioner 3

Don Forbes, Interim Chair
Drainage District
Commissioner 2

Katie Smith
Drainage District
Commissioner 1

VOUCHER SUMMARY 11/09/2017

VOUCHER NUMBER	VENDOR	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-063	GLESSING & ASSOCIATES, CPA, INC, PS October Accounting Services 1.3hrs	\$ 78.00		\$ 78.00
17-064	GRAY & OSBORNE INC Engineering Services, Budget, Sept Meeting, 9.5hrs; CIP Report, 2hrs	\$ 1,888.53		\$ 1,888.53
17-065	OGDEN, MURPHY & WALLACE ATTORNEY Legal Services, Resolutions 2.7hrs	\$ 823.50		\$ 823.50
17-066	YARDDOGS LANDSCAPING Project Monthly Maintenance, inspection and service all sites as needed	\$ 1,270.36		\$ 1,270.36
TOTAL VOUCHERS		\$ 4,060.39	\$ -	\$ 4,060.39

Financial Information

PLDD Cash Account - October 31, 2017	\$ 154,781.73
Expenses - Current Month from Above	\$ (4,060.39)
PLDD Cash Account - Subtotal	\$ 150,721.34
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 7,032.26
Net TOTAL All Accounts	\$ 197,753.60
2017 Annual Assessment	\$ 118,600.00
Paid to Date	\$ (105,314.25)
Unpaid 2017 Assessment (remaining)	\$ 13,285.75

Expenses - Calendar Year to Date	\$ 81,348.57
Expenses - County Budget Year to Date (JAN 23 - NOV 9)	\$ 63,728.47