

**Port Ludlow Drainage District (PLDD)**  
**October 11, 2018**  
**Board of Commissioners**  
**Regular Meeting - #0242**  
**Final Minutes**

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:04 a.m. on October 11, 2018, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

Present:

Katie Smith, Commissioner 1  
Don Forbes, Commissioner 2  
Deborah Helleson, Commissioner 3

1. **CALL TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:04 a.m.
2. **ROLL CALL:** Chair Don Forbes called for roll call. All three commissioners were present.
3. **AGENDA APPROVAL:** The agenda was approved by general consensus of the Board. Commissioner Smith requested to move Voucher #18-057 to Agenda Item No. 10.

**MOTION:** Commissioner Smith made the motion to approve the Agenda with the exception of moving Voucher #18-057 for discussion under No. 10. Commissioners' Reports and Comments. Commissioner Forbes seconded the motion. Motion passed with majority, one vote abstaining.

4. **PUBLIC FORUM:** Members of the public were asked at this time to submit any comments and/or statements. No comments.
5. **CORRESPONDENCE:** The Log book was made available for review. Commissioner Smith mentioned that the district received an inquiry from Ms. Williams about Resolute Lane, Port Ludlow, and Engineer Lockett responded about drainage.
6. **CONSENT AGENDA:**
  - a. Review and Approval of September 13, 2018, Regular Meeting Minutes.
  - b. Approval of Voucher/Warrants #18-054 - #18-059, removing Voucher #18-057 and moving it under Commissioners' Reports and Comments. Removal of Voucher #18-057 would leave Total Vouchers at \$2,398.64.

**MOTION:** Commissioner Smith made a motion to approve the Consent Agenda as presented with the Minutes and the Vouchers in the amount of \$2,398.54. Commissioner Forbes seconded the motion. Motion carried unanimously.

**7. OLD BUSINESS.**

- a. **2002 LMC (Ludlow Maintenance Commission) Agreement with PLDD – 2018 Memorandum of Understanding (MOU).** Commissioner Forbes gave a brief report. The commissioner met with Brian Belmont who thought that for the moment they ought to just let the MOU ride as if it were in effect. There was some discussion. No formal action.
- b. **Drainage on Libby Court Trail; pending fir tree removal.** Still waiting for tree removal.
- c. **Condon Lane/Pope Way Catch Basin, Pipe to Bluff (June 14 site visit; June 15 email communication).** Commissioner Smith gave a report. The maintenance crew is monitoring the catch basin and will continue to do that until the rainy season ends.
- d. **2019 Budget Review and Approval; Resolution 2018-06: Engineer Lockett** gave a report, reviewed the budget exhibits, including projections, and provided background information.

**MOTION:** Commissioner Smith made a motion to approve and adopt the Budget displayed in Exhibit A (Handout No. 1), in the amount of \$105,210.00 with an assessment of \$80,000 calendar year 2019, and that the Port Ludlow Drainage District adopt Resolution 2018-06 Commissioner Forbes seconded the motion. Motion carried unanimously.

**8. NEW BUSINESS:**

- a. **Agreement for Recording Secretarial Services (Handout No. 2).**

**MOTION:** Commissioner Deborah Helleson made a motion to approve Independent Contractor Agreement (Handout No. 2) for Peninsula Legal Secretarial Services LLC. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

- b. **Small Works Contract for Yard Dogs Landscaping, Inc.:** Engineer Nancy Lockett gave a brief report. (Handout No. 3). Contract was reviewed. Approval of this contract was tabled until the next meeting.
- c. **New contracts for Maintenance and Engineering (Approval and Signature).** Engineer Nancy Lockett gave a brief report on the Proposal and Contract for Professional Engineering Services. (Handout No. 4). Contract was signed in open meeting.

**MOTION:** Commissioner Katie Smith made a motion to approve the Proposal and Contract for Professional Engineering Services for Gray and Osborne, Inc. as presented, effective October 11, 2018. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

## **9. ENGINEER REPORTS:**

- a. **Pickleball Court – Engineering Design for Drainage:** Engineer Lockett gave a status update on the Pickleball Court Engineering Design for Drainage and advised that she will send an electronic copy to Brian Belmont. (Handout No. 5).
- b. **Maintenance Easements:** Engineer Lockett gave a brief report. (Handout No. 6). The following were covered:
  - Storm Drainage Easement (Mackey and PLDD).
  - Storm Drainage Easement (Ludlow Maintenance Commission and PLDD).
  - Storm Drainage Easement (Port Ludlow Maintenance Commission and PLDD).

Easements will be recorded at the County Auditor office.

## **10. COMMISSIONER REPORTS AND COMMENTS:**

### **Commissioner Katie Smith:**

Commissioner Katie Smith gave a brief report on her activities from September 14 to October 10, 2018. A written report (Handout No. 8) was also submitted. She commented that she attended the Ludlow Maintenance Commission's (LMC) September meeting and shared the Facility Inventory – Maintenance of the PLDD (Handout No. 9). She provided copies to those in attendance and noted it was on our website. The Communications Committee of the LMC asked if they could present that plan in the e-Navigator. This communication is a continuing effort to try to reach out to the community.

Commissioner Forbes made the suggestion that maybe we could use some vehicle to reach everybody that the PLDD serves. Examples would be a notice on a doorknob, a mailing, or an article in The Voice. Topics that could be addressed could be:

- How to prepare your property during the winter rains.
- Here is what to look out for in the Fall.
- How the PLDD spends its money.
- If you need help here is how to call us.
- Here is what you look out for in the Spring.
- This is who we are and what we do.

**Commissioner Don Forbes:** No report.

### **Commissioner Deborah Helleon:**

Commissioner Helleon stated she did not have a report but reviewed and commented on Commissioner Smith's activity report. Commissioner Helleon thought the reports should simply outline the activities a commissioner had participated in and that the activity focus more on how the commissioners were representing themselves to other communities and organizations. Commissioner Helleon suggested that each commissioner, if he or she has external activities during the previous month, put it in his or her notes – one sheet like Commissioner Smith's, and then submit it for the record to be incorporated in the minutes.

### **Voucher 18-057**

Commissioner Helleon submitted an invoice for compensation from the Board on the time she spent researching a new format, purchase of software and for minutes and time she had spent with the Recording Secretary before her contract was signed with the PLDD. Commissioner Smith stated that reimbursement for compensation is in question because there is no policy in place to provide that reimbursement. Commissioner Smith gave some historical background information on the PLDD's compensation policy.

Commissioner Helleon was assigned the task of contacting legal counsel for clarification and submitting a status report at the next Board meeting.

At the end of this discussion Commissioner Helleon removed her request for reimbursement.

### **Meeting with Brian Belmont on MOU.**

Commissioner Forbes reported that he had a conversation about the Memorandum of Understanding with Brian Belmont, General Manager for the Ludlow Maintenance Commission. There was a lengthy discussion on whether there were too many voices trying to serve a small community and on how others view the PLDD. There was a conversation about providing a workshop possibly in January or February 2019 to the community on what the PLDD represents, its goals, how it is funded, and what it does for the community.

### **Public Comment:**

A member of the public commented on the reason why the drainage district was formed and some historical content.

Engineer Nancy Lockett stated she will not be at the November meeting of the PLDD.

**11. SIGNING OF DOCUMENTS:** Documents were signed during the public meeting format.


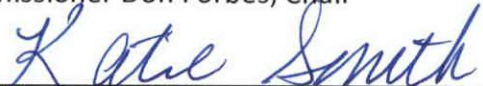

**12. Meeting Adjournment:**

**MOTION:** Commissioner Katie Smith made a motion to adjourn the October 11, 2018, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

The October 11, 2018, regular meeting of the Port Ludlow Drainage District adjourned at 11:57 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

**Approved:**

 _____ Commissioner Don Forbes, Chair	Date	<u>2/14/19</u>
 _____ Commissioner Katie Smith	Date	<u>2-14-2019</u>
 _____ Commissioner Deborah Helleson	Date	<u>2-14-19</u>

*Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available by request at the PLDD website at [www.pldd.org](http://www.pldd.org).*

**VOUCHER SUMMARY      10/11/2018**

VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
18-054	GLESSING & ASSOCIATES, CPA Accounting Services for Sept (1.6 hrs)	\$ 96.00	\$	96.00
18-055	GRAY & OSBORNE Engineering Services ending Sep 15 (9 hrs); Pickleball Drainage Impr.design.	\$ 492.18	\$	492.18
18-056	DEBORAH HELLESON Commissioner Meetings (Jul-Aug-Sep)	\$ 270.00	\$	270.00
<del>18-057</del>	<del>DEBORAH HELLESON</del> <del>Aug 16 meeting with Cammy Brown, PLSS; Office 365</del> <del>Personal software</del>	<del>\$ 165.66</del>	<del>\$</del>	<del>165.66</del>
18-058	KATIE SMITH Commissioner Meetings (Jul-Aug-Sep)	\$ 270.00	\$	270.00
18-059	YARDDOGS LANDSCAPING Maintenance Services for Sept; Inspect and Service all Sites.	\$ 1,270.36	\$	1,270.36
TOTAL VOUCHERS		<del>\$ 2,564.20</del> <u>\$ 2,398.54</u>	<del>\$</del> <u>\$ -</u>	<del>2,564.20</del> <u>2,398.54</u>

**PLDD Financial Information**

<b>PLDD Cash Account-010 - September30, 2018</b> (Includes monthly Interest of \$160.99)	\$ 65,080.04
<b>Expenses - Current Month from Above</b>	<del>\$ 2,564.20</del>
	<u>\$ 2,398.54</u>
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)	<del>\$ 62,515.84</del>
	\$ 62,681.50
<b>PLDD Investment Account - 010</b>	\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)	\$ 1,315.60
<b>PLDD Reserve Account - 040</b>	\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 9/30/2018)	\$ 745.01
<b>Net TOTAL All Accounts</b>	<del>\$ 210,060.85</del>
	<u>\$ 210,226.51</u>
<b>2018 Special Assessment</b>	\$ 87,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)	\$ 52,903.32
<b>Unpaid 2018 Assessment</b> (remaining)	\$ 34,096.68
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Oct 11, 2018)	<del>\$ 51,209.07</del>
	\$ 51,043.41
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Oct 11, 2018)	<del>\$ 43,593.50</del>
	\$ 43,427.84