

Port Ludlow Drainage District (PLDD)
June 13, 2019
Board of Commissioners Regular Meeting - #0249
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:00 a.m. on June 13, 2019, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

1. **CALL TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:02 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Helleson all present.
3. **AGENDA APPROVAL:** Commissioner Smith made the suggestion to move Agenda Item 9a to precede Item No. 6.

MOTION: Commissioner Smith made a motion to approve the agenda as presented with the exception with Agenda Item 9a to precede Item No. 6. Commissioner Helleson seconded motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comments.
5. **CORRESPONDENCE:** Log book was made available for review. No discussion.
9. **Engineer Reports:**
 - a. Engineer Nancy Lockett gave a report and summation of the work that was done by Olympic Peninsula Construction on the Condon Lane Outfall Repair. The PLDD has met the intent of its requirement to approve the project. (Handout No. 1)

MOTION: Commissioner Smith made a motion that the Port Ludlow Drainage District accept the Condon Lane Outfall Repair project as complete in compliance with the Contract. Commissioner Helleson seconded the motion. Motion carried unanimously.

6. **CONSENT AGENDA:**
 - a. Review and Approval of April 11, 2019 Regular Meeting Minutes.
 - b. Review and Approval of May 9, 2019 Regular Meeting Minutes.
 - c. Approval of Voucher/Warrants #19-030 - #19-034 from May 1, 2019, through May 31, 2019 in the amount of \$27,157.02.

MOTION: Commissioner Helleson made a motion to approve the Consent Agenda as presented. Commissioner Smith seconded the motion. Motion carried unanimously.

7. OLD BUSINESS:

- a. Public Notice for Small Works Roster – June 5 Advertisement. It was noted that the ad that was placed last year resulted in one response that added a new vendor to the Roster.

8. NEW BUSINESS: None.

9. ENGINEER REPORTS:

- a. **Pope Way/Condon Lane Catch Basin/Pipe Connection:** This item was addressed before Consent Agenda.
- b. **May 17 – Site Plan Review for Jefferson County Bldg. permit application 19-00169, 104 Ebb Tide Court.** Engineer Lockett gave a report.
- c. **May 21 -- Jefferson County BLD19-00186, 83 Todd Road.** Engineer Lockett stated that this was outside of the district. There is no impact on the district facilities.
- d. **May 22 – Jefferson County BLD19-00111, 530 Montgomery Lane.** Engineer Lockett reported that this project falls under the requirement for a large project because on the application the homeowners proposal was more than 5,000 sq.ft. of new improvement surface. Technically, they need to come back with all the requirements for a large project.

10. SPECIAL WORK SESSION:

- a. Discussion with W. Scott Snyder, Attorney, Ogden Murphy Wallace, PLLC. Commissioner Forbes gave a brief summation of where the PLDD stands as a drainage district and the need to set district goals and strategic planning. (Handout No. 2)

Commissioner Helleson introduced Scott Snyder, Attorney from Ogden Murphy Wallace, LCC, who represents the District.

Commissioner Helleson went over the goals as outlined in Handout No. 2. There was considerable discussion. Attorney Snyder will prepare a memorandum discussing options for the District.

11. COMMISSIONERS' REPORTS AND COMMENTS:

Commissioner Katie Smith: Commissioner Katie Smith submitted a written report (Handout No. 1).

- 5-10 to Completion of SAW online filing of Annual Report.
5-20

- 5-16-19 Communications with MRSC and Glessing regarding Paid Family Medical and Leave Act (PFMLA) as it may relate to elected officials.
- 6-11-19 Picked up signed MOU at Beach Club – to website for posting.

Commissioner Don Forbes: No report submitted.

Commissioner Deborah Helleson: No report submitted.

12. SIGNING OF DOCUMENTS: Documents were signed during open public meeting forum.

12. MEETING ADJOURNMENT:

Commissioner Forbes declared the June 13, 2019, regular meeting of the Port Ludlow Drainage District adjourned at 12:30 p.m.

 Minutes prepared by
 Cammy Brown, Recording Secretary

Approved: _____


 Commissioner Don Forbes, Chair

11-14-2019
 Date


 Commissioner Katie Smith

11-14-2019
 Date


 Commissioner Deborah Helleson

11-14-19
 Date

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.

VOUCHER SUMMARY		6/13/2019		
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-030	GLESSING & ASSOCIATES, CPA Accounting Services for May (1 hr)	\$ 60.00		\$ 60.00
19-031	GRAY & OSBORNE, INC. Engineering Services ending April 27 (9.5 hrs); Review Bid, Ins docs, prepare contracts Condon Lane Project, Kadesh site visit memo, Fish-bearing streams research, MOU revision.	\$ 1,621.27		\$ 1,621.27
19-032	OLYMPIC PENINSULA CONSTRUCTION, INC. Final Progress Estimate 1- Condon Lane Outfall Project (May 20-25).	\$23,760.00		\$ 23,760.00
19-033	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for April 11 and May 9 (7.5 hrs); Meeting Attendance & Transcription.	\$ 217.00		\$ 217.00
19-034	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for May; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		\$27,157.02	\$ -	\$ 27,157.02
PLDD Financial Information				
PLDD Cash Account-010 - May 31, 2019 (Includes monthly Interest of \$201.45)				\$ 108,597.22
Expenses - Current Month from Above				\$ 27,157.02
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 81,440.20
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest Paid (from inception 12/2017 Included on Line 1)				\$ 2,853.15
PLDD Reserve Account - 040				\$ 48,000.00
PLDD Reserve Account - 040 Cash non-interest bearing (Balance on 5/31/2019)				\$ 265.89
Net TOTAL All Accounts				\$ 229,706.09
2019 Special Assessment				\$ 80,000.00
Assessment Paid to Date (Included on Line 1)				\$ 44,524.22
Unpaid 2019 Assessment (remaining)				\$ 35,475.78
Expenditures - Calendar Year to Date (Jan 1 - May 31, 2019)				\$ 23,725.60
Expenditures - County Budget Year to Date (Jan 22 - May 31, 2019)				\$ 23,725.60