

**Port Ludlow Drainage District (PLDD)**  
**July 11, 2019**  
**Board of Commissioners Regular Meeting - #0250**  
**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 July 11, 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 10:00 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Helleson all present.
3. **AGENDA APPROVAL:** Commissioner Helleson made the suggestion to move Agenda Item 6a.

**MOTION:** Commissioner Smith made a motion to approve the agenda as presented with the exception of moving Agenda Item 6a to follow Agenda 6b. Commissioner Helleson seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comments.
5. **CORRESPONDENCE:** Log book was made available for review. No discussion. Correspondence Log June 11 – July 10, 2019 (Handout No. 1).
6. **CONSENT AGENDA:**
  - b. Approval of Voucher/Warrants #19-035 - #19-040 from June 1, 2019 through June 30, 2019 in the amount of \$9,504.08.

**MOTION:** Commissioner Helleson made a motion to approve Voucher/Warrants #19-035 - #19-040 from June 1, 2019 through June 30, 2019 in the amount of \$9,504.08. Commissioner Smith seconded the motion. Motion carried unanimously.

**a. Review and Approval of June 13, 2019, Regular Meeting Minutes**

Recording Secretary Cammy Brown handed out two versions of the June 13, 2019 meeting minutes. The Recording Secretary explained that she had received revisions from Commissioner Smith and a separate email from Commissioner Helleson that she approved the original version. Therefore, two versions were submitted for review: version #1 and version #2. Commissioners reviewed the minutes and verbalized their corrections and/or additions to the minutes as follows:

Commissioner Smith noted revisions on version #1:

Paragraph 1, Line 2, "Chair Don Forbes at 10:00 a.m."  
Should be Chair Don Forbes at 10:02 a.m."

Under Item No. 7a – Old Business –

After "last year" instead of "was successful" put in "resulted in one response that added a new vendor to the Roster"

Under Item No. 9d Engineer Reports:

Change title from "Building Permit 53111 Montgomery Lane" to "May 22 – Jefferson County BLD19-00111, 530 Montgomery Lane."

Deborah Helleson verbalized her objections to the summary comments that Commissioner Smith submitted in version #2, Item No.10 Special Work Session.

After some discussion Commissioner Forbes directed the following:

- 1) The Recording Secretary Cammy Brown forward to all three PLDD commissioners the Operating Guidelines of the Jefferson County Public Utility District Citizen Advisory Board for review;
- 2) Commissioner Helleson and Smith review and comment on any research they may have made individually and return comments to the Recording Secretary independently so there is no violation of the OPMA (Open Public Meeting Act) requirements; and
- 3) Commissioner Helleson bring back revised operational guidelines.

Commissioner Forbes tabled the approval of the June 13, 2019 Regular Meeting Minutes for further discussion and action at the next PLDD meeting of August 8, 2019.

**7. OLD BUSINESS:**

- a. Drainage on Libby Court Trail – LMC Removal of Fir Tree. Nancy Lockett gave a report.** Engineer Nancy Lockett gave a short report. The tree has been removed and she will contact Yard Dogs to review pipe realignment.
- b. Strategic Planning: Setting District Goals.** Commissioner Forbes will put together strategic planning guidelines and this agenda item will be tabled for the next PLDD meeting on August 8, 2019.
- c. Succession Planning: job descriptions; flow charting tasks and responsibilities.** Commissioner Forbes directed Commissioner Helleson to outline suggested job descriptions, flow charting tasks and responsibilities and bring to the meeting on September 12, 2019. Commissioner Smith commented that she has submitted sufficient information on the timelines.

Commissioner Helleson requested from Commissioners Forbes and Smith in preparing for the September meeting information on how to delegate district administrative authority and requested authority to go to the district's contractors and talk with them in order to prepare for the September meeting.

Commissioner Forbes unilaterally answered yes to this request.

For the record:

Commissioner Forbes will cover Item No. b. Strategic Planning: Setting District Goals, put together some background information and prepare to lead that conversation in the August meeting of the PLDD.

Commissioner Helleeson will cover Item No. c. Succession Planning: job descriptions, flow charting tasks and responsibilities in the September meeting of the PLDD.

- d. Review Attorney Memo and draft Resolutions:** Commissioner Helleeson presented a Memorandum from Ogden Murphy Wallace (Handout No. 2), Identifying the goals of the Port Ludlow Drainage District (Handout No. 3) and gave an overview and report.

The following items will be covered in Commissioner Helleeson's report at the September 11, 2019 meeting of the PLDD.

#### **Delegation of Administrative Authority**

##### **Relocation of Offices Outside District:**

**Wrap in September discussion because they relate on how we want to operate.**

**Termination and/or Suspension:** Commissioner Forbes will report on Termination and/or Suspension at the next PLDD meeting of August 8, 2019. Commissioners Smith and Helleeson concurred.

#### **Electronic Meetings: Page 7:**

Electronic meeting logistics and details were reviewed. Chair Forbes asked Smith to visit with the County Auditor regarding the possibility of e-signatures for the vouchers and bring a report to the next meeting. No action was taken.

- 8. NEW BUSINESS:** None.

- 9. ENGINEER REPORTS:** Engineer Lockett handed out a hard copy of the revised memo on the Condon Lane Project and stated that she will be sending a letter with the final voucher to release the 10% retainage.

Engineer Lockett will not be at the September meeting of the PLDD.

- 10. COMMISSIONERS' REPORTS AND COMMENTS:**

**Commissioner Don Forbes:** Commissioner Forbes reported there is a facility up between Jackson and Foster that has a French drain system part of which is exposed and part of it is grown. Engineer Lockett reported that the system is acceptable the way it is. Commissioner Forbes will communicate with the homeowner.

**Commissioner Katie Smith:** Commissioner Smith reported on an update with the Paid Family and Medical Leave Act.

Commissioner Smith wanted the record to note that she has submitted a formal waiver of compensation to the Chair.

**Commissioner Deborah Helleson:** No report submitted.  
Commissioner Smith commented that the PLDD will need to begin that process of reviewing the budget next month. (Nancy will not be at September meeting).


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

**12. MEETING ADJOURNMENT:**

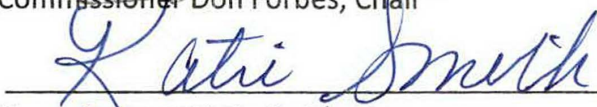
**MOTION:** Commissioner Katie Smith made a motion to adjourn the July 11, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded that motion. Motion carried unanimously. Meeting adjourned at 11:10 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

  
\_\_\_\_\_  
Commissioner Don Forbes, Chair

8/8/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Katie Smith

8-8-2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Deborah Helleson

8/8/19  
\_\_\_\_\_  
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](http://www.pldd.org)*

**VOUCHER SUMMARY      7/11/2019**

<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-035	ARTEMIS COMPUTING Website Q3 Retainer (Jul,Aug,Sep); Email Hosting, Archiving	\$ 383.00	\$	383.00
19-036	GLESSING & ASSOCIATES, CPA Accounting Services for June ( 1.5 hrs)	\$ 90.00	\$	90.00
19-037	GRAY & OSBORNE, INC. Engineering Services ending June 22 (45 hrs); Condon Lane Project Construction Management & Inspection; Project Review; Commissioner Meetings May & June	\$ 6,931.13	\$	6,931.13
19-038	DEBORAH HELLESON Commissioner Meetings (May, June).	\$ 180.00	\$	180.00
19-039	OGDEN MURPHY WALLACE, PLLC Legal Services through May 31 (1.3 hrs); Review background, Available for May 9 Call regarding dissolution, emails.	\$ 421.20	\$	421.20
19-040	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for June; Inspect and Service all Sites.	\$ 1,498.75	\$	1,498.75
		<u>\$ 9,504.08</u>	<u>\$ -</u>	<u>\$ 9,504.08</u>

**PLDD Financial Information**

<b>PLDD Cash Account-010 - June 30, 2019</b> (Includes monthly Interest of \$195.64)	\$ 81,956.55
<b>Expenses - Current Month from Above</b>	<u>\$ 9,504.08</u>
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)	\$ 72,452.47
<b>PLDD Investment Account - 010</b>	\$ 100,000.00
<b>PLDD Investment Account - 010 Interest Paid</b> (from inception 12/2017 Included on Line 1)	\$ 3,048.79
<b>PLDD Reserve Account - 040</b>	\$ 48,000.00
<b>PLDD Reserve Account - 040 Cash non-interest bearing</b> (Balance on 6/30/2019)	<u>\$ 359.80</u>
<b>Net TOTAL All Accounts</b>	<u>\$ 220,812.27</u>
<b>2019 Special Assessment</b>	\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)	<u>\$ 44,844.93</u>
<b>Unpaid 2019 Assessment</b> (remaining)	<u>\$ 35,155.07</u>
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - June 30, 2019)	\$ 50,882.62
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - June 30, 2019)	\$ 50,882.62