

Port Ludlow Drainage District (PLDD)
October 10, 2019
Board of Commissioners Regular Meeting - #0253
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:02 a.m. on October 10, 2019, in 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 Deborah Helleson all present. Cammy Brown, Recording Secretary, arrived at 10:10 a.m.
3. **AGENDA APPROVAL:** Commissioner Katie Smith made the suggestion to delay any action on Item No. 10 a, b, and c. since the Recording Secretary was not present.

MOTION: Commissioner Smith made a motion to approve the agenda as modified. Commissioner Helleson seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comment. Commissioner Katie Smith acknowledged the presence of Rose Ann Carroll, Jefferson County Auditor, Philip Hunsucker, Jefferson County Deputy Prosecuting Attorney, Greg Brotherton, Jefferson County Commissioner, Brian Belmont, General Manager, Ludlow Maintenance Commission (LMC), and Sue Milner, Chair of the LMC Communications Committee.
5. **CORRESPONDENCE:** The log book was made available for review. No discussion.
6. **CONSENT AGENDA:**
 - a. Approval of Voucher/Warrants #19-053 through #19-057 from September 1, 2019, through September 30, 2019, in the amount of \$3,719.21.

MOTION: Commissioner Katie Smith made a motion that the Port Ludlow Drainage District Board of Commissioners approve the vouchers on the Consent Agenda as presented. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

7. **OLD BUSINESS:**
 - a. **Strategic Planning: Pathway Forward – Chair Forbes:**

Chair Forbes provided some context for the public members in attendance of the history and focus of the PLDD. The PLDD's focus now is maintenance and the PLDD is looking for a way to streamline its costs and to make the operation more efficient.

Commissioner Forbes suggested taking no further action until more information is provided by Commissioner Helleson.

- b. **Report on research into Commissioner tasks and alternative methods for handling Contractor vouchers: Commissioner Helleson.** (Handout No. 1)

Commissioner Helleson gave a report on the delegation of administrative authority within the

district and the necessity to have in writing exactly where that delegation is and who is authorized to represent the district in various scenarios. Attorney Snyder had suggested a resolution be adopted specifically delegating these administrative authorities. This would clarify who the speaking agent of the district would be for reoccurring functions as the Board deems appropriate. Earlier this year, Commissioner Smith provided an annual and monthly work schedule.

Areas of delegation as to three commissioners:

- 1) Finance
- 2) Engineering and Maintenance
- 3) Meetings notes, dictation, recording secretary, administrative duties.

It was the general consensus of the Board that Commissioner Helleson prepare the final resolution for review and possible adoption at next PLDD Board Meeting.

c. 2020 Budget/Assessment (Approval and Resolution): Engineer Nancy Lockett reports on budget/assessment and handed out the spreadsheets with detailed budget information and goes over Fund 695 Form (form county requires for budget submission after a resolution is passed). There was some discussion. (Handout No.2)

MOTION: Commissioner Smith made a motion that the PLDD pass Resolution 2019-01 resolving that the Board of Commissioners hereby approve and adopt the budget attached hereto in the amount of \$117,350 with an assessment of \$80,000 for calendar year 2020. Commissioner Forbes seconded the motion. Motion passed by majority. Commissioner Helleson opposed the motion.

d. 2020 Election. Status of Processing (Candidate Filing Week, Voter Rolls): Commissioner Smith read the rules regarding the election process. Candidate filing week is December 9 through December 13, 2019. Commissioner Smith confirmed to the Elections Officer that the PLDD requested that the Elections Office obtain voter rolls from the Jefferson County Assessor.

Commissioner Forbes suggested that the district make the public aware of the election that is coming up. Advertisement has been placed previously in The Voice, E-Navigator, and posted on bulletin boards. Jefferson County does the required advertising and the posting of the public notice. Commissioner Smith has attended LMC meetings and made the announcement of the upcoming election. There is expressed interest in the position.

8. New Business: None

9. Engineer Report: Engineer Nancy Lockett gave a report on the following:

- a. **Drainage on Libby Court Trail – Pipe Realignment;** In collaboration with LMC and the Greenbelt Committee, the Drainage District has been working on a project to realign the drainage pipe on the Libby Court Trail. LMC recently removed a mature Fir tree near Libby Court. Over time the tree roots had caused the 12” pipe to deflect upwards which interfered with proper drainage. Excavation of the tree roots and realignment of the drain pipe was completed by PLDD on September 11 (Handout No.3)
- b. **Oct. 2 – Site Plan Review for Jefferson Co. Permit application BLD19-00344, 84 Goliah Lane.** Applicant followed new County procedures for filing

but it is ambiguous as to salt water vs. fresh water discharge; higher BMPs may need to be followed.

Not on agenda: Engineer Lockett reported on the erosion at the end of Waterhouse Lane. She will ask for County plat, as further research needs to be done.

10. Commissioners' Reports and Comments:

- a. Review and Approval of June 13, 2019 Regular Meeting Minutes.
- b. Review and Approval of August 8, 2019 Regular Meeting Minutes.
- c. Review and Approval of September 12, 2019 Regular Meeting Minutes.

The commissioners discussed the style of minutes. It was suggested that the minutes be action only. The program AVCaptureAll was discussed. Commissioner Forbes directed Recording Secretary Cammy Brown to bring back a report on AVCaptureAll at the PLDD Board meeting of November 14, 2019. The approval of the minutes of June 13, 2019, August 8, 2019 and September 12, 2019 were tabled until the meeting of November 14, 2019.

d. Commissioner Activities, Reports:

Commissioner Smith addressed the sad issue of the passing of our webmaster and that there was not presently a webmaster for the PLDD. The PLDD needs to transition and Commissioner Smith requested Board approval to proceed with obtaining a new webmaster. There was consensual agreement among the commissioners for Commissioner Smith to proceed to work with someone to get the website transferred over. At the present time there is no way to post anything or update anything.

Commissioner Smith noted that she had forwarded to Commissioners her recap of the phone conversation on McCurdy and resolution of that.

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

12. MEETING ADJOURNMENT:


MOTION: Commissioner Katie Smith made a motion to adjourn the October 10, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Hellion seconded that motion. Motion carried unanimously. Meeting adjourned at 11:28 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

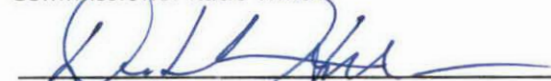
Approved:



Commissioner Don Forbes, Chair



Commissioner Katie Smith



Commissioner Deborah Helleison

11-14-2019

Date

11-14-2019

Date

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 10/10/2019				
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-053	GLESSING & ASSOCIATES, CPA Accounting Services for September (1 hr).	\$ 60.00		\$ 60.00
19-054	DEBORAH HELLESON Commissioner Meetings (3@\$90 July, Aug, Sept).	\$ 270.00		\$ 270.00
19-055	OGDEN MURPHY WALLACE, PLLC Legal Services through July 31 (4.5 hrs); OPMA, Memo corrections, delegation of warrant signatures.	\$ 1,236.00		\$ 1,236.00
19-056	WA EMPLOYMENT SECURITY DIVISION Paid Family & Medical Leave PFMLA Q3 Premium Tax	\$ 0.46		\$ 0.46
19-057	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for September; Inspect and Service all Sites; Libby Court Trail Drainage Project.	\$ 2,152.75		\$ 2,152.75
		\$ 3,719.21	\$ -	\$ 3,719.21
PLDD Financial Information				
PLDD Cash Account-010 - Sept 30, 2019 (Includes monthly Interest of \$171.47)				\$ 56,900.65
Expenses - Current Month from Above				\$ 3,719.21
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 53,181.44
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest Paid (from inception 12/2017 Included on Line 1)				\$ 3,604.78
PLDD Reserve Account - 040				\$ 48,000.00
PLDD Reserve Account - 040 Cash non-interest bearing (Balance on 9/30/2019)				\$ 626.68
Net TOTAL All Accounts				\$ 201,808.12
2019 Special Assessment				\$ 80,000.00
Assessment Paid to Date (Included on Line 1)				\$ 46,980.43
Unpaid 2019 Assessment (remaining)				\$ 33,019.57
Expenditures - Calendar Year to Date (Jan 1 - Sep 30, 2019)				\$ 78,630.01
Expenditures - County Budget Year to Date (Jan 22 - Sep 30, 2019)				\$ 78,630.01