

Port Ludlow Drainage District (PLDD)
July 9, 2020
Board of Commissioners Regular Meeting - #0263
Telephonic Open Meeting
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order telephonically by Commissioner Don Forbes at 10:00 a.m. on July 9, 2020.

1. CALL TO ORDER: Commissioner Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:00 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation 20-28 from Governor Inslee dated March 24, 2020, waiving and suspending the portions of OPMA RCW 42.30 that require in-person meetings in order to avoid public gathering. Under the proclamation the PLDD is not providing speaker phones. The meeting is being conducted telephonically.

Commissioner Forbes read the Agenda items into the record.

2. ROLL CALL: Commissioner Don Forbes and Commissioner Deborah Helleson were present. Engineer Nancy Lockett and Recording Secretary Cammy Brown were also present.

3. AGENDA APPROVAL:

Commissioner Forbes went over the Agenda and announced that the Agenda format from this point forward will include a public forum section.

MOTION: Commissioner Deborah Helleson made a motion to approve the Agenda as presented. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

4. PUBLIC FORUM: It was verified there were no guests on the call and therefore no public forum was called for.

5. ENGINEER REPORTS: Nancy Lockett

a. Engineer Nancy Lockett gave a report on the Site Plan Review, Building Permit Application BLD20-00127, 110 Helm Lane. The owner was encouraged to look at other alternatives for infiltration. Engineer Lockett had not received any reply from the owner.

6. NEW BUSINESS:

a. **Assessment Methodology presented to the Jefferson County Board of County Commissioners:** Engineer Nancy Lockett gave a report on the assessment methodology. Every four years the county approves the assessment methodology and how the rate is proportioned among the various of properties in the district. Engineer Lockett was informed by the District to keep the current rate. The county has a hearing set for mid-August and the

county does the advertising for the hearing and holds the hearing. The PLDD has to send out notification of the hearing and methodology to all the property owners in the district. Jefferson County has prepared that letter and the mailing will be done by the firm Gray & Osborne, Inc. There will be a cost to the district of postage for the 900 plus people on the assessment role and administrative costs. The letters have to go out by July 30th. Estimated cost to district would be \$1500.00.

- b. Small Works Roster:** Engineer Nancy Lockett gave a report. There was considerable discussion. The PLDD last advertised in June of 2019. Engineer Lockett will have the Small Works Roster published July 15th and July 22nd. The PLDD currently does not have a resolution which deals with the bidding process. The prospect of joining the MRSC Roster Program was discussed. This is a shared Small Works Rosters administered by MRSC which provides all the required services assuring the District would be in compliance with RCWs. Joining with this Roster Service Provider requires a yearly contract costing \$130. Commissioner Helleson will conduct further research and will draft a resolution for discussion at the October meeting.
- c. Gray and Osborne, Inc. Contract:** An additional extension of the contract for Gray and Osborne, Inc. was discussed. The extension was for one year up until October 11, 2021.

MOTION: Commissioner Deborah Helleson made a motion to extend the Gray and Osborne Consulting Engineer contract to October 11, 2021. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

- d. LMC (Ludlow Maintenance Commission) Contract for Storage Space:** Commissioner Helleson gave a report and went over the LMC contract. The fee for the storage space was reduced to \$50.00. The new rate would be effective starting July. The first six months would be at the \$100.00 a month rate and the second six months would be the \$50.00 per month rate. The 2020 billing would be split between the old agreement and the new agreement. Commissioner Helleson will follow up with the LMC's General Manager Brian Belmont.
- e. PLSS contract revisions:** Commissioner Helleson made a presentation on the contract with Peninsula Legal Secretarial Services, LLC. Commissioner Helleson will present this agreement with more details of other duties to be included at the October meeting for approval. There was some discussion on the hourly wage and it was the consensus of both commissioners that the hourly wage should be increased currently through a motion.

MOTION: Commissioner Deborah Helleson made a motion that payment for services to Peninsula Legal Secretarial Services LLC, under its current contract dated September 13, 2018, be increased to \$35.00 per hour effective July 9, 2020. Commissioner Donald Forbes seconded the motion. Motion passed unanimously.

- f. Revised Letter of Engagement from OMW (Ogden Murphy Wallace):** Commissioner Helleson reported on the Letter of Engagement with PLDD's legal counsel. There were some revisions that needed to be made. Scott Snyder will update the Letter of Engagement and

present it to Commissioner Forbes for signature.

- g. Resolution 2020-02 Signing of PLDD documents using Electronic Signature.** Commissioner Forbes reported on Resolution 2020-02 which will be available on PLDD website after this meeting. This was put together in agreement with Jefferson County Auditor who has fully agreed to the use of these electronic signatures and the conditions that were included in the resolution.

MOTION: Commissioner Deborah Helleson made a motion that the PLDD approve Resolution 2020-02, a resolution regarding use of electronic signature for approval of documents. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

- h. 2021 and 2022 Budget Drafting:** Commissioner Helleson presented the idea of a biennial budget (two years under one budget). Commissioner Helleson read an email into the record that the District received from Jefferson County Commissioner Greg Brotherton dated August 8, 2018. The email pointed out that if the PLDD went with doing a biennial budget, it would retain its ability to change the assessment at its mid-adjustment period. It would retain its same abilities and flexibilities to budget for revenue and expenditure that it has with annual budgeting. Commissioners Helleson and Forbes agreed to proceed with drafting a biennial budget (2021 and 2022). There was some discussion on whether to post voucher summaries to the PLDD website. Financial summaries are currently available on the website. Commissioner Forbes requested that Engineer Lockett, when working on the biennial budget, provide the PLDD with a five-year forecast.

7. OLD BUSINESS:

- a. 31 and 44 Forester Lane – work completed.** Commissioner Forbes gave a report. The drainage problems that the landowners were experiencing seemed to be due to ground water. The drainage district cleaned out the pond grate and put a new inlet to the drainage out of the pond. This is completed.

8. COMMISSIONERS' REPORT AND COMMENTS:

Commissioner Forbes: Did not have a written report. Over the course of the last three months, Commissioner Forbes has had informal conversations with a number of property owners as first point of contact or conversation.

Commissioner Helleson: Summary of Handout No. 1:

- The PLDD is scheduled for an audit for the 2018-2019 annual report to be conducted in September. The cost will be \$1,050.00. That same amount will have to be budgeted in 2022 to cover the 2020/2021 audit.
- After submitting the audit report, the Auditor requested copies of the PLDD's vendor contracts. Those are being uploaded to them. They requested a copy of the Olympic Peninsula Construction Contract for work that was done. Nancy confirmed she has an electronic copy which will be

uploaded to the auditor.

- One of the things that came up in the 2018 audit was that \$45,000.00 of the PLDD's monies is actually under a reserved account that can only be used for capital improvements. The PLDD needs to be sure it is thinking about that when it is putting together its projects. It needs to consider whether they are capital improvements. Unless the PLDD has a capital improvement project, that money can't be used for year-to-year operations. Commissioner Helleson will look into whether there are ways that the PLDD can move that into the general revenue account and if so, work on a resolution to be presented at the October meeting.
- Records that were past their retention date but designated to be archived were moved to the Northwest Archives state run facility in Bellingham on May 18, 2020. The PLDD has electronic copies or recordings of a portion of these records, plus the records can be easily retrieved if needed.
- The website changes and programming tools request has been completed.
- The insurance schedule review has been done. There will be an invoice for the insurance in the next month or so. The PLDD did get a \$22.00 credit because of the removal of office contents from our listing of holdings because we don't have an office.
- One of our June vouchers included the loan payment. Outstanding balance is \$17,929.67.
- The PLDD is signed up for electronic signatures now. The hosting site that it is using is called HelloSign. As long as the PLDD limits the number of documents that it captures through their system in a thirty-day period, it is free. At this point, this HelloSign electronic signature is not costing the district anything.
- Commissioner Helleson is in discussions with Jefferson County Commissioner Brotherton to look at ways to streamline and reduce costs where feasible for the district.
- A resolution is needed for Small Roster Projects.

9. CONSENT AGENDA:

- a. Review and approval of meeting minutes for June 9, 2020.
- b. Approval of Voucher/Warrants #20-38 through 20-43 in the amount of \$3,590.88.
There are six items – invoice from Gray and Osborne, one from each commissioner for six months of per diem, Peninsula Legal Secretarial Services, Yard Dogs Landscaping and Ogden Murphy Wallace, who is the PLDD's legal counsel. That amount totals \$3,590.88.

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

10. SIGNING OF DOCUMENTS: Done electronically by Commissioner Forbes and Commissioner Helleson after today's meeting.

11. MEETING ADJOURNMENT:

MOTION: Commissioner Deborah Helleson made a motion to adjourn the July 9, 2020, Regular Meeting of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 11:19 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



08 / 13 / 2020

Commissioner Don Forbes, Chair

Date



08 / 13 / 2020

Commissioner Deborah Helleson

Date

The Port Ludlow Drainage District (PLDD) meetings are audio recorded