

Port Ludlow Drainage District (PLDD)
April 9, 2020
Board of Commissioners Regular Meeting - #0260
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 April 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.

2. ROLL CALL: Commissioner 2, Don Forbes; Commissioner 3, Deborah Helleson; and Cammy Brown, Recording Secretary present. Commissioner for Position 1 is vacant.

3. AGENDA APPROVAL: Commissioner Forbes noted there were eleven agenda items which he stated for the record, in case those attending the telephonic meeting did not have a copy of the Agenda.

MOTION: Commissioner Deborah Helleson made a motion to approve the final agenda noting it differs from the draft agenda posted on the website in two ways. A correction was made to the actual number of the proclamation made by Governor Inslee and under New Business Resolution 2020-02, which was a proposed resolution has been deleted. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

4. PUBLIC FORUM: To be suspended for this telephonic conference call. Contact the commissioners at commish@pldd.org with any concerns of drainage issues.

5. ENGINEER REPORTS:

a. County Site Plan Reviews – Engineer Nancy Lockett.

- i. BLD20-0069 Lot 73 Machias Loop- a single family residence on the northwest corner of Machias Loop and Walker Way.** The project was reviewed in February 2020 and the project proposed using a rain garden for outside stormwater management which is acceptable. Engineer Lockett commented that the applicants needed to indicate the Erosion Control Plan and rain garden need to have a constructed overflow to the drainage system which they didn't show. The applicants resubmitted and they do show the Erosion Control Plan and overflow from the rain garden that will go out to the roadside ditch on Machias which eventually goes to Walker Way. The applicants are installing a twelve-inch culvert per county regulations. The plan is acceptable.
- ii. BLD20-00082, 93 Tye Lane.** This project had been reviewed previously under a 2018 building permit, but that permit was pulled. This application is for a house with a slightly different footprint and slightly larger than the previous house. They are proposing a perforated step out that would surface. The run-off that remains would infiltrate and would go off into the road. This remaining runoff would be handled by the roadside ditch that is down the road. Engineer Lockett responded that the plan was acceptable.

b. Homeowner Requests – Chairman Forbes, Engineer Lockett:

- i. 31 AND 44 Forester Ln, Drainage Pond.** Chairman Forbes reported that the particular issue was presented by the homeowner of 44 Forester Lane, who had standing water in her crawl space. There is an adjacent wetland on the Greenbelt. The outflow from the pond is cleaned by the District’s Maintenance Contractor. Suggestions made to the homeowner to enhance the drainage system around the house.

Action: Engineer Lockett ordered a new grate for the pond outflow and Yarddogs will install. Yarddogs will continue to check the drainage from the pond on a monthly basis during the rainy season.

- ii. 93 Helm Lane – Standing water behind garage.**

Action: PLDD has no responsibility. PLDD provided idea to homeowner for improving drainage.

- iii. 631 Montgomery Lane – groundwater:**

Action: PLDD has no responsibility. The PLDD has given ideas and advice but no work is to be done by the drainage district.

- iv. Rainier Lane and Rainier Loop trail intersection – blocked culvert.**

Action: PLDD has no responsibility. The person reporting the blockage cleaned it out

6. OLD BUSINESS: None.

7. COMMISSIONERS’ REPORTS AND COMMENTS:

- a. Commissioner Forbes’ report was given under Item No. 5 Engineer Reports.
- b. Commissioner Helleson gave a report: See attached Handout No. 1 for details
- Funds for additional website changes were approved
 - Commissioner Helleson was given authority to negotiate the sale of one file cabinet to LMC
 - Engineer Lockett will review Enduris Schedule and provide any updates to Commissioner Helleson.

There was a discussion on moving the PLDD files to the Recording Secretary’s office location in Port Ludlow. The one cabinet that houses old PLDD records will stay at the Beach Club location. The current files of the PLDD will stay at the Port Ludlow office of the Recording Secretary. Commissioner Helleson was asked to contact the Auditor’s Office on the proration details of using office space.

Purchase of a printer for PLDD was discussed. Commissioner Helleson proposed that the PLDD and the Recording Secretary purchase a printer together for the office in Port Ludlow. There was considerable discussion. It was the consensus of the commissioners that a printer may be purchased. Commissioner Helleson was asked to review with an accountant at the end of the year on the proration details for purchase of the printer.

8. **NEW BUSINESS:** None.

9. **CONSENT AGENDA:** Commissioner Forbes reported. The purpose of the Consent Agenda is to compile those things that tend to not require any discussion and put them all together under a single motion.

- a. **Review and Approval of Meeting Minutes from Special Meeting held March 12, 2020.**
- b. **Review and Approval of Meeting Minutes, corrected from the Special Meeting held on February 13, 2020.**
- c. **Approval of Voucher/Warrants #20-022 thru #20-027 in the amount of \$6,042.36.**
Commissioner Forbes lists the individual voucher items for the record.

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

10. **Signing of Documents:** To abide by the Governor’s Proclamation, the signing of documents is being done remotely. Each commissioner will individually sign the documents and will forward these on to the Recording Secretary.

11. **Adjournment:**

MOTION: Commissioner Deborah Helleson made a motion to adjourn the April 9, 2020, Regular Meeting of the Port Ludlow Drainage District. Commissioner Don Forbes seconded that motion. Motion carried unanimously. Meeting adjourned at 10:58 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



05 / 14 / 2020

Commissioner Don Forbes, Chair

Date



05 / 14 / 2020

Commissioner Deborah Helleson

Date

Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded

Port Ludlow Drainage District
Commissioner #3 Report
April 9, 2020:

Updates from January 2020 Meeting

- Bonds are current for Commissioners 2 and 3. Bonds are issued for a 4-year period so Commissioner 2 will get a renewal notice in 2022. A Bond is automatically terminated when a person vacates office.
- An ad announcing Commissioner vacancy and call for candidates was placed in Voice, ENavigator and PT Leader.
- Free Conference USA conference account set-up

February and March Activities

- Motion for 2020 Compensation of Commissioners: Compensation cannot be changed during a commissioner's term once set. Rate was set in Resolution 2018-05.
- Annual report for 2019 and 2018 edits were filed with State Auditor. The audit for these financial reports is scheduled for September.
- Website programming changes will require an additional \$200-300. Recordings of District meeting have been added. Requesting Approval
- Records past retention dates but designated as "to be archived" are being moved to NW Archives facility. Records past retention dates designated as "destroy" will be destroyed and documented as such. Empty one file cabinet. LMC has expressed some interest in acquiring the cabinet. Requesting Approval to negotiate
- Two Public Records requests were made to Chair Forbes during the quarter: 1/14/2020 from Katie Smith and 3/12/2020 from Katie Smith. Both requests were fulfilled by Cammy Brown, Recording Secretary.
- Enduris Schedule Review and update: Current record shows Structure Total is \$329,455 and contents \$14,552. Schedule to be submitted with any updates by 4/30/20
- Financial Review: **as of 3/31/20**
 - General Account (010) \$76,990.92 with total of all accounts \$226,012.34

July Meeting:

- Change to Resolution 2018-01 Attachment regarding office hours
- Operating Policy Records retention, Email Management and Archiving
- Enduris Policy Renewal
- Budget preparation consider biennium as suggested by Greg Brotherton (County Commissioner)