

Port Ludlow Drainage District (PLDD)
October 8, 2020
Board of Commissioners Special Meeting - #0267
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 October 8, 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 1 Vacant, Commissioner Don Forbes and Commissioner Deborah Helleson were present. Engineer Nancy Lockett from Gray and Osborne, Inc. and Recording Secretary Cammy Brown were also present.

3. AGENDA APPROVAL: Commissioner Forbes went over the Agenda. Commissioner Helleson added two items to the Agenda. Under Engineering Reports an additional site plan review was added and the second addition is under No. 6 New Business adding discussion of consolidating two of PLDD's bank accounts.

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

4. PUBLIC FORUM: No members of the public were on the call.

5. ENGINEER REPORTS:

a. Lot 143 Montgomery Lane: Engineer Nancy Lockett gave a brief historical background. There has not been a new submittal on this project. Further details can be heard on the audio recording at www.PLDD.org.

b. Site Plan Review Lot 183 Rainier Lane: Engineer Nancy Lockett gave a brief report.

6. NEW BUSINESS:

a. Records Retention Clerk: Commissioner Helleson gave a brief report. An offer letter was sent out to Mary Paxton. She will begin working for the PLDD next week. The first thing the district will be looking at will be providing her with some online training specific to the State of Washington records retention and archiving.

b. Retainer for Payroll and Account Management Services: The county is changing their accounting services that they are providing to small districts as they move into a new financial system. They will no longer provide the PLDD with account statements every month showing where its expenditures were processed and against which accounts. Plus, PLDD now has payroll with the addition of our Records Retention Clerk. The PLDD will need an accounting/bookkeeping service to help track the PLDD's different expenditures against its budget and process payroll taxes. The company that the district will be retaining is Falge Financial, Inc. Commissioner Helleson will send a retainer letter to Ben Falge, the owner. Commissioner Forbes was in agreement with hiring this firm and gave Commissioner Helleson authority to go ahead with the hiring process.

c. Consolidate Banking Accounts – Resolution 2020-3: PLDD currently has two investment accounts. Account 040 has been designated as a reserve account, which by definition means that we can only use it for the purpose that it was originally set up for. This was set up in 2005 as part of the budget process. It was established for capital improvements. It currently has \$48,000.00 plus another \$1,100.00 in accumulated interest. The district has never pulled off of that fund for any capital improvements. A better approach to both streamline the accounting at the county, as well the reporting to the state, is to consolidate that fund with the PLDD's other investment fund which is 010 State Investment Pool. It would be a two-step process to consolidate them.

MOTION: Commissioner Deborah Helleson made a motion to remove the designation of "Reserve Fund" from Investment Account 040 as first established by a motion at the Port Ludlow Drainage District meeting of November 10, 2005, in order to move the funds in that account into Investment Account 010. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

MOTION: Commissioner Deborah Helleson made a motion to adopt Resolution 2020-3, of combining two district investment accounts into a single account. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Resolution 2020-3 is available for review at our website: www.pldd.org.

7. OLD BUSINESS:

a. Budget Planning and Approval – Resolution 2020-X "Adopting the 2021 Budget". Commissioner Donald Forbes provided a quick overview for the budget discussion. There was considerable discussion including the desire to remove any money allotted to capital improvements in the budget and to finalize a budget with a \$60,000 assessment. With these, and a few other small changes, the budget will be presented for approval at a meeting of the commissioners in November. Further details can be heard on October 8, 2020 audio recording at www.pldd.org.

b. Small Works Roster – Resolution 2020-4: Commissioner Deborah Helleson gave a background report. It is the opinion of our legal counsel that the District is not required by state law to maintain a Small Works Roster. Legal counsel drafted Resolution 2020-04 for our consideration.

MOTION: Commissioner Deborah Helleson made a motion to approve Resolution 2020-04, a resolution of the Port Ludlow Drainage District clarifying public works contracting procedures. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Resolution 2020-4 is available for

review at our website at www.pldd.org.

c. **Jefferson County Ordinance 06-0817-20 adopting the Drainage District's Assessment system.** Commissioner Helleson gave a report. The Jefferson County commissioners held a public meeting and accepted the assessment methodology that has been in place for the last eight years or so. The assessment methodology will be reviewed again in another four years.

8. COMMISSIONERS' REPORTS AND COMMENTS:

Commissioner Donald Forbes: Commissioner Forbes has had a number of informal contacts from property owners, none of which require action from the District. No written report was submitted.

Commission Deborah Helleson submitted a written report:

State Audit Review for 2018/2019: The State Audit Review for 2018/2019 is complete. There were no findings or concerns. That report can be seen on the State Auditor's Office website under Port Ludlow Drainage District. Cost will be \$700.00 rather than \$1,050.00. Invoice for that will be issued in October. That cost will be on the November Voucher Summary.

Moving Designated Reserve Fund: In a conversation with the Auditor the discussion came up of moving the designated reserve fund to a general fund. The commissioners' compensation payment is still under review. The Auditor advised the PLDD that the state does have a credit card contract with U. S. Bank which allows for a small district such as PLDD to have a no fee-controlled credit card. It has been the district's practice in the past where commissioners have purchased items for the benefit of the district and then get reimbursed for those purchased items. This does not create a clean paper trail.

Assessment Methodology: The assessment methodology that was mentioned under Old Business cost the district a little over \$5,000.00 and there was no change to the methodology. The big cost was putting together the mailings that went out to every homeowner within the boundaries of the district.

Some homeowners questioned the mailing addresses that were used in the assessment methodology. It is not the drainage district that keeps a record of peoples' addresses but the PLDD pulled those directly off of the county records. Anyone who has a concern the way the address was written needs to go to the county. It comes off the tax roll.

Payroll Tax Accounts: In the retaining of the financial bookkeeping payroll company, the PLDD will be reactivating the payroll tax accounts. Commissioner Helleson is waiting to find out if it is just going to be for one employee or whether it will include all the commissioners. All of our payroll tax accounts for the district had been shut down. The PLDD's new bookkeeping service will be re-opening the tax accounts and will be creating a Quick Book Account used for monitoring its expenses. This will give the PLDD more flexibility for creating reports and tracking costs.

Records Retention Clerk: There are some expenditures that come with the Records Retention Clerk position. The district has to supply a computer. The computer that the district presently has is old and very slow. Commissioner Helleson will do research for a basic computer. This will probably cost around \$500.00. An email address is being issued for the Records Retention Clerk. This is a project driven job

description. The Records Retention Clerk will be reviewing state training for retention and archiving the files, both electronic and paper as well as organizing the PLDD's existing papers and cataloging. The goal is to identify and set up an electronic recording retention and cross- referencing retrieval system.

Correction to account: There was an error made in the August recording by the County. The refund from our legal group was actually credited to our engineering group. This has been corrected.

Taxes: The second half of the county taxes are due in October. That will bring in another \$32,000.00 to the district over the next month or so.

Monthly Financial Reports: Commissioner Helleson summarized the July, August and September monthly financial reports, giving a quarterly overview. This all came from the County Treasurer. The PLDD is now posting these quarterly reports on the website. Anyone can look at the cash availability that the PLDD has. The district has \$224,645.00 total in the accounts. This is a combination of what was there at the end of September.

9. CONSENT AGENDA: Commissioner Forbes went over the two items on the Consent Agenda and summarized the Voucher/Warrants.

1. Review and Approval of Special Meetings Minutes dated September 10, 2020 and September 22, 2020.
2. Approval of Voucher/Warrants – 20-056 thru 20-062 total \$6,808.71 (Voucher Summary and original invoices provided to the Commissioners prior to the meeting).

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: Signing of documents will be done within five business days of the approval as provided for in Resolutions 2020.01 and 2020.02.

11. MEETING ADJOURNMENT:

MOTION: Commissioner Deborah Helleson made a motion to adjourn the October 8, 2020, regular meeting of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 11:15 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



11 / 12 / 2020

Commissioner Don Forbes, Chair

Date



11 / 12 / 2020

Commissioner Deborah Helleson


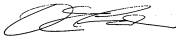

Date

*The Port Ludlow Drainage District (PLDD)
meeting minutes are recorded and posted on the website.*

PLDD Voucher Summary for Fund #695 001 010

Date October 8, 2020

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
20-056	Jefferson County Invoice #5105 Assessment Methodology	JC600	53150.41.0060	\$576.28	\$576.28
20-057	Gray & Osborne, Inc. Invoice Aug 16, thru Sept 12, 2020 General Engineering- Assessment Methodology; budget drafting	GR300	53150.41.0010	\$959.32	\$3,740.17
			53150.41.0020	\$2,780.85	
20-058	The Leader Ad 191812 Invoice 104969	LE100	53150.44.0000	\$29.50	\$29.50
20-059	Yarddogs Landscaping, Inc September Maintenance	YA700	53150.31.0030	\$1,542.62	\$1,542.62
20-060	Peninsula Legal Secretarial Services Aug and Sept, and postage Statement #10	PE410	53150.41.0160	271.25	\$333.34
			53150.42.0010	62.09	
20-061	Ogden Murphy Wallace August 31, 2020 Invoice #843091	OG400	53150.41.0100	\$226.80	\$226.80
20-062	Commissioner #3 Compensation Quarter 3, 2020	HE267	53150.10.0020	\$360.00	\$360.00
				Total	\$6,808.71

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS 8th DAY OF October 2020</p> 	Commissioners Signatures	
	 10 / 08 / 2020	
	 10 / 08 / 2020	
<p>APPROVED Port Ludlow Drainage District</p>		

Audited By _____
Date: _____



TITLE	voucher only
FILE NAME	Oct 8, 2020 Voucher Summary .docx
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STATUS	● Completed

Document History



SENT

10 / 08 / 2020
18:35:38 UTC

Sent for signature to Don Forbes (commissioner2@pldd.org) and Deborah Helleson (commissioner3@pldd.org) from commissioner3@pldd.org
IP: 24.113.168.218



VIEWED

10 / 08 / 2020
18:36:17 UTC

Viewed by Don Forbes (commissioner2@pldd.org)
IP: 24.113.156.169



SIGNED

10 / 08 / 2020
18:36:53 UTC

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VIEWED

10 / 08 / 2020
18:37:59 UTC

Viewed by Deborah Helleson (commissioner3@pldd.org)
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SIGNED

10 / 08 / 2020
18:38:16 UTC

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COMPLETED

10 / 08 / 2020
18:38:16 UTC

The document has been completed.