

Port Ludlow Drainage District (PLDD)
July 8, 2021
Board of Commissioners Regular Meeting - #0278
Conference Call - Open Meeting
Final Minutes

1. CALL TO ORDER: Commissioner Don Forbes called the Regular Meeting of the Port Ludlow Drainage District to order at 10:03 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation by the Governor, Amending and Extending Proclamation 20-05 and 20-20 et seq., and the Governor’s Emergency Proclamation Covid and Health Protection for Phase 3 Healthy Washington. There will be no in-person component available for this meeting.

Commissioner Forbes read the agenda items into the record.

2. ROLL CALL: Commissioner 1 Vacant, Commissioner Don Forbes, and Commissioner Deborah Helleson were present. Recording Secretary Cammy Brown and Engineer Nancy Lockett were also present.

3. AGENDA APPROVAL: Commissioner Forbes went over the agenda. Commissioner Helleson added one item under Commissioners’ Report – Preparation of Returning to In-Person Meetings.

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

4. PUBLIC COMMENTS: No public comments.

5. AGENDA:

Engineering: Engineer Nancy Lockett gave reports on the following:

Machias Loop Easement updates: Engineer Lockett reported she sent letters and easement documents to the property owners, Mr. and Mrs. Alendar who concluded they would sign the easement. The easement approval on the King property is still pending. LMC had been notified and updated on the easement.

Update on Oak Bay Road Culverts, Alternative 2, Installation of a baffle plate on the west end of the culvert to limit discharge: Engineer Lockett had been in contact with the county. The county would be willing to lower the elevation of the bottom of the ditches slightly. The reason the ditches weren’t lowered in the first place was because there is fiber optic in the area directly under the ditch. The county is not averse to doing something and probably the first step would be to lower the elevation of the ditch as much as possible.

Maintenance Request update: 90 Sparrow Ct., and Adventurer Lane: The property owner

wanted the outfall to the ravine cleaned out. Yarddogs Landscaping went to the site and did some cleaning. Adventurer Lane had some minor run-off during storms from a channel next to property. Chairman Forbes requested Yarddogs clean-out and perhaps deepen the channel. Nothing major needed to occur. Both Sparrow and Adventurer are on Yarddogs Landscaping's watch list.

Old Business:

Guidelines for Public Records Management: A copy of the Guidelines for Public Records Management was sent to the commissioners. It augments the resolution that was approved in 2018 which is the Public Records Policy. The guidelines essentially give specific information in terms of where records are kept and how to access them, location, and timing for archiving. Commissioner Helleeson will finalize this document to add these guidelines to PLDD records.

Commissioners' Reports:

Insurance Cost Increase: Commissioner Helleeson reported that the PLDD has gotten notification from Enduris that insurance costs are going to be increased approximately 15%. For 2021 the PLDD paid \$4,129.00. The PLDD can expect that for 2022 the rate will be around \$4500.00 to \$4700.00. This will be a significant increase.

Preparation of Returning to In-Person Meetings: Commissioner Helleeson received information on July 6 that the Firehall is now available for meetings. The Department of Labor and Industries has guidelines of how to safely return to group meetings. Unvaccinated people must wear masks and it would be PLDD's obligation to confirm that vaccination. The PLDD has to document the process of how it is going to confirm that or require everyone to wear masks. It must provide hand washing facilities, supplies and face masks for those who show up that don't have them. Commissioner Helleeson will work with the Fire Hall to see what precautions they have already put in place and what will be the PLDD's responsibility. There could potentially be an in-person meeting in August however, in-person meetings are optional per current State Guidelines.

Financial Report: Commissioner Helleeson announced there typically would be a financial report under this agenda item, but information had not been received from the Treasurer's Office to finish the second quarter financials. As soon as those are available to the PLDD the information will be prepared and will be posted on the website.

Proposed Suspension of Operations update: Commissioner Forbes attended a telephonic meeting with the Jefferson County Commissioners, and they requested background on the PLDD's resolution which he provided. The County Administrator is going to put together a team of county employees, have a workshop and prepare a recommendation to the commission.

Resignation: Commissioner Forbes announced his resignation effective the end of August 2021.

6. CONSENT AGENDA: Commissioner Forbes read the items in the Consent Agenda to be approved and gave an overview of the detailed items in the Voucher Summary.

- a. Minutes from June 10, 2021, Meeting 277.
- c. Voucher Summary "07122021 PLDD278": Vouchers 21-048 thru 21-055 total \$3089.30. Payroll in the amount of \$215.51 and other services \$2873.79.

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


7. SIGNING OF DOCUMENTS: Signing of documents will be done individually and electronically by commissioners within five business days of the approval as provided for in Resolutions 2020.01 and 2020.02.

8. MEETING ADJOURNMENT:

MOTION: Commissioner Deborah Helleson made a motion to adjourn Regular Meeting 0278 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 10:28 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



08 / 12 / 2021

Commissioner Don Forbes, Chair

Date



08 / 12 / 2021

Commissioner Deborah Helleson

Date

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

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	7/12/2021	6/22/2021	V21-048-278		8925	0 MARY PAXTON	JUNE PAYROLL	215.51	69500589	589400	215.51
1	7/12/2021	6/9/2021	851937 V21-049-278		5610	695 OGDEN MURPHY WALLACE PLLC	LEGAL SERVICES THROUG	594.90	69500589	589400	594.90
1	7/12/2021	6/21/2021	4 V21-050-278		3041	0 GRAY & OSBORNE INC	ENGINEERING THRU 6/19	230.72	69500589	589400	230.72
1	7/12/2021	6/30/2021	202106 V21-051-278		8781	0 YARDDOGS LANDSCAPING	JUNE MAINTENANCE	1,590.03	69500589	589400	1,590.03
1	7/12/2021	6/30/2021	3089 V21-052-278		9022	0 FALGE FINANCIAL	JUNE BOOKKEEPING SERV	250.00	69500589	589400	250.00
1	7/12/2021	7/6/2021	V21-053-278		9032	0 UNITED STATES TREASURY	Q2 2021 FICA	194.32	69500589	589400	194.32
1	7/12/2021	7/6/2021	V21-054-278		2338	695 EMPLOYMENT SECURITY DEPARTI	Q2 2021 WAPFML	3.21	69500589	589400	3.21
1	7/12/2021	7/6/2021	V21-055-278		9038	695 WA STATE DEPARTMENT OF LAB	Q2 2021	10.61	69500589	589400	10.61

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

JULY MONTH TOTAL WARRANT AMOUNT 3089.3



 07 / 08 / 2021
 CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER



 07 / 08 / 2021
 COMMISSIONER, MEMBER









ATTACHEMENT TO COUNTY CHECK REQUEST 07122021 PLDD278
 PLDD Inhouse Voucher Summary
 Meeting # 0278 Date July 8, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-048	Mary Paxton – Employee Payroll 11.45 Hours worked June 2021	8925	53150.10.0010	\$215.51	\$215.51
Payroll Total: \$215.51					0
21-049	Ogden Murphy Wallace Legal Services thru May 31 Invoice #851937	5610-695	53150.41.0100	\$594.90	\$594.90
21-050	Gray & Osborne Inc Engineering services thru June 19, Invoice #4	3041	53150.41.0010	\$230.72	\$230.72
21-051	Yarddogs Landscaping, Inc Maintenance thru June Invoice# 202106	8781	53150.31.0030	\$1590.03	\$1590.03
21-052	Falge Financial Inc. bookkeeping thru June Invoice# 3089	9022	53150.41.0150	\$250.00	\$250.00
21-053	US Treasury Internal Revenue Service Q2, 2021 FICA	9032	53150.20.0010	\$194.32	\$194.32
21-054	Employment Security Department Q2, 2021 WAPFML	2338-695	53150.20.0020	\$3.21	\$3.21
21-055	WA State Department of Labor & Industry	9038-695	53150.20.0020	\$10.61	\$10.61
Vouchers for supplies and services: \$2873.79					0
Total					\$3089.30

Commissioners' initials
 07 / 08 / 2021
 07 / 08 / 2021

TITLE	Vouchers for July 8 meeting
FILE NAME	07122021 PLDD 278.xlsx and 1 other
DOCUMENT ID	49afe7069f8e1586780b8f54ce945f9a5104a458
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
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 COMPLETED	07 / 08 / 2021 17:29:41 UTC	The document has been completed.

PORT LUDLOW DRAINAGE DISTRICT GUIDELINES FOR MANAGEMENT OF PUBLIC RECORDS

GOAL: Develop and maintain a public record retention system that is paperless, transparent, complies with state law for records retention and exercises to the extent feasible fiducial responsibility to the rate payers in the PLDD.

Short-term Strategies:

- District Admin E-mail to transfer documents electronically.
- Use Hellosign to archive electronically signed minutes, vouchers and resolutions and FreeConferenceUSA to archive audio recordings of District meetings.
- Continue to use the District web site to make public records such as agendas, minutes, budgets, meeting materials and voucher summaries easily available to the public.
- Use a style guide for naming documents and folders linked to meeting numbers and vendor numbers and record retention requirements to optimize quick record retrieval for public records requests and access by Commissioners.
- Maintain an administrative record of accounts to assure seamless operations when Commissioners and/or consulting staff (engineering, finance, legal, recording secretary etc.) change. This includes access to external account websites for conducting business such as SAO/SAW, Hellosign, FreeConference USA, Microsoft, Rackspace, Orbit and state and federal tax accounts
- Explore a method to securely upload documents for electronic retention that replaces the District admin E-mail.
- Explore options for electronic retention of public records not shown on the District web page to the public in a cloud based system with tiered secure access.
 - Subset of District website
 - Cloud

PUBLIC RECORDS RETENTION SCHEDULE: The District or their designee is responsible for maintaining a current Port Ludlow Drainage District Public Records Retention Schedule (the "Schedule") that will be stored on the District Admin laptop in the Archive Folder. All records related to the transfer, destruction, and conversion of paper records to scanned public records will be permanently maintained in the Archive Folder on the District Laptop or future Cloud storage. Public Records will be organized by the Disposition Authorization Number (DAN) on the Washington State Archives Common Records Retention Schedule (CORE) and Utility Services Retention Schedule by year of disposition. The Archive Folder will include the following subfolders:

1. *Non-archival Retention for Future Destruction.* The form in Attachment A will be used to list non-archival public records to be destroyed by calendar year for when the retention of the record has been met. e.g.

Port Ludlow Drainage District

Public Records Destruction Log Year 2024

2. *Archival Retention for Future Transfer to Washington State Archives (“WSA”).*
3. *Record of Transfer of Public Records to WSA*
4. *Record of Appraisal and Selective Retention of Public Records with Washington State Archives*
5. *Destruction of Public Records Documentation*
6. *Documentation of Scanned Non-Archival Public Records*

PAPERLESS ELECTRONIC ARCHIVES: The District will optimize the use of paperless technology for the generation and storage of public records wherever possible and use the District web page to make electronic records easily accessible to the public.

1. E-Signatures – Hellosign started May 2020
 - a. Minutes
 - b. Vouchers
 - c. Resolutions
 - d. Contracts
 - e. MOU’s
 - f. Other
2. Recordings of Meetings – FreeConference USA
3. Port Ludlow Drainage District Website
 - a. Minutes
 - i. Include voucher summaries
 - ii. Any material reviewed by the Commissioners at the meeting (e.g. report for the district engineer, letter from the public).
 - b. Agendas
 - c. Resolutions
 - d. Meeting recordings
 - e. Financial – Budgets
 - f. Summary List of Recorded Easements
 - g. History of the District and Capital Projects
 - h. District Maps and
4. Interim Use of District Admin E-mail: Until a Cloud based storage system is developed, the District will continue to use the District Admin E-mail to electronically transfer copies of documents such as agendas, minutes, invoices, and other items related to conducting agency business. The E-mail account shall be used to retain documentation of electronic signatures and other public records.
5. Interim Use of District Laptop: Until a Cloud storage system is developed, the District Laptop will be used to store public records that are not accessible on the District Website, FreeConference USA, Hellosign or other electronic locations. The District public records will be back-upped with an External Hard Drive and Flash Drive. The following types of records will be stored on the District laptop. To the extent practical, instruction for management and disposition :

- a. Agreements and Contracts
- b. Archive Records (Documentation of transfer to WSA, Documentation of Destruction, Documentation of Scanning non-archival records, Documentation of Consultation with WSA).
- c. Budgets (two years) and Assessment Roles and Methodology
- d. Insurance
- e. Engineering and Maintenance (Building Permit Reviews, Projects)
- f. Financial: records (invoices, general ledgers, check copies, vouchers)
- g. Human Resources (payroll, time sheets, IRS records/forms)
- h. Meeting Materials
- i. Reporting (Census, JLARC, SAW).

PAPER RECORDS: The District will store existing Paper Records at the Beach Club. Public records will be organized by the DAN and period of retention so that files can be destroyed with proper documentation or transferred to State Archives for assessment and permanent retention as soon as possible thereby minimizing requirements for lease of storage space.

Archival paper records must remain as paper records and cannot be scanned to a PDF for permanent retention.

Non-archival paper records can be scanned and destroyed provided the form in Attachment B is completed and uploaded to the District laptop Archive folder.

E-MAIL: All e-mail messages sent or received that are related to the conduct of the District business must be evaluated for record Content. Messages that meet the definition of a public record must be managed according to their approved retention period in their native format (WAC 434-662-150).

1. RESPONSIBILITY:

- a. Commissioners are responsible for their PLDD E-mail accounts.
- b. A person designated by the Commission to serve as the Records Clerk for the District is responsible for District Admin E-mails and the Records Clerk E-mail.

2. ORGANIZATION OF E-MAIL

- a. Annually develop a folder for the year with subfolders with topics. For example: 2020 Folder and sample subfolders below
- b. 20 – Financial
 - i. 20- Invoices (each month) 6yr retention then delete 2027
 - ii. 20 – General Ledgers 6yr retention then delete 2027
 - iii. 20- Vouchers – signed Archival 6 year retention

3. E-MAIL ADDRESSES: - Use only district E-mail accounts to conduct PLDD business.

4. E-MAIL TITLES:

- a. Use title lines that concisely convey the topic e.g. “draft March 21 minutes attached”.
5. CONTENT: Limit the subject matter in E-mails to one topic to simplify retention of public records and optimize decluttering E-mail records e.g.
 - a. Preferred: two E-mails with topics
 - i. E-mail 1: Agenda items for January Meeting
 - ii. E-mail 2: Property owner inquiry about a drainage issue.
6. E-MAIL STRINGS: Each E-mail must be retained.
7. E-MAILS FOR DOCUMENTATION: E-mails that document timely submittal or receipt of a report or bid or electronic signatures should be preserved for their required retention period. Paper printouts or scanned PDFs cannot be used to replace the E-mail.
8. All E-mails (*Inbox*, *Sent Items*) that are public records must be retained in their native format for the approved records retention period shown in Table 1. Retention periods are based on functional use of the information contained in each message.
9. CLEANING OUT INBOX/SENT: E-mails that are not considered to be public records should be purged after 90 days if no longer needed for business. Examples of non-public records: Information from MRSC, scheduling meetings, draft documents, notices/information from other agencies that does not require PLDD action, contact information, drafting/editing of documents such as agendas and minutes, copies.
10. Transitory E-mails with no administrative, legal, fiscal or archival value can be deleted at the discretion of the user. Example include secondary copies of memos, general notices, drafts, working copies and transmittal memos.
11. DESTRUCTION AND TRANSFER OF PUBLIC RECORD E-MAILS AFTER RETENTION IS MET:
 - a. E-mails should be placed within an E-mail folder by subject with the pre-assigned retention period.
 - b. Annual destruction of Non-Archival Records.
 - i. Within the first two months of a calendar year, each Commissioner and the Records Clerk is responsible for deleting Non-archival E-mails that have met their required retention period. The form included in Exhibit A shall be used to document the destruction of the records and provided to the Records Clerk in a PDF format for permanent retention and placed in the District laptop or Cloud Storage “Archive Folder”.
 - ii. When Archival E-mails meet their required retention period, a Commissioner or the Records Clerk shall coordinate with the Washington State Archives for the transfer of the E-mail records.

Prepared by: Mary Paxton, Records Retention Clerk

Approved by: Deborah Helleeson, Commissioner #3,



07 / 08 / 2021

TITLE	Guidelines for Management of Public Records
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03:20:24 UTC

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SIGNED

07 / 09 / 2021

03:20:42 UTC

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08 / 10 / 2021
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08 / 12 / 2021
 17:06:01 UTC

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