

**Port Ludlow Drainage District (PLDD)**  
**P.O. Box 65261, Port Ludlow, WA 98365**

**Agenda for Board of Commissioners' Regular Meeting # 0247**

**Thursday, April 11, 2019 at 10:00 AM**

**Held at the Training Room – Port Ludlow Fire Hall  
Port Ludlow Fire & Rescue - Headquarters Fire Station 31  
7650 Oak Bay Road, Port Ludlow, WA 98365**

- 1. Call to order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. Public Forum:** Anyone in the audience having drainage-related comments and or statements may bring them to the attention of the Commissioners.
- 5. Correspondence:** Log book available for review at each Regular Meeting.
- 6. Consent Agenda:** Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
  - a.** Review and Approval of February 14, 2019 Regular Meeting Minutes
  - b.** Review and Approval of March 14, 2019 Regular Meeting Minutes
  - c.** Approval of Voucher/Warrants #19-017 - #19-023 from March 1, 2019 through March 31, 2019 in the amount of \$3,650.05 (Vouchers and Financial detail attached)
- 7. Old Business:**
  - a.** LMC Memorandum of Understanding–Drainage Control (MOU / BMP – *Pending Status*)
    - i.** Workshop with LMC Representatives:
      1. Brian Belmont, LMC General Manager
      2. Allan Kiesler, LMC Board Trustee / Secretary
  - b.** Storage of District Files
- 8. New Business:**
  - a.** Strategic Planning: setting District goals for the next 5 years
  - b.** Succession Planning: preparing or reviewing job descriptions; flow charting tasks and responsibilities
- 9. Engineer Reports:**
  - a.** Pope Way/ Condon Lane Catch Basin/Pipe Connection (Recurring problem )
    - i.** Review and Board Approval of Bid to Authorize Repair
- 10. Commissioners' Reports and Comments:**
  - a.** Commissioner Activities, Reports
  - b.** Attorney Review
- 11. Signing of Documents:**
- 12. Meeting Adjournment:**

**VOUCHER SUMMARY      4/11/2019**

<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-017	ARTEMIS COMPUTING Website Q2 Retainer (Apr, May, Jun); Email Hosting, Archiving	\$ 375.00	\$	375.00
19-018	GLESSING & ASSOCIATES, CPA Accounting Services for March ( 1.3 hrs)	\$ 78.00	\$	78.00
19-019	GRAY & OSBORNE, INC. Engineering Services ending March 2 (5 hrs); February Commissioners' Meeting; Condon Lane Outfall Leakage Evaluation.	\$ 853.30	\$	853.30
19-020	DEBORAH HELLESON Commissioner Meetings: (Jan, Feb, Mar).	\$ 270.00	\$	270.00
19-021	KATIE SMITH Commissioner Meetings: (Jan, Feb, Mar); Reimbursement for Annual \$80 PO Box Rent.	\$ 350.00	\$	350.00
19-022	YARDDOGS LANDSCAPING Maintenance Services for March Inspect and Service all Sites.	\$ 1,498.75	\$	1,498.75
19-023	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for Feb (7.5 hrs); Meeting Attendance & Transcription.	\$ 225.00	\$	225.00
		<u>\$ 3,650.05</u>	<u>\$ -</u>	<u>\$ 3,650.05</u>

**PLDD Financial Information**

<b>PLDD Cash Account-010 - March 31, 2019</b> (Includes monthly Interest of \$203.58)	\$ 83,234.09
<b>Expenses - Current Month from Above</b>	<u>\$ 3,650.05</u>
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)	\$ 79,584.04
<b>PLDD Investment Account - 010</b>	\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)	\$ 2,453.35
<b>PLDD Reserve Account - 040</b>	\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 3/31/2019)	<u>\$ 1,277.47</u>
<b>Net TOTAL All Accounts</b>	<u>\$ 227,661.51</u>
<b>2019 Special Assessment</b>	\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)	<u>\$ 9,738.05</u>
<b>Unpaid 2019 Assessment</b> (remaining)	<u>\$ 70,261.95</u>
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Mar 31, 2019)	\$ 12,198.74
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Mar 31, 2019)	\$ 12,198.74