

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

**Minutes for Board of Commissioners' Regular Meeting # 0227**

**Thursday, July 13, 2017 at 10:00 AM**

**Held at the Fire Hall –Training Room  
7650 Oak Bay Road, Port Ludlow, WA. 98365**

**Call to Order:** Meeting was called to order by Chair Commissioner Forbes at 10:08 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365

**Roll Call:** Commissioner Katie Smith present. Commissioner Don Forbes present. Commissioner Allen Uyeda excused absence. In attendance: Engineer Nancy Lockett.

**Guests:** Walt Cairns and Mel Smith.

**Consent Agenda:**

1. Approval of the June 8, 2017 Regular Meeting Minutes
2. Approval of the Payroll Warrant #17-P09 in the amount of \$10.88 and Voucher/Warrants #17-040 - #17-046 from June 1, 2017 through July 13, 2017 in the amount of \$5,328.34, for a overall total amount of \$5,339.22

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Forbes seconded, Motion approved 2-0. (Voucher and Financial Detail is included in these minutes.)

**Public Forum:** No drainage issues were brought to the Commissioners' attention.

**Correspondence Log:** Commissioner Smith summarized correspondence items which included MRSC InFocus, Gray & Osborne update on WWTP project, Enduris election ballot and webinar recording, a series of emails relating to 103 Schooner Lane, public records training and positions, WA State Auditor BARS manual update, communications with County regarding diesel spill at drainage ditch from Baldwin.

**Old Business:**

1. **Waste Water Treatment Plant (WWTP) Overflow Containment Project** –Engineer Lockett reported that clearing has been completed on top of the berm by the maintenance crew of Yard Dogs Landscaping. Engineer Lockett will meet with them after this meeting to review the project and determine the best possible solution that would prevent overflow and contain drainage within the existing outflow to the beach.
2. Status of repair to **Condon Lane Right-of-Way Catch Basin at Pope Way** – Yard Dogs has completed the concrete seal of the catch basin to pipe connection, provided a photo, and will finish with a final seal to assure that all seams and crevices are completely sealed.
3. **Inspection of Beach Outfall Facilities** – Engineer Lockett discussed the beach inspection and will walk to the north end after this meeting to get a photo of the furthestmost pipe over the bluff at the north end of Montgomery Court, plus a long shot of Libby Court outfall, as well as review of the upper bluff edge above the Libby outfall to verify the fence distance to the edge is stable. A report will be finalized on the beach inspection for review in the August 10 regular meeting.

**New Business:**

1. Chair Forbes discussed the need and timing of a District inventory of projects. This will be a component of the 2018 budget planning process in Sept-Nov.
2. Engineer Lockett mentioned an ongoing discussion of the stormwater outfall by marina. Engineer Lockett and former Commissioner Cairns discussed the history of this 36" outfall and other County culvert projects under Oak Bay Road in the vicinity. Engineer Lockett will pose a question to the County regarding possible survey and review of the condition of this facility, as well as the Walker Way culvert discharge at Oak Bay Road, that was scheduled for repair by the County.
3. Former Commissioner Cairns discussed the situation of the 2013 discovery of an oil spill and pollution on Walker Way at the PLA maintenance facility, and the possibility of future pollution in the drainage facilities.

**Commissioners' Reports and Comments:**

1. It was reported that on June 20, Commissioner Uyeda met with Carol Prismon Reed, lot # 3-0-003, 103 Schooner Lane, and Engineer Lockett also spoke with Ms. Reed afterwards. The property owner indicated that she understands the drainage on private property is the owner's responsibility.
2. Commissioner Smith reviewed options discussed with LMC regarding the District's Facility Usage Agreement with LMC, and the potential to modify the monthly fee from \$200 to \$100 per month by utilizing the Fire Hall for meetings instead of the Beach Club. Further details will be confirmed and brought to the board in August. The board agreed to continue holding future PLDD regular meetings at the Port Ludlow Fire Station, at no cost to the District.

**Meeting Adjournment:**

Commissioner Smith made a motion to adjourn the meeting, Commissioner Forbes seconded the motion. Motion approved 2-0.

The July 13, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 10:32 a.m.

The next regularly scheduled meeting of the PLDD will be held in the Training Room of the Port Ludlow Fire and Rescue Station, 7650 Oak Bay Road, Port Ludlow, on Thursday August 10, 2017 at 10:00 a.m.

Approved:

*EXCUSED ABSENCE*

Allen Uyeda  
Drainage District  
Commissioner 3

Approved:



Don Forbes, Chair  
Drainage District  
Commissioner 2

Approved:



Katie Smith  
Drainage District  
Commissioner 1

VOUCHER SUMMARY 7/13/2017				
VOUCHER #	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-040	ARTEMIS COMPUTING 3rd Quarter Retainer, Rackspace Reimbursement, additional projects	\$ 405.00		\$ 405.00
17-PO9	DEPARTMENT OF LABOR & INDUSTRIES 2nd Quarter 2017		\$ 10.88	\$ 10.88
17-041	GLESSING & ASSOCIATES, CPA, INC. PS June Accounting Services	\$ 102.00		\$ 102.00
17-042	GRAY & OSBORNE INC Project Review of 4 lots, May meeting, Outfall review, File retrieval	\$ 1,572.31		\$ 1,572.31
17-043	OGDEN, MURPHY & WALLACE ATTORNEYS Legal Assistance, board meeting attendance and review, special meeting requirements	\$ 1,067.50		\$ 1,067.50
17-044	KATIE SMITH Q2-2017 three regular meetings	\$ 270.00		\$ 270.00
17-045	ALLEN UYEDA Q1, Q2, 7 meetings less 244.84 overpayment, Public Officials Surety Bond eff 12/1/2016 -1/1/2020	\$ 641.17		\$ 641.17
17-046	YARDDOGS LANDSCAPING INC. Inspection and maintenance of all drainage facility sites.	\$ 1,270.36		\$ 1,270.36
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	TOTAL VOUCHERS	\$ 5,328.34	\$ 10.88	\$ 5,339.22
<b>Financial Information</b>				
<b>PLDD Cash Account</b>			\$ 143,777.87	
<b>PLDD Reserve Account</b>			\$ 40,000.00	
<b>PLDD Interest Income Reserve Fund</b>			\$ 6,790.98	
<b>Expenses - Current Month from Above</b>			\$ (5,339.22)	
<b>Net TOTAL All Accounts</b>			\$ 185,229.63	
<b>Special Assessment</b>			\$ 118,600.00	
<b>Paid to Date</b>			\$ (65,689.86)	
<b>Unpaid (remaining)</b>			\$ 52,910.14	
<b>Expenses - Calendar Year-to-Date</b>			\$ 54,006.87	
<b>Expenses - County Budget Year to Date (JAN 23 - JULY 13)</b>			\$ 36,386.77	