

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

Minutes for Board of Commissioners' Regular Meeting # 0229

Thursday, September 14, 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 Interim Chair Commissioner Forbes at 10:05 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 1- Katie Smith present. Chair Commissioner 2- Don Forbes present, Commissioner 3- Allen Uyeda present. In attendance: Engineer Nancy Lockett.

Guests: Walt Cairns and Mel Smith.

Consent Agenda:

1. Approval of the August 10, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #17-051 - #17-056 from August 3, 2017, 2017 through September 3, 2017 in the amount of \$8,400.60 (Voucher and Financial detail included with these minutes).

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Forbes seconded, Motion approved 3-0.

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

Correspondence Log: Interim Chair Commissioner Forbes noted the log is available for review, with a couple of items from the AG. Smith summarized that the AG provided notice of updates to Public Records Model Rules and cautions use of personal devices for public agency business. MRSC InFocus Local Government provides legislative changes to public records (PRA) and open public meeting (OPMA), as well as election "Dos" and "Don'ts" with guidance about not using public facilities for campaign purposes.

Old Business:

1. **Ratification of August 10, 2017 Board approvals** -Commissioner Smith explained that Attorney Summerfield had recommended that two board approvals from the August meeting should be ratified by board motion.
 - a. Commissioner Smith made a motion to ratify the PLDD Board of Commissioners' August 10, 2017 approval of up to \$10,000 for the maintenance project at the Waste Water Treatment Plant (WWTP). Seconded by Commissioner Uyeda, motion approved 3-0.
 - b. Commissioner Smith made a motion to ratify the PLDD Board of Commissioners' August 10, 2017 approval of the modification to LMC Facility Usage Agreement to become effective July 1, 2017, as presented. Commissioner Uyeda asked for clarification as to what item was being considered in this motion. Commissioner Smith explained it was the LMC Agreement reviewed in last meeting, which was modified from \$200 to \$100 per month, eliminated the meeting room, copies, mailings, phone, staff support, etc. Chair Forbes asked if Commissioner Uyeda was okay with this motion and called for a second. Commissioner Uyeda seconded, motion carried 3-0.
2. **Waste Water Treatment Plant (WWTP) Overflow Containment Project** –Engineer Lockett reported Yard Dogs Landscaping is moving forward on the project, having located an elliptical pipe 42" x 33" x 20' and a protective grate that are both now on order. Russ has arranged an excavator subcontractor to remove the old pipe and install the new pipe as soon as it is delivered. Commissioner Smith noted that clearing the site for this project was included within regular maintenance approved for August at no additional cost.

3. **2018 February 6 Special District General Election:**

- a. Chair Commissioner Forbes confirmed the Candidate Filing Period will be the week of Dec 11- 15.
- b. Voter Eligibility, voter roll preparation: Commissioner Smith noted that the County Elections Coordinator is seeking interpretation from the County Civil Prosecuting Attorney for determination of eligible voters and will share that with the District; legal opinion is expected later in September.

New Business:

1. **2018 Budget – Review District Draft Budget** (County Auditor new Excel exhibit)

- a. Engineer Lockett provided copies of a September 13 Memo regarding the District's Capital Improvement Plan, displaying priority projects identified in PLDD's Comprehensive Stormwater Management Plan, and another twelve projects completed since 2004, plus the current WWTP Overflow Protection now in progress. The 2018 budget includes \$20,000 for unanticipated drainage issues that may require District attention. Based on this information, Engineer Lockett presented a budget spreadsheet detailing each monthly line item expenditure expected for the coming year. Commissioners discussed the estimated ongoing operating budget and the need for carryover due to revenue being spaced every six months. An assessment of \$87,000 was agreed to be placed in the 2018 budget, which is scheduled for ratification and adoption in the October 12 regular meeting.
- b. **Attorney draft Resolution for future commissioner compensation:** As directed in previous meetings, Commissioner Smith has been working with Attorney Summerfield in drafting Resolution No. 2017-06 "Revising Commissioner Compensation and Establishing an Effective Date." Because the last PLDD board action relating to compensation occurred in Feb-2010 and allows only "\$90 per meeting", this new resolution would bring the PLDD commissioner compensation level to what is currently allowed under RCW 85.38.075, but any change must be established by the board, preferably by resolution. After extensive discussion relating to the number of additional per diem to be allowed, Commissioner Forbes suggested the number be increased from five (5) per year, shown in the draft resolution, to twenty-four (24) per year as a total for the board. Clarification will be sought from Attorney Summerfield regarding legal advice to obtain approval in advance for official duties, other than regular and special meetings, performed by any commissioner on behalf of the District. A new draft of the resolution will be considered in the October meeting. By statute, any new compensation level will not become effective until the beginning of the new term for each commissioner position: No.2 in Mar-2018; No.1 in Mar-2020; No.3 in Mar-2022.

Engineer Reports: Engineer Lockett discussed three site plan reviews:

1. Sep 7 -Site Plan Review for Jefferson County Bldg. Permit Applications Bld17-00341-343, Ames:
This is a double lot (2 lots) using all of area to include septic system, large shop, large garage, and single family residence, resulting in over 5,000 square feet of new impervious surface. Recommendation to County is to provide all minimum requirements of DOE Manual, including storm drainage plan.
2. Sep 11 -Site Plan Review for Jefferson County Bldg. Permit application Bld17-00351, Lot 7 Keller Lane:
Property will drain to ditch on Oak Bay Road, and based on County's prior comment that ditches are not for private use, recommendation is to provide downspout dispersion or rain garden to mitigate drainage to ditch.
3. Sep 11 -Site Plan Review for Jefferson County Bldg. Permit application Bld17-00363, Lot 49 Rainier Lane
Property is on south side of Walker Way and drains to County ditch, recommendation to provide downspout dispersion, overland flow.

11:58 am – 12:00 pm Commissioner Uyeda asked for a short break

Commissioners' Reports and Comments:

1. Commissioner Forbes: Review of Jefferson County Critical Area Chapter 18.22.130. Review of County Planning Commissioner Mike Nilssen's phone call and follow-up email regarding proposed changes to Protection Standards 2b, To help prevent seawater from intruding landward into underground aquifers, all new development activity. . .shall be required to infiltrate all stormwater runoff on site, "*except for those areas with the Port Ludlow Drainage District.*" Commissioner Forbes will respond that this new exemption language is appreciated and in keeping with past efforts of the District in advocating for direct discharge not infiltration, due to the nature of local soils.
2. Commissioner Smith: Administrative Items, Enduris Renewal of 2.9% increase, Small Works Roster Applicant Olympic Peninsula Construction, Inc.; District files to remain at Beach Club.

There were no further commissioner reports or comments.

Meeting Adjournment:

Commissioner Uyeda made a motion to adjourn the meeting, Commissioner Smith seconded the motion. Motion approved 3-0.

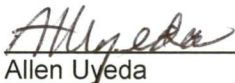
The September 14, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 12:07 p.m.

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 October 12, 2017 at 10:00 a.m.

Approved:

Approved:

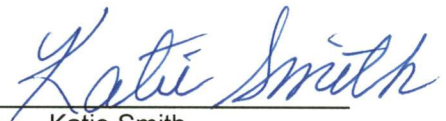
Approved:



Allen Uyeda
Drainage District
Commissioner 3



Don Forbes, Interim Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1

VOUCHER SUMMARY 9/14/2017

VOUCHER NUMBER	VENDOR	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-051	ARTEMIS COMPUTING Website Domain Renewal, Jul-Aug projects	\$ 141.99		\$ 141.99
17-052	ENDURIS WASHINGTON Policy Year 2018 Renewal eff 9/1/2017	\$ 3,192.00		\$ 3,192.00
17-053	GLESSING & ASSOCIATES, CPA, INC, PS August Accounting Services, 1.6 hrs	\$ 96.00		\$ 96.00
17-054	GRAY & OSBORNE INC WWTP survey & easement, Site plan Reviews, Beach Inspection, Aug meeting	\$ 1,355.70		\$ 1,355.70
17-055	OGDEN, MURPHY & WALLACE ATTY Legal review of Agreement	\$ 61.00		\$ 61.00
17-056	YARDDOGS LANDSCAPING Maintenance & inspection of all sites, Condon catch basin repair, clearing of WWTP site, acquisition of pipe and grate	\$ 3,553.91		\$ 3,553.91
	TOTAL VOUCHERS	\$ 8,400.60	\$ -	\$ 8,400.60
Financial Information				
PLDD Cash Account				\$ 134,434.06
PLDD Reserve Account				\$ 40,000.00
PLDD Interest Income Reserve Fund				\$ 6,881.64
Expenses - Current Month from Above				\$ (8,400.60)
Net TOTAL All Accounts				\$ 172,915.10
Special Assessment				\$ 118,600.00
Paid to Date				\$ (66,345.60)
Unpaid (remaining)				\$ 52,254.40
Expenses - Calendar Year to Date				\$ 67,067.80
Expenses - County Budget Year to Date (Jan 23 -Sep 12, 2017)				\$ 49,447.70