

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

**Minutes for Board of Commissioners' Regular Meeting # 0232**

**Thursday, December 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 10:01 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. Commissioner 2- Don Forbes present. Commissioner 3 position Vacant. Commissioner Smith noted that for the record, Allen Uyeda submitted his resignation on November 14. Commissioners expressed sincere appreciation for Commissioner Uyeda's past service.

**Guests:** Walt Cairns, Kit Walther, and Mel Smith.

**Consent Agenda:**

1. Approval of the November 9, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #17-067 - #17-071 from November 3, 2017, through December 4, 2017 in the amount of \$4,839.27 (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 2-0.

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

**Correspondence Log:** Interim Chair Commissioner Forbes noted the log is available for review of items received since the last meeting. Commissioner Smith summarized items including a request from the US Dept. of Commerce for a 2017 Census of Local Governments request which was filed Nov 15, MRSC training materials for Public Records Act new revisions, AGO rulemaking relating to copying fees for public records. Nov 16 letter from Kit Walther both email and certified mail copy relating to Ludlow Cove Cottages drainage and shoreline stability, on agenda for today. Jefferson County Assessor confirmation of factors entered into County system, G&O site plan review; Jefferson County Treasurer notice of investment interest report error and correction proposal; Local Gov Records notice of Grant program to open mid-Jan; WA AG notice of scan alert posing as WA State Supreme Court Clerk; WA L&I notice recent change in technology for subscriber communications.

## Old Business:

### 1. 2018 February 6 Special District General Election:

- a. Commissioner Forbes noted that Public Notice of Candidate Filing Period was published on November 29.
- b. Commissioner Forbes confirmed that Candidate Filing Period began on Monday, December 11 and will end Friday, December 15, with candidates now having filed for all three positions. If only one candidate files for each position, there will be no election. Commissioner Smith shared information from County Elections Coordinator, Betty Johnson, that if there is an election, the cost will be higher than the budgeted \$8,000, and will also include a prorata share of County cost, estimated at an additional \$10,000 for an approximate total cost of \$18,000, if there is an election in February.
- c. Commissioner Forbes stated that Certification of Election Results will occur on Feb 27, if there is an election; however, if no election, the candidate may be deemed elected and take office after conclusion of the filing period.

### 2. Public Records

- a. Restatement of Public Records Policy / 2017 Legislative Updates (existing Resolution 2017-5): Commissioner Smith recapped that in November the Board authorized Attorney Summerfield to update the District's Public Records Policy to reflect 2017 legislative changes to the PRA, and will return this topic to the agenda in January.
- b. Memo relating to Ludlow Cove Drainage and Shoreline Stability: Commissioner Smith acknowledged receipt and Board review of Mr. Walther's communications relating to Cove II concerns and that the County had asked for Board input. After attorney review as to PLDD obligations, the Board provided the following response to the County:
  - i. *The District provided to Mr. Walther, all items relating to the Public Records request on Ludlow Cove II. As you know, the District provides plan review in an advisory capacity to the County; however, the District does not have jurisdiction or approval for plans. The District does not see the final County decision or requirements for plan approval. This is not a PLDD issue as the District only provided advisory comments and has no regulatory authority.*

Commissioner Forbes asked if the relief for this problem is to go back to the County or the contractor. Extensive discussion continued with Mr. Walther relating to the roles of County permitting, the builder-WestHarbor homes, and ESM- engineering firm for the original Cove II design. Mr. Walther explained the issues of poor drainage in the development and standing water in several homes, especially in heavy rain events, such as recently in November. Commissioner Forbes offered that it appears there is a two-part fact-finding mission, both as a homeowner and as informal representative of the community group: 1) to look at the design, and, 2) to determine if it was built according to the design. Mr. Walther shared the significant concerns of homeowners in the development, not only the detrimental issues of moisture and standing water under homes but with potential impact on property values. Commissioner Forbes offered that the Board is certainly empathetic with the situation, but unfortunately has no jurisdiction.

### 3. 2018 Assessment Roll

- a. County Assessment Roll – Engineer Data File Review & Acceptance (15 properties revised to developed SFR on 2018 roll): Commissioner Smith recapped the assessment roll is now final and has been submitted by the Assessor to the County Treasurer for collection of our 2018 assessment in the amount of \$87,000.

**New Business:**

1. State Investment Pool available for interest earnings on PLDD General Funds (cash account) & Reserve Interest Funds: Commissioner Smith stated that in the 2018 budget process, it was noted that the existing Reserve Fund receives interest earnings and Smith offered to inquire whether that might be available on the Cash Account. The Treasurer’s office confirmed that any amount of funds may be invested into the State Investment Pool (current rate of 1.138%) as long as they have a letter of authorization and know who will be authorized to transfer funds in the future. Commissioner Smith made a motion to move \$100,000 from account #695-001-010 and \$6,800 from account #695-001-040 into the State Investment Pool, and further to authorize Commissioner Smith to direct fund transfers from the State Pool when District expenditures require additional funds. Commissioner Forbes seconded the motion, carried 2-0.

**Engineer Reports:**

1. Nov 30 -Site Plan Review for Jefferson County Bldg.Permitt Applications Bld17-00526, Ludlow Cove II, Lot 6: In absence of engineer, Commissioner Smith recapped the highlights including that Minimum requirements #1 - #5 would apply and that since this system is not connecting to a storm drainage system, the designer should provide a more appropriate method of on-site management of stormwater such as a downspout dispersion system. If the BMP relies, in part, on infiltration, the area proposed for the BMP should be protected from compaction during construction.

**Commissioners’ Reports and Comments:**

1. Nov 30 –Phone call from Port Townsend civil land surveyor relating to permitting process – Engineer response: Commissioner Smith reported a voice mail from Port Townsend land surveyor, Michael Anderson. Engineer Lockett returned the call and assisted him in understanding the steps in the permitting process, as shown on our website.

There were no further commissioner reports or comments.

**Meeting Adjournment:**

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

The December 14, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 10:55 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, January 11, 2018 at 10:00 a.m.

Approved:

VACANCY

Drainage District  
Commissioner 3

Approved:



Don Forbes, Interim Chair  
Drainage District  
Commissioner 2

Approved:



Katie Smith  
Drainage District  
Commissioner 1

**VOUCHER SUMMARY      12/14/2017**

VOUCHER NUMBER	VENDOR	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-067	ARTEMIS COMPUTING Website assistance, design, documentation.	\$ 120.00		\$ 120.00
17-068	GLESSING & ASSOCIATES, CPA Accounting Services, Nov 1.3 hrs	\$ 78.00		\$ 78.00
17-069	GRAY & OSBORNE, INC. Engineering for Nov, Meeting, Plan Review, 2018 Assessment, CIP Inventory, files for Public Records Request	\$ 2,943.91		\$ 2,943.91
17-070	OGDEN, MURPHY & WALLACE ATTY Legal Services Nov, budget resolution, public records request review and drafting.	\$ 427.00		\$ 427.00
17-071	YARDDOGS LANDSCAPING INC. Maintenance for November, inspect and maintain all sites.	\$ 1,270.36		\$ 1,270.36
	<b>TOTAL VOUCHERS</b>	<b>\$ 4,839.27</b>	<b>\$ -</b>	<b>\$ 4,839.27</b>
<b>Financial Information</b>				
<b>PLDD Cash Account - November 30, 2017</b>				\$ 164,059.79
<b>Expenses - Current Month from Above</b>				\$ (4,839.27)
<b>PLDD Cash Account - Subtotal</b>				\$ 159,220.52
<b>PLDD Reserve Account</b>				\$ 40,000.00
<b>PLDD Interest Income Reserve Fund</b>				\$ 7,068.37
<b>Net TOTAL All Accounts</b>				\$ 206,288.89
<b>Special Assessment 2017</b>				\$ 118,600.00
<b>Paid to Date</b>				\$ 118,652.70
<b>2017 Assessment Balance</b>				\$ (52.70)
<b>Expenses - Calendar Year to Date</b>				\$ 86,187.84
<b>Expenses - County Budget Year to Date (JAN 23 - DEC 4)</b>				\$ 68,567.74