

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

Minutes for Board of Commissioners' Regular Meeting # 0233

Thursday, January 11, 2018 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 10:02 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

Commissioner Smith read **Election Results:** All three candidates that filed were unopposed, therefore per RCW 85.38.115, no election shall be held and the single candidate for each position shall be considered to have been elected to the position. **Introduction of new Commissioner 3, Deborah Helleson**

Roll Call: Commissioner 1- Katie Smith present. Commissioner 2- Don Forbes present. Commissioner 3 -Deborah Helleson present. No absences. In attendance: Engineer Nancy Lockett.

Guests: Walt Cairns, Peter Joseph, Kit Walther, and Mel Smith.

Consent Agenda: (Items to be approved in a single motion unless removed by a commissioner)

1. Approval of December 14, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #18-001 - #18-010 from December 4, 2017 through January 4, 2017 in the amount of \$ 7,128.19 (Voucher and Financial detail attached)
3. Approval of Payroll Warrant Transaction #18-P01 for Employer's Annual Federal Tax Form 944 in the amount of \$487.38
4. Overall Payroll Warrant and Voucher Warrants in the total amount of \$7,615.57 (Voucher and Financial detail included with these minutes).

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Helleson seconded with the exception of the December 14 minutes, not having been in attendance for that meeting. Motion carried 3-0 as to the vouchers. The December minutes will be brought back for approval on the February consent agenda.

Public Forum: Peter Joseph spoke on behalf of the **Port Ludlow Pickleball Association**, noting that several years ago the association petitioned the LMC Beach Club to convert the lower tennis court for pickleball. Funds in the amount of \$11,000 were raised to resurface and restripe the tennis court into four pickleball courts with new nets. After playing a few years, they noted undulation in court surface, and it is assumed to be caused by water draining underneath the court. The upper court, about six feet higher, does not appear to be affected. Engineer Lockett and Commissioner Forbes agreed to meet with Mr. Joseph at the courts, after the meeting, to review this issue.

Correspondence Log: Interim Chair Commissioner Forbes noted the correspondence log is available for review. Summaries are available at the sign-in table with the Agenda.

Old Business:

1. Public Records
 - a. Restatement of the District's **Public Records Policy** (existing Resolution 2017-5) to incorporate 2017 Legislative Updates will be prepared by Attorney Summerfield and is scheduled for approval in the February 8 meeting.
 - b. Memos relating to **Ludlow Cove Drainage and Shoreline Stability**, including the ESM follow-up from the County were discussed with guest Kit Walther. Commissioner Helleson asked if the Dec 26 County memo with LCII SWT Agreement and the Dec 28 County memo with ESM attachment were part of the Public Records disclosure previously provided. Commissioner Smith confirmed these two items were not part of the public records response, but is shown under this Old Business topic as it is a continuing part of the same issue. Extensive discussion among commissioners continued relating to email communications and the potential of executive session for review of contracts and new commissioner education, and the possibility of having Attorney Summerfield attend the February meeting. Commissioner Forbes asked that a list of questions and topics be prepared in advance to provide our attorney guidance on the issues needing review.

New Business:

1. **Appointment of Chair Position** for Board: Interim Chair Commissioner Forbes provided background on his assumption of duties on an interim basis as he was unsure at that point whether his work and travel commitments would allow him to serve in this capacity. Commissioner Smith made a motion to appoint Commissioner Forbes as permanent Chair, Commissioner Helleson seconded the motion, motion carried 3-0.
2. Letter relating to **Ludlow Bay Road drainage and water usage**. Engineer Lockett provided a memo prepared on January 8 summarizing the issue presented, including a photo of the "water feature" being questioned. Two potential sources of pressurized water are the community water system, which OWSI staff reviewed and reported no excessive amount, and the Department of Ecology Well Report which indicates two wells drilled in 1974. Because these properties are outside PLDD boundaries, this is not a District issue. Commissioner Helleson asked about South Bay stormwater structures; past history was discussed regarding potential participation in PLDD, which was considered by South Bay residents in early 2009 and subsequently rejected.

Engineer Reports:

No engineer reports were noted.

Commissioners' Reports and Comments:

1. **Bond filing** with County Clerk for each commissioner - new terms; all three commissioners will file new surety bonds for the new terms, with the County Clerk, as required in RCW 85.38.080.
2. **Overview of Current Board Issues:** The 2018 Budget exhibit, dated January 4, 2018 from Jefferson County Auditor was reviewed. Commissioner Forbes presented a one-page "*PLDD Quick Facts*" and recapped the purpose of the District including a comparison of 2017 and 2018 budget figures. The exhibit shows an approximate \$3 million replacement value of District assets, and a listing of PLDD consultants and contractors. Related to the value of assets, was discussion regarding Enduris coverage for Property Coverage, which will be reviewed in March when the renewal is received for the Sept-2017 new year. Assignment of commissioner duties will continue to be monitored. Consideration of a formal time limit for public comment was discussed and consensus was reached to not enact a time limit for public comment.

Meeting Adjournment:

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

The January 11, 2018 regular meeting of the Port Ludlow Drainage District adjourned at 12:06 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, February 8, 2018 at 10:00 a.m.

Approved:

Approved:

Approved:



Don Forbes, Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1



Deborah Helleson
Drainage District
Commissioner 3

VOUCHER SUMMARY 1/11/2018

| VOUCHER NUMBER | VENDOR | Vouchers (warrant) | Payroll warrant/ transaction | Total |
|---|---|-----------------------|------------------------------------|--------------------|
| 18-001 | ARTEMIS COMPUTING Website Q1-2018, Rackspace email hosting/archiving, design assistance | \$ 395.00 | | \$ 395.00 |
| 18-002 | DONALD E. FORBES, COMMISSIONER 2 2017 Meetings (13 Jan-Dec) | \$ 1,170.00 | | \$ 1,170.00 |
| 18-003 | GLESSING & ASSOCIATES, CPA, INC. PS Accounting Services for Dec 1.5 hrs | \$ 90.00 | | \$ 90.00 |
| 18-004 | GRAY & OSBORNE INC. Engineering Service for Dec, project specs, plan review, Inventory, Assessment | \$ 572.36 | | \$ 572.36 |
| 18-005 | DEBORAH HELLESON, COMMISSIONER 3 Reimbursement of Public Officials Bond, Travelers Surety \$5,000 Term: 1/1/2018 - 3/1/2022 | \$ 348.00 | | \$ 348.00 |
| 18-006 | JEFFERSON COUNTY AUDITOR Election Costs for 2018 PLDD General Election | \$ 1,811.97 | | \$ 1,811.97 |
| 18-007 | OGDEN, MURPHY & WALLACE, ATTY Legal Services for Nov, consultation re: vacancy, election, public records, jurisdiction response | \$ 640.50 | | \$ 640.50 |
| 18-008 | KATIE SMITH, COMMISSIONER 1 2017 Q3 meetings (Oct-Dec), Reimbursement of Public Officials Bond, Travelers Surety \$5,000 (Term: 2/28/2018 - 2/28/2020) | \$ 470.00 | | \$ 470.00 |
| 18-009 | ALLEN UYEDA, COMMISSIONER 3 2017 Meetings (4 July -Nov) | \$ 360.00 | | \$ 360.00 |
| 18-010 | YARDDOGS LANDSCAPING Monthly Maintenance of projects, inspect and service all sites as needed. | \$ 1,270.36 | | \$ 1,270.36 |
| 18-P01 | DEPARTMENT OF THE TREASURY - IRS Employer's Annual Federal Tax Return, Form 944 | | \$ 487.38 | \$ 487.38 |
| | TOTAL VOUCHERS | \$ 7,128.19 | \$ 487.38 | \$ 7,615.57 |
| Financial Information | | | | |
| PLDD Cash Account - December 31, 2017 | | | | \$ 59,562.41 |
| Expenses - Current Month from Above | | | | \$ 7,615.57 |
| PLDD Cash Account - Subtotal | | | | \$ 51,946.84 |
| PLDD Reserve Account - 040 | | | | \$ 46,800.00 |
| PLDD Reserve Account - 010 | | | | \$ 100,000.00 |
| PLDD Interest Income Reserve Fund (after -\$157.64 Co.correction) | | | | \$ 155.72 |
| Net TOTAL All Accounts | | | | \$ 198,902.56 |
| 2017 Assessment | | | | \$ 118,600.00 |
| Paid to Date | | | | \$ 118,994.59 |
| 2017 Assessment Balance | | | | \$ (394.59) |
| Expenses - Calendar Year to Date | | | | \$ 7,615.57 |
| Expenses - County Budget Year to Date (JAN 23, 2017 - JAN 15, 2018) | | | | \$ 76,183.31 |