

Port Ludlow Drainage District (PLDD)
January 10, 2019
Board of Commissioners
Regular Meeting - #0244
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Acting Chair Katie Smith at 10:00 a.m. on January 10, 2019, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365. Present:

Katie Smith, Commissioner 1
Don Forbes, Commissioner 2 (Absent)
Deborah Helleson, Commissioner 3

1. **CALL TO ORDER:** Acting Chair Katie Smith called the meeting of the Port Ludlow Drainage District to order at 10:00 a.m.
2. **ROLL CALL:** Acting Chair Katie Smith called for roll call. Present were Commissioner Katie Smith and Commissioner Deborah Helleson. Commissioner Don Forbes was absent.
3. **AGENDA APPROVAL:** Commissioner Katie Smith commented that the PLDD's engineer and chair are not present at today's meeting. There were several board policy discussions under Agenda Item No. 10 and under Agenda No. 7. Brian Belmont had indicated that he and Allan would be present at the meeting on February 14, 2019 to review the MOU. The commissioners present will only focus on Action Item No. 6. The other action items will be delayed to the meeting of February 14, 2019. The agenda will remain to reflect what is forthcoming.

Commissioner Helleson had no objection to modifications.

MOTION: Commissioner Deborah Helleson made a motion to approve the agenda as modified. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** Guest Ron Kletti shared comments on the Cascade project and expressed the need for County ditch maintenance.
5. **CORRESPONDENCE:** Log book available for review at each regular meeting.
6. **CONSENT AGENDA:**
 - a. Approval of Voucher/Warrants #19-001 - #19-007 from December 1, 2018 through December 31, 2018 in the amount of \$6,229.19 (Vouchers and Financial detail attached)
 - b. Approval of 1099 Annual Tax Reporting was completed by CPA. The PLDD

had five 1099s that were filed with the Department of Treasury and distributed to the individuals requiring those.

MOTION: Commissioner Deborah Helleson made a motion to approve the Consent Agenda as presented. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

7. **OLD BUSINESS.** On February 14, 2019 agenda.

8. **NEW BUSINESS:** None.

9. **ENGINEER REPORTS:** On February 14, 2019 agenda.

10. **COMMISSIONER REPORTS AND COMMENTS:** Further discussion on February 14, 2019.

10. d will be deleted from the Agenda and all other items listed will be tabled until the meeting on February 14, 2019.

11. **SIGNING OF DOCUMENTS:** Documents (vouchers) were signed during the public meeting format.

12. **MEETING ADJOURNMENT:**

MOTION: Commissioner Deborah Helleson made a motion to adjourn the February 14, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

The January 10, 2019, regular meeting of the Port Ludlow Drainage District adjourned at 10:12 a.m.


Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



Commissioner Katie Smith, Acting Chair

2-14-2019
Date



Commissioner Deborah Helleson

2-14-19
Date

Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available by request at the PLDD website at www.pldd.org.

VOUCHER SUMMARY		1/10/2019		
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-001	ARTEMIS COMPUTING Website Quarterly Retainer (Q1-Jan, Feb, Mar); Reimbursement: Rackspace Email Hosting & Archiving (Q1); Futurequest Annual Hosting (2019)	\$ 458.40		\$ 458.40
19-002	DON FORBES Commissioner Meetings: April - Dec 2018 (8 meetings @ \$114).	\$ 912.00		\$ 912.00
19-003	GLESSING & ASSOCIATES, CPA Accounting Services for Dec (1.8 hrs)	\$ 108.00		\$ 108.00
19-004	GRAY & OSBORNE Engineering Services ending Dec 8 (15.50 hrs): Maintenance Contract, Erosion Control BMPs, Project Review.	\$ 2,645.23		\$ 2,645.23
19-005	DEBORAH HELLESON Commissioner Meetings: (Oct & Dec 2018); Reimbursement for Minutes Jun, Jul, Aug (5 hrs).	\$ 330.00		\$ 330.00
19-006	KATIE SMITH Commissioner Meetings: (Oct & Dec 2018); Reimbursement of County Auditor Fee for Recording Maintenance Easements	\$ 391.00		\$ 391.00
19-007	YARDDOGS LANDSCAPING Maintenance Services for Dec; Inspect and Service all Sites.	\$ 1,384.56		\$ 1,384.56
		\$ 6,229.19	\$ -	\$ 6,229.19
PLDD Financial Information				
PLDD Cash Account-010 - December 31, 2018 (Includes monthly Interest of \$191.36)				\$ 86,810.83
Expenses - Current Month from Above				\$ 6,229.19
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 80,581.64
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest (from inception 12/2017 Included on Line 1)				\$ 1,865.38
PLDD Reserve Account - 040				\$ 46,800.00
PLDD Reserve Account - 040 Interest (Balance on 12/31/2018)				\$ 1,002.30
Net TOTAL All Accounts				\$ 228,383.94
2018 Special Assessment				\$ 87,000.00
Assessment Paid to Date (Included on Line 1)				\$ 87,048.43
Unpaid 2018 Assessment (remaining)				\$ (48.43)
Expenditures - Calendar Year to Date (Jan 1 - Dec 31, 2019)				\$ 6,229.19
Expenditures - County Budget Year to Date (Jan 22 - Dec 31, 2018)				\$ 53,993.40