

**Port Ludlow Drainage District (PLDD)**  
**May 9, 2019**  
**Board of Commissioners Regular Meeting - #0248**  
**Final Minutes**

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:00 a.m. on May 9, 2019, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

1. **CALL TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Helleson all present. Cammy Brown, Recording Secretary, was not present.
3. **AGENDA APPROVAL:** Commissioner Smith made the suggestion to remove Agenda Item 6a since the minutes are not available.

**MOTION:** Commissioner Smith made a motion to approve the agenda as presented with the exception of removing Agenda Item 6a. Commissioner Helleson seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comments.
5. **CORRESPONDENCE:** Log book was made available for review. No discussion.
6. **CONSENT AGENDA:**
  - a. Review and Approval of April 11, 2019 Regular Meeting Minutes – removed.
  - b. Approval of Voucher/Warrants #19-024 - #19-029 from April 1, 2019 through April 30, 2019 in the amount of \$7,876.81.

**MOTION:** Commissioner Smith made a motion to approve the Consent Agenda as presented with the exception of Agenda Item 6a being deleted. Commissioner Helleson seconded the motion. Motion carried unanimously.

7. **OLD BUSINESS:**
  - a. **LMC Memorandum of Understanding – Drainage Control (MOU/LMC).** Engineer Lockett reviewed changes in the MOU. In response to an LMC inquiry regarding how the County would interpret cutting of trees on a separate area of a parcel that doesn't have a common boundary with other areas of the same parcel (i.e., greenbelt areas that share a parcel number but not a boundary). The County has confirmed that each area of a parcel

with multiple discrete areas would be considered as a separate parcel when evaluating tree removal impact. Two copies of the LMC MOU were signed by Chairman Forbes and provided to LMC for signature. It was the consensus of the board that Commissioner Smith will be responsible for forwarding emails to Engineer Lockett regarding the MOU, and continue to use the same response process that has been used in the past.

**MOTION:** Commissioner Helleson made a motion to approve the Memorandum of Understanding with the Ludlow Maintenance Commission. Commissioner Smith seconded the motion. Motion carried unanimously.

**b. District Policy for Remote Meeting Attendance by Commissioner(s):** It was agreed that Chairman Forbes' personal cell phone would be accessible for call-in for remote meeting attendance. The procedure would be that if a commissioner is not going to be in attendance, and wants to participate in a meeting, that commissioner would make arrangements to call in on Commissioner Forbes' cell phone. All commissioners have Commissioner Forbes' cell phone number. If Commissioner Forbes' cell phone is not available, the phone which would be used would be Recording Secretary Cammy Brown's business phone.

**c. Storage of District Files:**

Inventory Records, Indexing/Archival Process, Appraisal/Disposition Log. Commissioner Helleson gave a report of her research. Commissioner Smith stated that part of the Agreement with the LMC for storage of district files includes the use of the community bulletin board for posting District news, a physical mail drop for commissioners, as well as being the location for Agent of Record to receive Claims. It was decided the records will not be relocated at this time.

**8. NEW BUSINESS:**

**a. Strategic Planning: setting District goals for the next 5 years.** The June PLDD meeting will be devoted to discussion of Strategic Planning (including succession planning). Brian Belmont, Nancy Lockett and Attorney Scott Snyder from Ogden Murphy Wallace PLLC will be invited to the meeting. Chair Forbes requested Commissioner Helleson prepare a draft outline for discussion to be circulated for others to add to.

**b. Succession Planning: preparing or reviewing job descriptions; flow charting tasks and responsibilities.** Deferred to next PLDD meeting.

**c. Public Notice for Small Works Roster.** Engineer Lockett will submit the Public Notice for Small Works Roster to the PT Leader for publication in June.

**9. ENGINEER REPORTS:**

- a. Pope Way/Condon Lane Catch Basin/Pipe Connection:** Engineer Nancy Lockett gave a report and summation of the contract. Commissioner Forbes signed the contract with Olympic Peninsula Construction for work on the Condon Lane Outfall Repair. Insurance requirements were met and no performance bond is required under the option of withholding 10% of the bid price pending work approval.
- b. Kadesh Drainage Report (41 Foster Lane, Port Ludlow)** Engineer Lockett presented copies of her April 29 report and will email a copy of the report to Mr. Kadesh.

**10. COMMISSIONER REPORTS AND COMMENTS:**

**a. Commissioner Activities, Reports**

**Commissioner Katie Smith:** Commissioner Katie Smith submitted a written report (Handout No. 1).

- April 14 - attended the Jefferson County Department of Health Water Quality meeting.
- April 15 – responded to Public Records request from American Transparency.
- April 16 – completed on-line renewal with Enduris.
- April 16 – attended MRSC webinar.
- April 16 – responded to an LMC-ACC inquiry regarding driveway surface. The response from the County was that no permit is required to change from gravel to asphalt on driveways.
- April 25 – attended the Enduris LMC Security Webinar, relating to business email compromises occurring.
- April 30 – received a phone call from property owner at 53 Keefe Lane, Port Ludlow, regarding any potential drainage plans. Commissioner Smith forwarded the Department of Community Development (DCD) file from construction.
- Continuing to complete the SAO online filing of the annual report.
- Maintenance update for Yard Dogs – crew has continued the clean up from the snow event and is increasing momentum to keep up with the spring and summer growth.
- Commissioner Smith submitted a phone log of her phone call regard 53 Keefe Lane (attached to written report).
- Commissioner Smith submitted a “Work-Plan” outlining activities performed monthly and annually.

**Commissioner Don Forbes:** Commissioner Forbes submitted his report in Agenda Item No. 9b.

**Commissioner Deborah Helleson:** No report submitted.

- b. Attorney Review:** There was some discussion on the topic of special district dissolution and consolidation. It was agreed this topic would be included in the June meeting with Attorney Scott Snyder.

11. **SIGNING OF DOCUMENTS:** Documents were signed during the public meeting format. Commissioner Helleson and Engineer Nancy Lockett exited the meeting at 11:15 a.m. during the signing of the documents. Commissioner Helleson returned at 11:18 a.m.

12. **MEETING ADJOURNMENT:**

**MOTION:** Commissioner Smith made a motion to adjourn the April 11, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Helleson seconded the motion. Motion carried by unanimously.

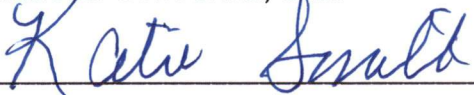
The Port Ludlow Drainage District meeting of April 11, 2019, adjourned at 11:21 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

  
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Commissioner Don Forbes, Chair

6/13/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Katie Smith

6-13-2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Deborah Helleson

6-13-19  
\_\_\_\_\_  
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](http://www.pldd.org).*

<b>VOUCHER SUMMARY 5/9/2019</b>				
<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-024	DEPARTMENT OF COMMERCE PWTF Annual Loan Payment #10 (\$1,992.19 principal + \$109.57 interest)	\$ 2,101.76		\$ 2,101.76
19-025	GLESSING & ASSOCIATES, CPA Accounting Services for April ( 1.7 hrs)	\$ 102.00		\$ 102.00
19-026	GRAY & OSBORNE, INC. Engineering Services ending March 30 (20 hrs); Limited Small Works bid documents -Condon Lane Outfall Project.	\$ 3,123.40		\$ 3,123.40
19-027	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for March (5 hrs); Meeting Attendance & Transcription.	\$ 150.00		\$ 150.00
19-028	STATE AUDITOR'S OFFICE Assessment Audit (9 hrs) Biennial Audit Period 2016- 2017.	\$ 900.90		\$ 900.90
19-029	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for April; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		<b>\$ 7,876.81</b>	<b>\$ -</b>	<b>\$ 7,876.81</b>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - April 30, 2019</b> (Includes monthly Interest of \$198.35)				\$ 111,873.33
<b>Expenses - Current Month from Above</b>				\$ 7,876.81
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)				\$ 103,996.52
<b>PLDD Investment Account - 010</b>				\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)				\$ 2,651.70
<b>PLDD Reserve Account - 040</b>				\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 4/30/2019)				\$ 1,370.29
<b>Net TOTAL All Accounts</b>				\$ 252,166.81
<b>2019 Special Assessment</b>				\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)				\$ 40,124.97
<b>Unpaid 2019 Assessment</b> (remaining)				\$ 39,875.03
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Apr 30, 2019)				\$ 15,848.79
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Apr 30, 2019)				\$ 15,848.79