

Port Ludlow Drainage District (PLDD)
August 8, 2019
Board of Commissioners Regular Meeting - #0251
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:02 a.m. on August 8, 2019, in the Apparatus Bay 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 10:02 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Deborah Helleson all present.
3. **AGENDA APPROVAL:**

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

4. **PUBLIC FORUM:** Jefferson County Commissioner Greg Brotherton gave a report on the Critical Area Ordinance Task Force. First meeting October 8, 2019. Plan must be completed by end of year. This group meets two times a month on Thursdays. There will be an audio recording available on the website.
5. **CORRESPONDENCE:** Log book was made available for review. No discussion. (Handout No. 1)
6. **MOTION FOR BUDGET ADJUSTMENT – PFMLA PREMIUM TAX:** Commissioner Katie Smith gave a report. There was no budget allocation for payroll codes in the 2019 PLDD budget. After the Washington legislature passed the Paid Family Medical Leave Act (PFMLA) effective January 1, 2019, the Employment Security Department ruled that this new tax applied to elected officials. First and second quarter tax is due by the end of this month August 31st.

MOTION: Commissioner Katie Smith made a motion that the Port Ludlow Drainage District 2019 budget be revised to transfer an amount of \$50.00 in budgeted funds from “Miscellaneous” to BARS Code 53150.20.0020 in order to properly code this new expenditure. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

7. **CONSENT AGENDA:**

- a. Approval of Voucher/Warrants #19-041 through #19-047 from July 1, 2019, through July 31, 2019 in the amount of \$11,425.90.

MOTION: Commissioner Katie Smith made a motion that the Port Ludlow Drainage District approve the Consent Agenda representing Vouchers #19-041 through #19-047 from July 1, 2019, through July 31, 2019 in the amount of \$11,430.50. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

8. **OLD BUSINESS:**

- a. **Drainage on Libby Court Trail – Pipe Alignment:** Engineer Nancy Lockett gave a short report. The tree has been removed. Yard Dogs will remove the section of the corrugated culvert over the tree roots, remove the roots, realign and reinstall the culvert. Estimated cost is \$500.

b. **Strategic Planning: Setting District Goals:**

Commissioner Don Forbes: Commissioner Forbes gave a brief overview of the need for the PLDD and submitted Handout No. 4 as his five year vision plan for the PLDD.

Commissioner Deborah Helleson: Commissioner Helleson submitted her outline (Handout No. 2).

Commissioner Katie Smith: Commissioner Smith submitted her outline (Handout No. 3):

Commissioner Don Forbes: Commissioner Forbes submitted his outline (Handout No. 4):

Commissioner Smith shared an opinion she received from Paul Sullivan of MRSC (Handout No. 5). Smith also read PLDD’s legal counsel opinion of June 28:

Termination or Suspension:

While the District may initiate suspension of its operations by passing a suspension resolution, the District will only be suspended if the County passes a resolution approving the suspension. Given that ongoing regular maintenance is essential to the operation of your drainage facilities, it is entirely possible the County would not approve your suspension. And, given that there are no adjacent drainage districts that could assume responsibility for your operations, consolidation is not an option. We therefore suggest that you continue with your operations in as cost-effective a manner as possible.

PUBLIC COMMENT:

- Spoke about disposing the PLDD and turning it over to the county. Opinion was it would not work.
- Legal advice on this topic is a waste of money. They could care less about PLDD.
- Right now the PLDD has too big of an organization for the work at hand. The county commissioners delegate a lot of our authority to the County Administrator. I am not sure you could delegate authority to one commissioner. Would hate to see a robust and effective special utility district go away because the alternatives aren’t cleaner. You might be able to find some efficiencies but what is your mission? If your mission is to keep the district clean then what is the cleanest way to do that? You have to maintain your authority to be able to delegate it.

Commissioner Forbes summarizes:

- The PLDD has a maintenance role now and that is really its only mandate.
- There are three elected officials to maintain.
- Out of an \$115,000 annual budget \$70,000 goes to direct service.
- There is \$40,000 of indirect costs running the business. Some of that is not ever going away based on the economy scale and the PLDD is going to pay the same whether there are three people and no staff or thirty people.
- Is there a way to spend less than that \$40,000 overhead annually? Is that the cost of doing business? As a way of exploring, how do we reduce that \$40,000 annual load so the PLDD can make things clearer for people?

Commissioner Smith summarizes:

- In reality the PLDD is not spending \$115,000 a year. Last year the PLDD spent \$60,000 and this year it is going to spend about \$80,000. Part of the reason the PLDD is going to run out of money is because it has tried so hard to lower the assessments and it has lowered the assessments to the point it has been able to incur reserves that carry us, allowing us to have a lower assessment.
- The PLDD is collecting \$80,000 in 2019, and the PLDD is going to spend about \$80,000 in 2019.
- The PLDD was able to build the reserves up a little bit and it may again if it doesn't have a capital project in 2020.
- The PLDD has to have the money in case it has a project.

- **PUBLIC COMMENT:**

- At least the PLDD is in the black.

Commissioner Helleson summarizes:

- PLDD is collecting money. There are no plans on how to spend that. At one point some of that money was collected because there was a specific project which the district was looking at doing and then that went away but the money was not given back to the ratepayers. So the PLDD is actually in a position where it is collecting money, it is holding money, and at some point it has to be realistic and say the real work here, the real expense is cleaning ditches.

Commissioner Helleson requested that consideration be given to looking at the different tasks that the PLDD does (hidden costs). Commissioner Helleson is scheduled to bring a report on this topic in the September meeting.

9. NEW BUSINESS:

- a. Review of the 2020 Budget/Assessment.** Engineer Nancy Lockett gave a budget overview and submitted Handout Nos. 6A and 6B, recapping each line item. There was discussion only and no action was taken. The resolution to approve the budget will be submitted in October.

10. Engineer Reports:

- a.** July 16 – Site Plan Review for Jefferson County Bldg. Permit Application BLD19-00277, 20 Rainier Lane: Engineer Lockett gave a report. This plan was proposing to use infiltration and the reason there is a drainage district is because infiltration doesn't work in this area so the recommendation is for the homeowners to rethink their infiltration studies to verify that they have infiltration on their site or to use other BMPs for dispersion prior to discharging to the ditch. David Johnson has Engineer Lockett's report.
- b.** July 26 – Storm water Plan Review, Jefferson County Bldg. Permit application MLA19-00027, 104 Puget Loop: Engineer Lockett gave a report. Resident wanted a site development permit. On the second round of that permit they came with their drainage plan and that plan is appropriate for the site. That is done.
- c.** July 25 – Release of Retainage, Condon Lane Outfall Repair. Engineer Lockett sent a letter to the commissioners with the final estimate. The requirement is a sixty-day waiting period. Voucher will be for \$2,400.00.

11. COMMISSIONERS' REPORTS AND COMMENTS: Both Commissioner Smith and Commissioner Helleeson gave their versions of the minutes of June 13, 2019.

a. Review and Approval of June 13, 2019 Regular Meeting Minutes:

Commissioner Smith:

Version 1: Cammy's original of minutes of June 13, 2019.

Version 2: Commissioner Smith's added suggestions.

Main Difference: The original according to Commissioner Smith is basically the agenda. Nowhere on the Version 1 does it indicate our attendees or any comments. Joining us that day were County Commissioner Brotherton, Monte Reinders, Director of Jefferson County Public Works, three LMC representatives and the Chair of the County Planning Commission. Commissioner Smith felt that the minutes should reflect the tenor of that meeting and the attendees of that meeting. Since we don't list attendees and the minutes in Version 1 didn't even indicate those people or any comments, Commissioner Smith added very brief summary, listened to the recording three times and captured a small excerpt of what the speaker said. Commissioner Smith felt that it did more justice for history if the Board went back to know at least who was in the meeting and what the general conversation was. Commissioner Smith felt that was really remiss in capturing any of that meeting.

Commissioner Helleeson: The purpose of the meeting and attendance of Scott Snyder, our Legal Counsel, was on the agenda. It was well reflected of Scott's presence and what the discussion items were that was included. The Recording Secretary's original document was appropriate.

There was consensus among the commissioners to have both versions of the minutes of the meeting of June 13, 2019, be brought back to the next meeting.

b. Review and Approval of July 11, 2019 Regular Meeting Minutes.

MOTION: Commissioner Katie Smith made a motion to approve the minutes of the July 11, 2019, meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleeson seconded the motion. Motion carried unanimously.

c. Commissioner Activities, Reports.

Commissioner Katie Smith:

- Attended three webinars.
- Met with the Jefferson County Auditor, Rose Ann Carroll, and Chief Accountant, Judy Shepherd, on July 11, 2019.

Commissioner Deborah Helleeson:

- Started working on agenda items for next month.
- Couple of conversations with vendors and will continue with a full report for next month.

Commissioner Don Forbes:

- Had two brief conversations: one with homeowner at 61 Montgomery Lane on property that backs up to Baldwin, and also followed up with 61 Jackson about the PLDD's drainage facility behind the property where the weeds are overgrown and repeated that the Engineer's assessment was the same as my initial and that is it doesn't matter.

PUBLIC COMMENT:

- Citizen noted his 20 years on volunteer fire department, village board, planning commission, and police commissioner.

12. **SIGNING OF DOCUMENTS:** Documents were signed during open public meeting forum.

13. **MEETING ADJOURNMENT:**

MOTION: Commissioner Smith made a motion to adjourn the August 8, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded that motion. Motion carried unanimously. Meeting adjourned at 12:07 p.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



Commissioner Don Forbes, Chair

11-14-2019
Date



Commissioner Katie Smith

11-14-2019
Date



Commissioner Deborah Helleson

11-14-19
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 8/8/2019

VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-041	ENDURIS WASHINGTON Annual Risk Pool Coverage Sept 1, 2019 through Aug 31, 2020	\$ 3,626.00		\$ 3,626.00
19-042	GLESSING & ASSOCIATES, CPA Accounting Services for July (2 hrs)	\$ 120.00		\$ 120.00
19-043	GRAY & OSBORNE, INC. Engineering Services ending JuLY 20 (2.5 hrs); Project Review; Commissioner Meeting July	\$ 441.55		\$ 441.55
19-044	OGDEN MURPHY WALLACE, PLLC Legal Services through June 30 (18.9 hrs); Attend Meeting July 11; Review and Research for electronic meetings, relocation of District offices, administrative authority, termination of District.	\$ 5,655.60		\$ 5,655.60
19-045	PORT TOWNSEND LEADER Annual Legal Notice for Small Works Roster June 5 Ad	\$ 84.00		\$ 84.00
19-046	WA EMPLOYMENT SECURITY DIVISION Paid Family and Medical Leave PMLA Q1 and Q2 Tax	\$ 4.60		\$ 4.60
19-047	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for July; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		\$ 11,430.50	\$ -	\$ 11,430.50
PLDD Financial Information				
PLDD Cash Account-010 - July 31, 2019 (Includes monthly Interest of \$199.95)				\$ 72,941.04
Expenses - Current Month from Above				\$ 11,430.50
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 61,510.54
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest Paid (from inception 12/2017 Included on Line 1)				\$ 3,248.74
PLDD Reserve Account - 040				\$ 48,000.00
PLDD Reserve Account - 040 Cash non-interest bearing (Balance on 7/31/2019)				\$ 455.78
Net TOTAL All Accounts				\$ 209,966.32
2019 Special Assessment				\$ 80,000.00
Assessment Paid to Date (Included on Line 1)				\$ 45,133.55
Unpaid 2019 Assessment (remaining)				\$ 34,866.45
Expenditures - Calendar Year to Date (Jan 1 - July 31, 2019)				\$ 60,386.70
Expenditures - County Budget Year to Date (Jan 22 - July 31, 2019)				\$ 60,386.70