

**Port Ludlow Drainage District (PLDD)**  
**April 8, 2021**  
**Board of Commissioners' Regular Meeting - #0275**  
**Final Minutes**

**1. CALL TO ORDER:** Commissioner Don Forbes called the April 8, 2021, No. 0275, Regular meeting of the Port Ludlow Drainage District Commission to order at 10:00 a.m. and noted that the PLDD is operating under Governor's Emergency Proclamation Covid and Health Protection for Phase 3 Healthy Washington Plan and that the Port Ludlow Fire Hall remains closed to external meetings. Therefore, this is a fully electronic meeting. Commissioner Forbes went over the items on the Agenda.

**2. ROLL CALL:** Commissioner 1 vacant, Commissioner 2 Donald Forbes and Commissioner 3 Deborah Helleson were present. Recording Secretary Cammy Brown and Nancy Lockett, District consulting Engineer were also present.

**3. AGENDA APPROVAL:** Commissioner Forbes went over the Agenda. Commissioner Helleson added a correction to the agenda as pointed out by Engineer Lockett, that under engineering section it should be noted that the beach outfall inspection was actually performed on April 1, 2021.

Commissioner Helleson requested that the Consent Agenda item in the Agenda be moved to Item # 4.

**MOTION:** Commissioner Helleson made the motion to approve Agenda as amended. Commissioner Forbes seconded the motion. Motion carried unanimously.

**4. CONSENT AGENDA:** The following items were approved under one motion:

- a. Minutes from March 11, 2021 Meeting 273.
- b. Minutes from March 22, 2021 Meeting 274.
- c. 275 Voucher Summary: Numbers 21-023 thru 21-034 totaling \$22,971.63; Payroll in the amount of \$366.81; Services in the amount of \$4,600.44 and Payoff of Loan PRO9-951-006 in the amount of \$18,004.38.

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

**5. AGENDA:**

**Engineering:** Engineer Nancy Lockett gave reports on the following:

- **Discontinued review of Jefferson County building permits:** The County Department of Community Development was informed that the District will no longer review drainage plans submitted as part of County Building Permits.
- Engineer Lockett advised the county that the PLDD would not be providing any additional input on the erosion control issue on Resolute Lane.  
Engineer Lockett noted that in the January 2021 minutes, it stated that Yarddogs was doing the erosion control on that property. Engineer Lockett requested a correction be made as that statement was incorrect. Recording Secretary Cammy Brown was requested to make the correction and submit the revised minutes for approval at the next scheduled PLDD meeting.
- **Update on Oak Bay Road Culverts, Alternative 2, Installation of baffle plate on the west end of the culvert to limit discharge.** Engineer Lockett reported that she will get in touch with the county about this.
- **Inspection of beach outfalls performed April 1, 2021.** Engineer Lockett reported that the structures the District had installed were in good shape. Engineer Lockett will provide a written report.

#### **Old Business:**

- **Review of record retention policies including good practices for email management.** Commissioner Helleson gave a report. Sorting of the records has been completed with the majority of 2018 to present records stored electronically. Records are being tagged with disposition authority number and common records retention schedule for future transfer to Washington State Archives or destruction.  
Each commissioner is responsible for organizing their own emails.  
The Records Retentions Clerk will prepare two guidelines: one regarding emails to help the commissioners organize their emails and the second guideline for administration of the electronic records. In the future, anybody can look at it and figure out the filing system. These guidelines will be submitted for approval at the July regular meeting of the PLDD.

#### **Commissioners' Reports:**

- Commissioner Forbes gave his report. Since the last PLDD meeting, Commissioner Forbes had only one request from a property owner who was looking for some general information. He responded by email.
- Commissioner Helleson gave her report as follows:
  - (a) PLDD Annual report was filed with the State Auditor. The PLDD received the notice that the report was complete and accepted.
  - (b) PLDD completed this year's schedule review and exposure updates with Enduris. Enduris circulated a new Master Agreement to be voted on at the Enduris Board Meeting May 16, 2021. Once this new Master Agreement has

been approved by Enduris Board, a copy will be sent to PLDD to be signed and returned.

- (c) The PLDD minutes of February 11, 2021 had an error under 4. Consent Agenda - (a) Review and Approval of Special Meeting No. 0271 minutes dated February 11, 2021. It should read (a) Review and Approval of Special Meeting No. 0271 minutes dated January 14, 2021. Recording Secretary will submit corrected minutes.
- (d) The County's new accounting system is now scheduled to be implemented June 1, 2021.
- (e) Financial Report: Account balance as of March 31<sup>st</sup> was a little over \$236,000. \$8,500 in assessments has been collected as of March 31<sup>st</sup>. The PLDD has \$51,000 outstanding assessments to be collected over the course of this year. The loan liability the PLDD just paid off through the Consent Agenda, will drop the overall account by \$18,000 but that will be picked right back as the assessments come into the county and are credited to the PLDD's account.
- (f) PLDD will terminate the agreement between Peninsula Legal Secretarial Services, LLC and the Port Ludlow Drainage District regarding the use of office space effective the end of May 2021.

**6. SIGNING OF DOCUMENTS** will be done within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**7. EXECUTIVE SESSION:** At 10:31 a.m. Commissioner Forbes announced that under RCW 42.30.110(1)(i) the PLDD Board of Commissioners would go into Executive Session. He explained to the public, that potential suspension of the District may reduce the costs of running the District. As it now stands, the PLDD's annual budget is approximately \$85,000. Its direct service, that is engineering and maintenance, is less than \$40,000. So, the PLDD has more than 100% overhead in managing its business, and that is primarily to respond to the various statutory requirements of a public commission. Suspending this commission as a potential option will alleviate most, if not all, of those expenses while allowing the continuation of maintenance. The executive session will last up to 45 minutes. In attendance will be the commissioners and legal counsel. No action will be taken.

The Regular meeting of the PLDD was suspended at 10:31 a.m.

The Executive Session ended at 11:18 a.m. with Chairman Forbes announcing the Executive Session ran over 1-2 minutes more than originally announced.

The Regular meeting of the Port Ludlow Drainage District Board of Commissioners came back into session at 11:18 a.m.

**8. ADJOURNMENT:** Commissioner Helleson made a motion to adjourn the meeting, seconded by Commissioner Don Forbes. Motion carried. Chairman Forbes adjourned the Regular meeting of the Port Ludlow Drainage District at 11:20 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

**Approved:**



05 / 13 / 2021

\_\_\_\_\_  
Commissioner Don Forbes, Chair

\_\_\_\_\_  
Date



05 / 13 / 2021




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

\_\_\_\_\_  
Date

*Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available on the PLDD website at [www.pldd.org](http://www.pldd.org).*

PLDD Voucher Summary for Fund #695 001 010  
Date April 8, 2021 Meeting #0275

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-023	Mary Paxton – Employee Payroll Hours worked March 2021	PA912	53150.10.0010	\$366.81	\$366.81
<b>Payroll Total: \$366.81</b>					
21-024	Gray & Osborne - Billing thru Feb. 27, 2021 Invoice 2	GR300	53150.41.0050	\$370.78	\$370.78
21-025	Ogden Murphy Wallace Legal Services thru 2/28/21 Invoice #848883	OG400	53150.41.0100	\$1,038.20	\$1,038.20
21-026	Peninsula Legal Secretarial Services, Feb and March 2021 Statement 2	PE410	53150.41.0150	\$271.75	\$271.75
21-027	Falge Financial, Inc. - March bookkeeping Invoice 2935	FA138	53150.41.0150	\$250.00	\$250.00
21-028	Ludlow Maintenance Commission 2021 Storage Rent Jan 2021 thru Dec 2021	LU205	53150.45.0010	\$654.00	\$654.00
21-029	Yarddogs Landscaping, Inc Maintenance thru March. 2021 Invoice 202104	YA700	53150.31.0030	\$1,590.03	\$1,590.03
21-030	United State Treasury FICA Q1, 2021	IN601	53150.20.0010	\$380.98	\$380.98
21-031	United State Treasury FUTA Q1, 2021	IN601 add address 695	53150.20.0010	\$14.94	\$14.94
21-032	Employment Security Department Paid Family Medical Leave Q1, 2021	EM700	53150.20.0020	\$8.30	\$8.30
21-033	WA State Dept of Labor & Industries - Q1, 2021	DE440	53150.20.0020	\$21.46	\$21.46
21-034	WA State Department of Commerce PRO9-951-006 PWTF-Pay Off Quote 2/2/21	PU160	53120.78.0010	\$17,929.67	18,004.38
			53120.82.0000	\$74.71	
<b>Vouchers for supplies and services \$22,604.82</b>					
Total					\$22,971.63

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS 8th DAY OF April 2021</p> <p style="text-align: center;"> 04 / 08 / 2021</p> <hr/> <p>APPROVED Chairman Forbes Port Ludlow Drainage District</p>	Commissioners Signatures	
		04 / 08 / 2021
		04 / 08 / 2021

<b>TITLE</b>	275 voucher summary April 2021
<b>FILE NAME</b>	0275 April Voucher Summary.pdf
<b>DOCUMENT ID</b>	cdcef39af1f804448b3845c021390dd1361f75ea
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**04 / 07 / 2021**  
17:45:08 UTC

Sent for signature to Don Forbes (commissioner2@pldd.org) and Deborah Helleson (commissioner3@pldd.org) from commissioner3@pldd.org  
IP: 24.113.168.218



VIEWED

**04 / 08 / 2021**  
17:08:55 UTC

Viewed by Deborah Helleson (commissioner3@pldd.org)  
IP: 24.113.168.218



SIGNED

**04 / 08 / 2021**  
17:32:38 UTC

Signed by Deborah Helleson (commissioner3@pldd.org)  
IP: 24.113.168.218



VIEWED

**04 / 08 / 2021**  
17:41:09 UTC

Viewed by Don Forbes (commissioner2@pldd.org)  
IP: 24.113.150.205



SIGNED

**04 / 08 / 2021**  
17:41:34 UTC

Signed by Don Forbes (commissioner2@pldd.org)  
IP: 24.113.150.205



COMPLETED

**04 / 08 / 2021**  
17:41:34 UTC

The document has been completed.