

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

**Agenda for Board of Commissioners' Regular Meeting # 0249**

**Thursday, June 13, 2019 at 10:00 AM**

**Held at the Training Room – Port Ludlow Fire Hall  
Port Ludlow Fire & Rescue - Headquarters Fire Station 31  
7650 Oak Bay Road, Port Ludlow, WA 98365**

- 1. Call to order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. Public Forum:** Anyone in the audience having drainage-related comments and or statements may bring them to the attention of the Commissioners.
- 5. Correspondence:** Log book available for review at each Regular Meeting.
  - a. Pope Way/ Condon Lane Catch Basin/Pipe Connection (Project Update)
- 6. Consent Agenda:** Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
  - a. Review and Approval of April 11, 2019 Regular Meeting Minutes
  - b. Review and Approval of May 9, 2019 Regular Meeting Minutes
  - c. Approval of Voucher/Warrants #19-030 - #19-034 from May 1, 2019 through May 31, 2019 in the amount of \$27,157.02 (Vouchers and Financial detail attached)
- 7. Old Business:**
  - a. Public Notice for Small Works Roster – June 5 Advertisement
- 8. New Business:**
- 9. Engineer Reports:**
  - a. Moved up to 5.a.
  - b. May 17- Site Plan Review for Jefferson County Bldg. Permit application 19-00169, 104 Ebb Tide Court
  - c. May 21– Jefferson County BLD19-00186, 83 Todd Road
  - d. May 22 – Site Plan Review for Jefferson County Bldg permit application 19-00111, 530 Montgomery Lane
- 10. Special Work Session:**
  - a. Discussion with W. Scott Snyder, Attorney, Ogden Murphy Wallace, PLLC
    - i. Strategic Planning: setting District goals
    - ii. Succession Planning: job descriptions; flow charting tasks and responsibilities
- 11. Commissioners' Reports and Comments:**
  - a. Commissioner Activities, Reports
- 12. Signing of Documents:**
- 13. Meeting Adjournment:**

**VOUCHER SUMMARY      6/13/2019**

<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-030	GLESSING & ASSOCIATES, CPA Accounting Services for May ( 1 hr)	\$ 60.00		\$ 60.00
19-031	GRAY & OSBORNE, INC. Engineering Services ending April 27 (9.5 hrs); Review Bid, Ins docs, prepare contracts Condon Lane Project, Kadesh site visit memo, Fish-bearing streams research, MOU revision.	\$ 1,621.27		\$ 1,621.27
19-032	OLYMPIC PENINSULA CONSTRUCTION, INC. Final Progress Estimate 1- Condon Lane Outfall Project (May 20-25).	\$23,760.00		\$ 23,760.00
19-033	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for April 11 and May 9 (7.5 hrs); Meeting Attendance & Transcription.	\$ 217.00		\$ 217.00
19-034	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for May; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		<u>\$27,157.02</u>	<u>\$ -</u>	<u>\$ 27,157.02</u>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - May 31, 2019</b> (Includes monthly Interest of \$201.45)				\$ 108,597.22
<b>Expenses - Current Month from Above</b>				<u>\$ 27,157.02</u>
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)				\$ 81,440.20
<b>PLDD Investment Account - 010</b>				\$ 100,000.00
<b>PLDD Investment Account - 010 Interest Paid</b> (from inception 12/2017 Included on Line 1)				\$ 2,853.15
<b>PLDD Reserve Account - 040</b>				\$ 48,000.00
<b>PLDD Reserve Account - 040 Cash non-interest bearing</b> (Balance on 5/31/2019)				<u>\$ 265.89</u>
<b>Net TOTAL All Accounts</b>				<u>\$ 229,706.09</u>
<b>2019 Special Assessment</b>				\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)				<u>\$ 44,524.22</u>
<b>Unpaid 2019 Assessment</b> (remaining)				<u>\$ 35,475.78</u>
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - May 31, 2019)				\$ 23,725.60
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - May 31, 2019)				\$ 23,725.60