

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

Minutes for Commissioners' Regular Meeting # 0224

Thursday, April 11, 2017 at 10:00 AM

Held at the Beach Club

121 Marina View Drive, Port Ludlow, WA. 98365

Call to Order: Meeting was called to order by Chair Commissioner Uyeda at 10:03 a.m. in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington 98365

Roll Call: Commissioner Allen Uyeda present. Commissioner Katie Smith present. Commissioner Don Forbes present. No absences. Engineer Nancy Lockett, Assistant Sue Bartkus.

Guests: Walt Cairns, Deborah Helleson, Allan Kiesler, Richard Regan, and Mel Smith.

Chair Uyeda started the meeting by reading the beginning of the March 9 minutes and attendees.

Consent Items: Commissioner Forbes made a motion to approve Consent Items in single motion. Commissioner Smith seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

1. Approval of the March 9, 2017 Regular Meeting Minutes
2. Approval of Payroll Warrant Transaction #17-P06 for dates February 28, 2017 through March 31, 2017 in the amount of \$520.39.
3. Approval of the Other Voucher/Warrants #17-019 - #17-027 from March 01, 2017 through March 31, 2017 in the amount of \$6,671.37
4. Overall Payroll Warrant and Voucher Warrants in the total amount of \$7,191.76

Payroll/ Warrant Transactions	Vendor	Vouchers (Warrant)	Payroll Warrant	Description	Total
17-P06	Susan Bartkus (Payroll)		\$520.39	24.5 hours wages (2/26 – 3/31/2017)	\$ 520.39
Voucher/Warrant					
17-019	Artemis Computing	\$ 375.00		Quarterly Retainer (\$300.00), Domain Reg. & Email Hosting (\$75.00)	\$ 375.00
17-020	Susan Bartkus	\$ 170.47		Mileage (\$22.47), Reimbursement of Filing Fee for Resolutions #2017-1 & -3 with Jeff. Co. Auditor (\$148.00)	\$ 170.47
17-021	Glessing & Associates, CPA	\$ 198.00		Accounting Services: 3/2 1.2 hrs. 3/3 .7 hrs. 3/3 .5 hrs. 3/3 .5 hrs. 3/7 .4 hrs.	\$ 198.00
17-022	Gray & Osborne Inc.	\$ 951.24		March Invoices – January Commissioner Mtg., 6 project reviews	\$ 951.54
17-023	Ludlow Maintenance Commission	\$2,616.00		Annual Agreement Jan-Dec. Facilities Usage & Admin. Support - 2017 Billing	\$ 2,616.00
17-024	Ogden, Murphy & Wallace Attorneys	\$ 61.00		2/10, .10 hr. Email follow-up Meeting w/ Commissioners, 2/16, .10 hr Email to Commissioner Smith regarding email communications. Total: .20 hr	\$ 61.00
17-025	Katie Smith	\$900.00		10 Mtgs. 2016} 9/8, 9/22, 10/13/ 11/10, 11/15, 12/8 2017} 1/12, /1/18, 2/9, 3/9 @ \$90.00 per mtg.	\$ 900.00
17-026	Katie Smith	\$129.00		Reimbursement for Public Officials Bond Premium Payment to Surety Bond.com	\$ 129.00
17-027	Yarddogs Landscaping, Inc	\$1,270.36		Inspect & service all sites as needed. Areas 1, 2, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21. Inspected, weed whacked drain entrances of these areas.	\$ 1,270.36
Total Payroll/Vouchers		\$6,671.37	\$520.39		\$ 7,191.76

Financial Information:

PLDD Cash Account	\$106,790.41
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,684.94
Expenses – Current Month from above	\$ (7,191.76)
NET TOTAL ALL ACCOUNTS	\$146,283.59
Special Assessment	\$ 118,600.00
PAID TO DATE	\$ (10,775.16)
UNPAID (REMAINING)	\$ 107,824.84

Expenses – Calendar Year to Date (2017)	\$ 37,942.17
Expenses – County Budget Year to Date (Jan. 23 – April 2017)	\$ 20,312.07

Public Forum: No issues were brought to the Commissioners' attention.

Old Business:

1. **192 Montgomery Court**, lot # 5-0-012, Deborah Helleson stated that since the March meeting she had done further research on the drain line that comes down the hill above and alongside her property, including having a plumber look at her property. She now knows that her drains are already hooked into the line and elephant trunk that goes over the bank. Ms. Helleson said she still has the question of who is responsible for the drain line and any maintenance for it. Former Commissioner Richard Regan offered history on this pipe that was installed by residents in approximately 1998, prior to District formation. He feels that the pipe going over the bluff should be part of the District maintenance. Engineer Lockett noted that it is not currently identified as a District Facility, and agreed to meet Ms. Helleson after the meeting to review. Commissioner Forbes offered to also take a look later in the week after receiving the Engineer's report.
2. **100 Bluebird Lane**, lot # 6-0-011, Allan Kiesler had submitted written requests on Feb 24 and March 15, to change PLDD zoning designation from Zone 2 to Zone 3. Former Commissioner Walt Cairns and Engineer Lockett reviewed the history of assessment methodology first established in 2001 and then revised in 2003. After discussion, it was decided that effective next year, for the 2018 assessment, this parcel will be changed from Zone 2 to Zone 3. Commissioner Forbes entered this on his calendar for November, and the change was noted by Engineer Lockett to be part of the assessment preparation at the end of this year.

5-Minute Recess 10:28 – 10:33 (retrieve AV equipment)

3. **Waste Water Treatment Plant (WWTP) Overflow Containment Project** – Engineer Lockett reported on the site visit and review with OWSI, for a possible simpler solution of constructing a weir underneath the existing fence, that would allow any overflow into a drop down and utilize the existing outflow to the beach. Lockett will work with OWSI and the District maintenance firm to accomplish this alternative. Commissioner Uyeda made a motion to have Engineer Lockett proceed with this project. Commissioner Smith seconded the motion. Commissioner Forbes carried the motion. Motion approved 3-0.
4. Status of **Condon Lane Outfall** (Project #9) Water Seepage from catch basin connection to pipe was noted by Chair Uyeda as still pending until dry weather will allow the repair.

5. Commissioner Smith presented an overview of **Public Records** updates prepared by Attorney Summerfield that include Resolutions: 2017-04 Index Exclusion, 2017-05 Public Records Policy and Officer (PRO), and Request Form, to bring the District into compliance with RCW 42.56. Commissioner Smith explained the first step in this process was to adopt a resolution declaring the maintenance of an all-inclusive index of every public record to be unduly burdensome pursuant to RCW 42.56.070(4). Commissioner Smith made a motion that the PLDD Board approve Resolution 2017-04. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. Commissioner Smith presented Resolution 2017-05, A resolution establishing policies and procedures relating to the Public Records Act (Chapter 42.56 RCW), and designating a public records officer, the Chair of the PLDD Board. Commissioner Smith made a motion that the PLDD Board approve Resolution 2017-05. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. The new Resolutions and Request Form will be posted on the website, and noted as replacing Resolution 2003 #10.

New Business:

1. Commissioner Smith reviewed a request received March 20 from the U.S. Dept of Commerce, Census Bureau - 2017 Census of Governments Survey of Public Employment & Payroll– due April 27, 2017 (seeking Pay Period, Number of Employees, Gross Payroll Amounts, Hours Worked), and will complete this online prior to the deadline.
2. Commissioner Uyeda addressed the issue of **Clerical Supervision** to confirm that all commissioners have access to clerical assistance and any commissioner may ask for clerical help.

Engineer Reports:

Commissioners' Reports and Comments:

1. Commissioner Forbes reported on his March 17 meeting with Jefferson County Department of Community Development (DCD) Associate Planner David Wayne Johnson, that it was primarily an introductory discussion and reaching out to cooperate.
2. Commissioner Uyeda reported that he had a site visit March 14 with Allan Kiesler at lot # 6-0-011, 100 Bluebird Lane, as discussed earlier.
3. Commissioner Forbes had a brief 10-15 min site visit March 23 with Casey Brace, lot # 2-3-138, 23 Explorer Lane and next door neighbor, regarding standing water in backyard. Undeveloped property above, good drainfield, but with heavy rainfall season plugged drain resulted in standing water, was able to resolve.
4. Commissioner Uyeda recapped Status of April 3 request from Carol Prismon Reed, lot # 3-0-003, 103 Schooner Lane, that he has returned their call but not heard back.
5. Commissioner Uyeda, Attorney Consultation regarding Resolutions and Commissioner Compensation topics were discussed and to be carried forward until Attorney Summerfield is available.
6. As a final topic, Commissioner Uyeda indicated that he has made a decision that he will be stepping down as Chair, but will be staying on as commissioner for the next few meetings. After discussion, Commissioner Smith made a motion to appoint Commissioner Forbes as Interim Chair, to become effective after the end of this meeting. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

Meeting Adjournment:

Commissioner Smith made a motion to adjourn the April 11, 2017 meeting at 11:50 a.m. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

The next regularly scheduled meeting of the PLDD will be held in the Bay View Room of the Beach Club, 121 Marina View Drive, on Thursday May 11, 2017 at 10:00 a.m.

Approved:

Approved:

Approved:



Allen Uyeda, Chair
Drainage District
Commissioner 3



Don Forbes
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1