

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

Minutes for Board of Commissioners' Regular Meeting # 0236

Thursday, April 12, 2018 at 10:00 AM

**Held at the Fire Hall –Training Room
7650 Oak Bay Road, Port Ludlow, WA. 98365**

Call to Order: Meeting was called to order by Chair Commissioner Forbes at 10:04 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

Roll Call: Commissioner 1- Katie Smith present. Chair Commissioner 2- Don Forbes present. Commissioner 3 -Deborah Helleson present. No absences. In attendance: Engineer Nancy Lockett.

Guests: Walt Cairns, Monte Reinders, and Mel Smith.

Discussion with Jefferson County Public Works Director, Monte Reinders

Monte began by inviting questions for general discussion, rather than a formal presentation. Chair Commissioner Forbes offered the format of an open discussion of the agenda topics.

1. **County ditch maintenance:** Monte began by noting that the County road crew operates from their main shop in Port Hadlock, with a smaller shop in Quilcene. Being a small rural county with a population of 20,000, the County does not have a large public works crew; operates typical equipment including a new hybrid electric bucket truck, which runs all day off battery, avoids idling a diesel engine. Good folks in crew with good leadership from Matt Stewart, Road Maintenance Superintendent, who moved into that position last year from being Manger of the County's Fleet Services, and also had prior experience with the City of Chicago. New technology innovations include online maintenance request forms, and moving into GIS mapping systems for locating, continuing to improve operation. In response to Engineer Lockett, Monte indicated that ditch mowing is on "as observed, as needed" basis by the foreman in each area. One issue is that for ice control, past sanding builds up on the roadside and makes its way into the ditches. County is transitioning to a pre-wet salt program for main roads, will save on labor and help alleviate sand on the shoulders and ditches. The county mows 3,500 shoulder-miles per year on the 800 shoulder miles of 400 road miles, or an average mowing of about three-four times per year. Brush cutting is 250 miles per year, and requires traffic control for that activity.
2. County policy on **filling in/altering ditches:** County worked with District in 2004-5 in modifying the west Oak Bay ditch near Baldwin; those types of projects and other special conditions will be part of the mapping process to make sure they are known. Unfortunately, many of the roadside ditches have been filled in by owners for parking. Port Ludlow was not developed to urban standards with adequate parking. County tries to maintain the system that was handed to them by the developer, but does not to fix it up. Owners who rock-line ditches need to understand that makes it the homeowners responsibility to maintain, since the county can no longer mow over the rocks.
3. What should District do if an **erosion/sediment** problem is noticed. Engineer Lockett asked if an erosion situation is noticed, is that something for which we could seek public works assistance on.
 - a. Would County take enforcement action? Monte noted that the stormwater administrator for the county is DCD, and is extremely underfunded for enforcement. They will at least contact the owner.
4. Any planned road/culvert maintenance within District: The County focuses on the main roads of Oak Bay, Paradise, and Center. The road system typically generates less than 10% of the stormwater; development and impervious surfaces account for the majority.
5. Future Commercial Development in Port Ludlow affecting stormwater: If Admiralty III develops, Public Works will be involved in review.

10 minute Break
(11:30 – 11:40)

Consent Agenda: (Items approved in a single motion)

1. Approval of March 8, 2018 Regular Meeting Minutes
2. Approval of March 26, 2018 Special Meeting Minutes
3. Approval of Voucher/Warrants #18-019 - #18-026 from March 1, 2018 through March 31, 2018 in the amount of \$6,135.97 (Voucher and Financial detail attached)

Commissioner Smith made a motion to approve the Consent Agenda items as presented;
Commissioner Helleson seconded; Motion carried 3-0.

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

Correspondence Log: Chair Commissioner Forbes noted the correspondence log is available for review. Summaries are available at the sign-in table with the Agenda.

Old Business:

1. **2002 LMC Agreement with PLDD** – Memorandum of Understanding (MOU): Draft agreement outline and a hard copy of proposed agreement was distributed from Commissioner Helleson. Engineer Lockett presented a one-page listing of important elements. Chair Commissioner Forbes reviewed the bullet points for Tree Removal and Land Clearing, Discussion was held regarding each point of the draft.
2. Drainage on Libby Court Trail: nothing new
3. Condon Lane/Pope Way Catch Basin, Pipe to Bluff; no update.
4. Maintenance Easements: to be addressed at a future meeting.

New Business:

1. **Resolution 2018-02 Updating Place of Regular Meetings:** Commissioner Smith read the purpose of this resolution is to update and change the place of the District's Regular Meetings to reflect the Port Ludlow Fire Hall, 7650 Oak Bay Road, and restating the time of 10:00 a.m. for Regular Meetings. This Resolution supersedes and replaces Resolution No. 2 (2001) and Resolution No. 1 (2002). Commissioner Smith made a motion to pass Resolution 2018-02; Commissioner Helleson seconded. Motion carried 3-0.
2. **Resolution 2018-03 Audio Recording of Meetings and Retention::** Commissioner Smith read the purpose of Resolution 2018-03 is to update the existing Resolution 2004-1, to be in compliance with chapter 40.14 RCW and section GS50-05A-13 regarding use and retention of audio recordings of meetings. Commissioner Helleson stated that in her opinion this is more than housekeeping, but is instead a change in practice, and feels the original resolution was strictly a tool making it easier to put together the minutes afterwards, the intent was that the recordings would not be kept. She feels that since the State of Washington makes allowances for small districts with less than 10 or 20 employees and we fall under that, she would rather look at not doing recordings. Commissioner Helleson said if we are not allowed to erase recordings, let's not make the recordings, they are not really needed, her position is that we do not to record at all. Commissioner Smith noted that from inception of the district, meetings have been recorded, and are currently digital files, not cassette tapes as was the case in 2004, when the number of tapes and space was an issue. Engineer Lockett made the point that without a recording, it would require someone present who would be manually taking notes for the minutes. This topic was tabled for further study.

Engineer Reports:

1. **Goliah Lane Lot 92:** March 28 communications with County. County visited the property to review the County requirement of a 75' buffer from the "NS stream" to the building site.

Commissioners' Reports and Comments:

1. OPMA: Email Communications: Chair Forbes has made an inquiry to AG..
2. Records Retention and Retrieval: no update relating to this topic
3. May Meeting Schedule: Neither Commissioner Helleson nor Chair Commissioner Forbes will be available for the regular meeting date of May 10; therefore, that meeting will be cancelled. Commissioner Smith suggested that in order to process vouchers for the month, a special meeting would need to be scheduled as soon afterward as possible in order to meet the County Auditor's processing dates for checks to be issued in May. Since Commissioner Helleson is unavailable, Chair Forbes will submit potential dates.

Discussion was held regarding Enduris annual renewal for September 2018. It was agreed to submit renewal with the current Property Schedule.

Commissioner Helleson mentioned the WARN system, and that the district may wish to investigate.

Meeting Adjournment:

Commissioner Smith made a motion to adjourn the meeting. Commissioner Helleson seconded the motion. Motion carried 3-0.

The April 12, 2018 regular meeting of the Port Ludlow Drainage District adjourned at 1:11 p.m.

The next regularly scheduled meeting of the PLDD will be held in the Training Room of the Port Ludlow Fire and Rescue Station, 7650 Oak Bay Road, Port Ludlow, on Thursday, June 14, 2018 at 10:00 a.m.

Approved:

Approved:


Approved:



Don Forbes, Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1



Deborah Helleson
Drainage District
Commissioner 3

VOUCHER SUMMARY 4/12/2018

VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
18-019	ARTEMIS COMPUTING Q1-Website Retainer, Email Hosting & Archiving, Admin support	\$ 435.00		\$ 435.00
18-020	DONALD E. FORBES Q1 Meetings (2@\$90, 2@\$114); Surety Bond reimbursement \$475 for new term.	\$ 883.00		\$ 883.00
18-021	GLESSING & ASSOCIATES, CPA, INC. PS Accounting Services (3.1 hrs) for March.	\$ 186.00		\$ 186.00
18-022	GRAY & OSBORNE INC General Engineering Sevices for February; Commissioner Meeting, Culvert Maintenance response; Maintenance Figure revisions.	\$ 1,437.81		\$ 1,437.81
18-023	DEBORAH HELLESON Q1 Meetings (3 @\$90).	\$ 270.00		\$ 270.00
18-024	OGDEN, MURPHY & WALLACE ATTORNEYS February Legal Services; PRA updates request form; OPMA Special meetings, Executive Sessions, Email exchange, recordings, teleconferencing.	\$ 1,223.80		\$ 1,223.80
18-025	KATIE SMITH Q1 Meetings (4@\$90); Reimbursement \$70 Annual PO Box Rental.	\$ 430.00		\$ 430.00
18-026	YARDDOGS LANDSCAPING INC Monthly Maintenance Services for March; Inspect & Service all sites.	\$ 1,270.36		\$ 1,270.36
	TOTAL VOUCHERS	\$ 6,135.97	\$ -	\$ 6,135.97
PLDD Financial Information				
PLDD Cash Account-010 - March 31, 2018				\$ 56,890.82
Expenses - Current Month from Above				\$ 6,135.97
PLDD Cash Account-010 - Subtotal				\$ 50,754.85
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest (incl.on Line 1)				\$ 127.01
PLDD Reserve Account - 040				\$ 46,800.00
PLDD Reserve Account - 040 Interest (BAL.on 3/31/2018)				\$ 319.28
Net TOTAL All Accounts				\$ 198,001.14
2018 Special Assessment				\$ 87,000.00
Paid to Date (incl. on Line 1)				\$ 10,581.08
Unpaid 2018 Assessment (remaining)				\$ 76,418.92
Expenses - Calendar Year to Date				\$ 19,738.13
Expenses - County Budget Year to Date (Jan 22 - April 12, 2018)				\$ 12,122.56