

**Port Ludlow Drainage District (PLDD)**  
**July 12, 2018**  
**Board of Commissioners**  
**Regular Meeting - #0239**  
**Final Minutes**

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Commissioner Deborah Helleison at 10:01 a.m. on July 12, 2018, in the administrative office of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365. Present:

Katie Smith, Commissioner 1  
Don Forbes, Commissioner 2 (by phone)  
Deborah Helleison, Commissioner 3

Chair Commissioner Forbes was out of town but was on standby via phone to participate in the meeting. Two commissioners in attendance could approve a motion to allow remote attendance.

**MOTION:** Commissioner Smith made a motion that the commission allow an absent member to participate remotely by telephone. Commissioner Helleison seconded the motion. Motion carried 2-0.

**CONSENT AGENDA:**

1. Approval of June 14, 2018 Regular Meeting Minutes.
2. Approval of Voucher/Warrants #18-036 - #18-043 from June 1, 2018 through July 6, 2018 in the amount of \$ 5,715.03 (Vouchers and Financial detail attached)

**MOTION:** Commissioner Smith made a motion to approve the Consent Agenda items as presented; there was no second. Commissioner Smith withdrew the motion.

**MOTION:** Commissioner Smith made a motion to approve the Vouchers as presented. Commissioner Helleison seconded the motion. Motion carried unanimously.

Approval of June 14 Minutes will be carried forward to the next meeting.

**PUBLIC FORUM:** Members of the public were asked as this time to submit any comments and/or statements. Commissioner Helleison presented information regarding drainage concerns at a home on Montgomery Court. Commissioner Forbes felt a perimeter drain and sump pump could solve the Homeowner's problem and will visit the site. Engineer Lockett may be asked to comment.

**CORRESPONDENCE:** The correspondence log was made available for review. Summaries were made available at the sign-in table.

Commissioner Smith observed that remaining items on today's agenda involve the Engineer's reports and suggested those be delayed until the next meeting.

**Commissioners' Reports and Comments:**

1. Requests for Legal Assistance: Commissioners will refrain from asking for any further legal assistance without board approval.
2. **WARN: Water/Wastewater Agency Response Network:** No action to be taken. This item will be removed from the agenda.

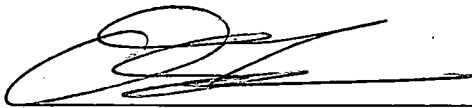
**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Katie Smith made a motion to adjourn the July 12, 2018 regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

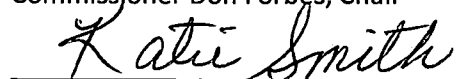
The July 12, 2018 regular meeting of the Port Ludlow Drainage District adjourned at 10:28 a.m.

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Minutes prepared by  
Deborah Helleson

**Approved:**

  
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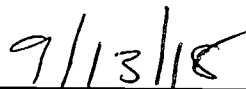
Commissioner Don Forbes, Chair

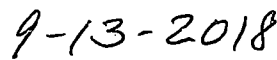
  
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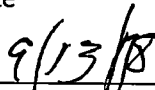
Commissioner Katie Smith

  
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Commissioner Deborah Helleson

  
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*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](http://www.pldd.org).*

**VOUCHER SUMMARY                      7/12/2018**

<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
18-036	ARTEMIS COMPUTING Website Quarterly Retainer; Email Hosting; Domain Hosting; Administrative support	\$ 1,121.99		\$ 1,121.99
18-037	GLESSING & ASSOCIATES, CPA Accounting Services for June (1.3 hrs)	\$ 132.00		\$ 132.00
18-038	GRAY & OSBORNE Engineering Services for June (11 hrs); Commissioner meeting, MOU Assistance, Foster & Condon site visit, Roster Ads	\$ 1,806.42		\$ 1,806.42
18-039	DEBORAH HELLESON Commissioner Meetings (Mar 26, Apr 12, Jun 14 =3 mtgs @ \$90)	\$ 270.00		\$ 270.00
18-040	LUDLOW MAINTENANCE COMMISSION 6 months Facility Usage Agreement (6 mos @ \$100/mo; July -Dec 2018)	\$ 654.00		\$ 654.00
18-041	PORT TOWNSEND LEADER Advertising: Small Works Roster and Engineering Services Roster (June 20 and June 27)	\$ 140.26		\$ 140.26
18-042	KATIE SMITH Commissioner meetings: Apr 12, May 15, Jun 14 (3 Regular Meetings @ \$90); Reimbursement for Postage \$50	\$ 320.00		\$ 320.00
18-043	YARDDOGS LANDSCAPING Maintenance Services for June; Inspect and Service all Sites	\$ 1,270.36		\$ 1,270.36
	<b>TOTAL VOUCHERS</b>	<b>\$ 5,715.03</b>	<b>\$ -</b>	<b>\$ 5,715.03</b>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - June 30, 2018</b> (Includes monthly Interest of \$147.08)				<b>\$ 78,644.12</b>
<b>Expenses - Current Month from Above</b>				<b>\$ 5,715.03</b>
<b>PLDD Cash Account-010 - Subtotal</b>				<b>\$ 72,929.09</b>
<b>PLDD Investment Account - 010</b>				<b>\$ 100,000.00</b>
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)				<b>\$ 831.73</b>
<b>PLDD Reserve Account - 040</b>				<b>\$ 46,800.00</b>
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 6/30/2018)				<b>\$ 518.56</b>
<b>Net TOTAL All Accounts</b>				<b>\$ 220,247.65</b>
<b>2018 Special Assessment</b>				<b>\$ 87,000.00</b>
<b>Paid to Date</b> (Included on Line 1)				<b>\$ 48,977.78</b>
<b>Unpaid 2018 Assessment</b> (remaining)				<b>\$ 38,022.22</b>
<b>Expenses - Calendar Year to Date</b>				<b>\$ 35,611.10</b>
<b>Expenses - County Budget Year to Date</b> (Jan 22 - June 30, 2018)				<b>\$ 27,995.53</b>