

Port Ludlow Drainage District (PLDD)
August 9, 2018
Board of Commissioners
Regular Meeting - #0240
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:25 a.m. on August 9, 2018, at the Training Room 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
Deborah Helleson, Commissioner 3

Engineer Nancy Lockett, Consultant

CONSENT AGENDA:

1. Approval of June 14, 2018 Regular Meeting Minutes.
2. Approval of July 12, 2018, Regular Meeting Minutes.
3. Approval of Voucher Warrants #18-044 to #18-048 from July 1, 2018 through July 31, 2018, in the amount of \$4,361.56.

Commissioner Helleson requested that the Regular Meeting Minutes of June 14, 2018 and July 12, 2018, be removed from the Consent Agenda and placed on the Agenda for regular discussion.

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

PUBLIC FORUM: Members of the public were asked as this time to submit any comments and/or statements. Guest Eva Van Buren acknowledged all of the work done by the District on their street, Cascade, that this good work has made a difference.

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

OLD BUSINESS:

1. **2002 LMC (Ludlow Maintenance Commission) Agreement with PLDD – 2018 Memorandum of Understanding (MOU).**

The memorandum is scheduled to be considered at the LMC Board meeting in September. Commissioner Forbes will meet with the General Manager of the LMC, Brian Belmont, to review the MOU prior to the LMC meeting.

2. **Drainage on Libby Court Trail; pending fir tree removal.** It was reported that the fir tree removal had not been done by LMC. YardDogs Landscaping will work on the drainage after LMC cuts down the tree.

3. **Condon Lane/Pope Way Catch Basin, Pipe to Bluff (June 14 site visit; June 15 email communication).** It was reported that YardDogs Landscaping investigated the surface moisture at the corner of 111 Condon, discovered the downspout entered a perforated pipe section creating moisture around the foundation. It was not felt this was contributing to the water surfacing farther downhill. The crew will proceed to reseal the catch basin/pipe when weather is dry.

4. **41 Foster Lane – Stan Kadesh (June 14 site visit, July 11 Engineer Memo).** Commissioner Forbes will continue to follow up at owner’s convenience, and photos will be taken in Jan-Feb when ground is saturated.

5. **Maintenance Easements.** Tabled to the October 2018 meeting of the PLDD.

6. **Rosters – Engineering Services and Small Works Roster (Advertising June 20 and 27) – Responses.** Two firms responded to the June advertising. No action was taken.

NEW BUSINESS:

1. **Resolution 2018-04 – Schedule for Payment of Commissioner Compensation (replace 2017-01).** There was some background information given on the resolution.

MOTION: Commissioner Katie Smith made a motion that the Board adopt Resolution 2018-04 of the Port Ludlow Drainage District revising the schedule for payment of commissioner compensation that all requests for compensation must be submitted no later than Tuesday of the week preceding the meeting in which approval is requested. Motion carried unanimously.

2. **Resolution 2018-05 – Revising Commissioner Compensation and Establishing an Effective Date (replaces 2017-06 and Dec. 2016 Motion).** There was some discussion and background information presented.

MOTION: Commissioner Katie Smith made a motion that the Board adopt Resolution 2018-05 of the Port Ludlow Drainage District revising commissioner compensation established by the Office of Financial Management adjusting the per diem maximum from \$114.00 per day to \$128.00 per day and establishing an effective date. The new rate of compensation adopted under the resolution for currently serving commissioners shall become effective at such time as the commissioner begins a new term of office. New commissioners appointed by the Jefferson County Board of Commissioners to fill vacated, unexpired terms of office shall receive compensation at the rate of the commissioner being replaced. Motion carried unanimously.

3. **2019 Budget Planning, Review and Meeting Schedule.** Preliminary budgets as prepared by Engineer Nancy Locket were reviewed and discussed. There was emphasis made on continuing a slow reduction of reserves while preserving funds for emergencies and upgrades. Preparing the final budget will be at the October 2018 meeting of the Port Ludlow Drainage District.

ENGINEER REPORTS:

1. **ACC Application for removal of 11 trees, 631 Montgomery Lane, 1-2-053 and adjacent vacant lot 1-2-054.** Engineer Locket responded by email dated July 10, 2018.

2. ACC Application for removal of 8 – 10 alder trees, 64 Wren Court, 4-0-006. Engineer Locket responded by email dated July 18, 2019. The commissioners and Engineer Locket discussed the need to develop a fact sheet explaining ways for homeowners to minimize erosion, stabilize soil and protect slopes. Engineer Locket was directed to draft a fact sheet for the commissioners' review.

3. Pickleball Court – Engineering Design for Drainage (7-11-2018 Revised Proposal). Work under the revised proposal is ongoing and will use the survey provided by LMC dated 2012. Engineer Locket provided LMC's General Manager with preliminary construction costs for budget purposes.

4. June 19 – Site Plan Review for Jefferson County Bldg. Permit Application Bld 18-00122, Lot 36 Ludlow Cove II. This is an inner lot with drainage to the street drains.

COMMISSIONERS' REPORTS AND COMMENTS:

Minutes: There was discussion as to the protocol and process that is used in the preparation of the minutes of the commission. After some discussion, Commissioner Helleson was asked to bring back a proposal to the commissioners to contract for a Recording Secretary for the commissioner meetings. Commissioner Forbes asked Commissioner Helleson to prepare and/or revise meeting minutes for the June 14, 2018 and July 12, 2018 and August 9, 2018 meetings for approval at the September 13, 2018, meeting of the Port Ludlow Drainage District Board of Commissioners.

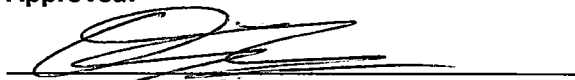
MEETING ADJOURNMENT:

MOTION: Commissioner Katie Smith made a motion to adjourn the August 9, 2018, regular meeting of the Port Ludlow Drainage District. Motion carried unanimously.

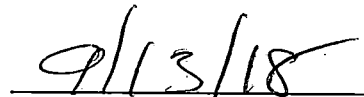
The August 9, 2018, regular meeting of the Port Ludlow Drainage District adjourned at 11:31 a.m.

Minutes prepared by
Deborah Helleson

Approved:



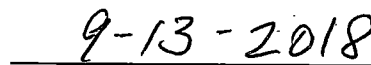
Commissioner Don Forbes, Chair



Date



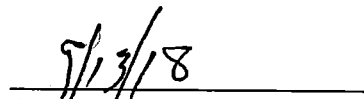
Commissioner Katie Smith



Date



Commissioner Deborah Helleson



Date

Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and available by request to the PLDD website at www.pldd.org.

| VOUCHER SUMMARY 8/9/2018 | | | | |
|---|--|---------------------------|-------------------------------------|---------------------|
| VOUCHER NUMBER | VENDOR (Services) | Vouchers (warrant) | Payroll warrant/ transaction | Total |
| 18-044 | ARTEMIS COMPUTING Website development; post historical agendas, inventory maps, resolution links. | \$ 852.00 | | \$ 852.00 |
| 18-045 | GLESSING & ASSOCIATES, CPA Accounting Services for July (2 hrs) | \$ 120.00 | | \$ 120.00 |
| 18-046 | GRAY & OSBORNE Engineering Services for July (10 hrs); LMC meeting and design proposal, tree review and response. | \$ 1,773.80 | | \$ 1,773.80 |
| 18-047 | OGDEN MURPHY WALLACE, PLLC Legal Services for June (1.1 hrs), resolutions 03, 04 | \$ 345.40 | | \$ 345.40 |
| 18-048 | YARDDOGS LANDSCAPING Maintenance Services for July; Inspect and Service all Sites, review Condon Lane. | \$ 1,270.36 | | \$ 1,270.36 |
| | TOTAL VOUCHERS | \$ 4,361.56 | \$ - | \$ 4,361.56 |
| PLDD Financial Information | | | | |
| PLDD Cash Account-010 - July 31, 2018 (Includes monthly Interest of \$160.29) | | | | \$ 73,454.64 |
| Expenses - Current Month from Above | | | | \$ 4,361.56 |
| PLDD Cash Account-010 - Subtotal | | | | \$ 69,093.08 |
| PLDD Investment Account - 010 | | | | \$ 100,000.00 |
| PLDD Investment Account - 010 Interest (from inception 12/2017 Included on Line 1) | | | | \$ 992.02 |
| PLDD Reserve Account - 040 | | | | \$ 46,800.00 |
| PLDD Reserve Account - 040 Interest (Balance on 7/31/2018) | | | | \$ 593.58 |
| Net TOTAL All Accounts | | | | \$ 216,486.66 |
| 2018 Special Assessment | | | | \$ 87,000.00 |
| Paid to Date (Included on Line 1) | | | | \$ 49,503.33 |
| Unpaid 2018 Assessment (remaining) | | | | \$ 37,496.67 |
| Expenses - Calendar Year to Date | | | | \$ 39,972.66 |
| Expenses - County Budget Year to Date (Jan 22 - July 31, 2018) | | | | \$ 32,357.09 |