

**Port Ludlow Drainage District (PLDD)**  
**September 13, 2018**  
**Board of Commissioners**  
**Regular Meeting - #0241**  
**Final Minutes**

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:00 a.m. on September 13, 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

1. **CALLED TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:01 a.m.
2. **ROLL CALL:** Chair Don Forbes called for roll call. All three commissioners were present.
3. **AGENDA APPROVAL:** The agenda was approved by general consensus of the Board.
4. **PUBLIC FORUM:** Members of the public were asked at this time to submit any comments and/or statements. No comments.
5. **CORRESPONDENCE:** Log book was made available for review. Commissioner Smith made special mention of the annual insurance renewal effective September 1, 2018.
6. **ACTION ITEMS REQUIRING BOARD DISCUSSION:**
  - a. **Meeting Procedures – Rules of Order.** Commissioner Smith went over some rules regarding motions and discussions. There was some discussion on Robert’s Rules of Order. It was the general consensus of all three commissioners that the meetings would be conducted as they have been done in the past – a motion, a second, call for discussion and call for vote.
  - b. **Sept. 6 Memorandum:** Minutes/Recording Secretarial Services: Commissioner Helleson handed out a Memorandum which addressed the preparation of minutes of meetings and recommendations for a recording secretary per action from August 9, 2018, PLDD Regular Meeting (Handout No. 1).

There was some discussion of contracting with Cammy Brown of Peninsula Legal Secretarial Services, LLC (PLSS) to become the Recording Secretary for the Port Ludlow Drainage District.

**MOTION:** Commissioner Deborah Helleson made a motion that the PLDD contract with Cammy Brown of Peninsula Legal Secretarial Services, LLC, to provide secretarial support in attending meetings, recording minutes and other services as needed at PLDD meetings at the rate of \$30.00 per hour effective September 13, 2018, subject to final approval of the contract at the next PLDD meeting scheduled for October 11, 2018. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

- c. Review and Approval of June 14, 2018 Regular Meeting Minutes.
- d. Review and Approval of July 12, 2018 Regular Meeting Minutes.
- e. Review and Approval of August 9, 2018 Regular Meeting Minutes.

There were some minor corrections in formatting and wording. Commissioner Smith presented the final minutes of the June, July and August meetings of the PLDD.

**MOTION:** Commissioner Forbes made a motion to approve the final minutes of the June 14, 2018, July 12, 2018 and August 9, 2018, meetings of the PLDD. Commissioner Helleson seconded. Motion carried unanimously.

It was noted for the record that red-line copies of all three meeting minutes were presented to all three commissioners, with a recommended final copy at the end of each set.

**7. 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. Approval of Voucher Warrants #18-049 to #18-053 from August 1, 2018 through August 31, 2018, in the amount of \$8,672.21. (Vouchers and Financial detail attached).

**MOTION:** Commissioner Smith made a motion to approve the Vouchers as presented (attached hereto and incorporated herewith). Commissioner Helleson seconded the motion. Motion carried unanimously.

**8. OLD BUSINESS:**

a. **2002 LMC (Ludlow Maintenance Commission) Agreement with PLDD – 2018 Memorandum of Understanding (MOU).** Commissioner Forbes gave a brief report. There was some discussion. No formal action. Chair Forbes will meet with General Manager Brian Belmont. This matter was tabled until the October meeting of the PLDD. Consideration of the MOU is scheduled for the LMC meeting in September.

b. **Pickleball Court:** The revised proposal for drainage design was submitted for signature by the commissioners and signed by Chair Forbes.

- 2. **Drainage on Libby Court Trail; pending fir tree removal.** Still waiting for tree removal.

3. **Condon Lane/Pope Way Catch Basin, Pipe to Bluff (June 14 site visit; June 15 email communication).** Commissioner Smith gave a report of her site visit. Commissioner Helleson requested a record of what was accomplished by Yard Dogs and asked that in the future a written record of maintenance activities be provided by either the engineer or commissioner having the discussion.

4. **2019 Budget Planning, Review and Ratification Schedule:** Commissioner Smith gave a report and mentioned that she had revised the budget and reviewed revisions she had made.

There was some discussion on the reserves, maintenance and estimate value of inventory. Commissioner Smith will forward a revised budget to Engineer Lockett. The plan is to finalize the budget and sign Resolution at the next PLDD meeting. There was some public comment.

5. **Small Works Roster:** Commissioner Smith reported that ads were placed. It was suggested that there needs to be a contract in place for engineering and maintenance. It was reported that Engineer Lockett will bring the contracts to the October meeting of the PLDD. The advertising allowed the PLDD to update their roster as required.

**9. NEW BUSINESS:**

1. **Peninsula Legal Secretarial Services Contract.** The commissioners discussed some details and guidelines of the contract. Commissioner Smith will be the contact person for owner Cammy Brown for invoicing and electronic transfer of approved minute files. It was requested that the minutes be sent out in draft form by the second Monday after the meeting to all commissioners who will review them and make any corrections, etc. Final minutes will be prepared with the changes and will be ready to be signed at the next scheduled PLDD meeting. There was some discussion on the transcription software.

2. **Yard Dogs – Write Up/Commissioner Reports.** It was decided that there would be a short summary at each meeting of commissioner activities during the month for PLDD.

3. **Drainage Vacant Lot on Baldwin.** Commissioner Forbes reported he had received a phone call from a citizen at 190 Montgomery Lane who was concerned about the drainage of the vacant lot on Baldwin (only vacant lot on East side). This is overgrown with blackberries. Commissioner Forbes will investigate and coordinate with Engineer Lockett.

4. **Tree Removal at 820 Pioneer.** Commissioner Forbes reported he received a request for tree removal at 820 Pioneer.

It was the general consensus that this was not a drainage issue and should be resolved between the owner and ACC. Photos will be taken and sent to Engineer Lockett. No action required on this request.

**10. COMMISSIONERS' REPORTS AND COMMENTS:**

**Commissioner Katie Smith:**

- Will close state and federal employer accounts relating to employee payroll reporting.
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**Commissioner Deborah Helleson:**

- Report on Montgomery Court: owner has not requested an opinion from PLDD. No follow up. There was some public comment.

**11. SIGNING OF DOCUMENTS:**


The final minutes of the PLDD meetings of June 14, 2018, July 12, 2018 and August 9, 2018 were signed.

**MOTION:** Commissioner Katie Smith made a motion to adjourn the September 13, 2018, regular meeting of the Port Ludlow Drainage District. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

The September 13, 2018, regular meeting of the Port Ludlow Drainage District adjourned at 11:45 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

**Approved:**

  
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Commissioner Don Forbes, Chair

2/14/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Katie Smith

2-14-2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Deborah Helleson

2-14-19  
\_\_\_\_\_  
Date

*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).*

<b>VOUCHER SUMMARY 9/13/2018</b>				
<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
18-049	ENDURIS Washington Annual Insurance Premium Sep 1, 2018 through August 31, 2019	\$ 3,360.00		\$ 3,360.00
18-050	GLESSING & ASSOCIATES, CPA Accounting Services for August (1.4 hrs)	\$ 84.00		\$ 84.00
18-051	GRAY & OSBORNE Engineering Services for July 22 -Aug 18 (31 hrs); Commissioner meeting, Pickleball Drainage Impr.design; 2019 Budget.	\$ 3,863.65		\$ 3,863.65
18-052	OGDEN MURPHY WALLACE, PLLC Legal Services through July 31; resolutions 2018-4, 2018-5; legal advice process.	\$ 94.20		\$ 94.20
18-053	YARDDOGS LANDSCAPING Maintenance Services for August; Inspect and Service all Sites; Repair pipe on Condon catch-basin, cement and rubber bladder.	\$ 1,270.36		\$ 1,270.36
	<b>TOTAL VOUCHERS</b>	<b>\$ 8,672.21</b>	<b>\$ -</b>	<b>\$ 8,672.21</b>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - August 31, 2018</b> (Includes monthly Interest of \$162.59 )				\$ 69,785.71
<b>Expenses - Current Month from Above</b>				\$ 8,672.21
<b>PLDD Cash Account-010 - Subtotal</b>				\$ 61,113.50
<b>PLDD Investment Account - 010</b>				\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)				\$ 1,154.61
<b>PLDD Reserve Account - 040</b>				\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 8/31/2018)				\$ 669.67
<b>Net TOTAL All Accounts</b>				\$ 208,583.17
<b>2018 Special Assessment</b>				\$ 87,000.00
<b>Paid to Date</b> (Included on Line 1)				\$ 50,195.96
<b>Unpaid 2018 Assessment</b> (remaining)				\$ 36,804.04
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Sep 13, 2018)				\$ 48,644.87
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Sep 13, 2018)				\$ 41,029.30