

**Port Ludlow Drainage District (PLDD)**  
**March 14, 2019**  
**Board of Commissioners Regular Meeting - #0246**  
**Final Minutes**

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:01 a.m. on March 14, 2019, 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. **CALL 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:**

**MOTION:** Commissioner Helleson made the motion to approve the Agenda. Commissioner Smith seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** Members of the public were asked at this time to submit any comments and/or statements. No comments.
5. **CORRESPONDENCE:** The Log Book was made available for review. There were no comments.
6. **CONSENT AGENDA:**

- a. Review and Approval of February 14, 2019 Regular Meeting Minutes.

Commissioner Helleson requested the following correction under No. 10, Commissioner Reports and Comments, last paragraph - edit the first sentence "This motion was carried over from the December 13, 2018, meeting when two legal opinions had been obtained on Voucher #18-057 and for this reason Commissioner Helleson made a motion to delete Voucher #18-057".

Commissioner Smith requested a correction to the last paragraph on Page 3, third sentence as follows: "The Legal Counsel's opinion ..."

Commissioner Helleson requested correction on Page 4, Paragraph 4, insert as a last sentence: "The advice does not preclude the commission from being able to consider quarterly meetings but rather defines what changes would have to be made in order to have quarterly meetings."

Third paragraph – capitalize Legal Counsel.

**MOTION:** Commissioner Smith made a motion to approve the Consent Agenda item (b) as presented. Commissioner Helleeson seconded the motion. Motion carried unanimously.

**7. OLD BUSINESS.**

Commissioner Helleeson stated she will not be at the next meeting and requested a call-in number to join in the meeting.

**8. NEW BUSINESS:**

a. Pope Way/Condon Lane Catch Basin/Pipe Connection: Commissioner Forbes reported that Engineer Lockett suggested that the PLDD issue an invitation on Small Works List of contractors to get somebody out there to see if we can get a permanent fix.

**MOTION:** Commissioner Smith made a motion that the Board authorize its engineer to prepare bid specifications for repair of the Pope Way/Condon Lane Catch Basin-Pipe Connection to the outflow pipe, and issue specifications under the limited Public Works Project Process, RCW 39.04.155(3) for construction projects estimated less than \$35,000.00. Commissioner Helleeson seconded the motion. Motion carried unanimously.

Commissioner Helleeson addressed the retirement of the PLDD’s attorney and the appointment of Scott Snyder as the successor attorney representing the PLDD. Chair Forbes suggested that Commissioner Helleeson contact Mr. Snyder with any further information or questions she may have.

**9. ENGINEER REPORTS: No report.**

**10. COMMISSIONER REPORTS AND COMMENTS:**

**Commissioner Deborah Helleeson:**

Commissioner Helleeson gave copies of Handout No. 1 “Potential Cost Savings with reduced Meeting Schedule” for review by the commission. There was no action requested or taken. Chair Commissioner Forbes suggested that Commissioner Helleeson talk with Attorney Scott Snyder for a legal opinion on the issue of whether the PLDD could go to quarterly meetings.

Commissioner Helleeson requested a list of business activities that Commissioner Smith does for the commission to develop a plan of succession. Commissioner Smith stated she would supply that list.

Commissioner Smith stated for the record that she would vote for monthly meetings.

**Commissioner Katie Smith:**

Commissioner Smith gave copies of Handout No. 2 which outlined her activities and gave a short report.

Feb. 17-19 Did online filing and follow-up for US Dept. of Labor BLS 2018 Survey of Occupational Injuries & Illnesses (required even if no employees during the year).

Feb. 22 –

Mar. 7 Responded on same day to 10 emails from State Auditor’s Office (SAO) relating to biennial Assessment Audit for years 2016-2017.

Feb. 26 Attended MRSC Webinar “Making your Job Easier with MRSC Services.

**Maintenance Update:** The crew spent two full days removing 7 fallen trees at the detention fence, and continued “above average” clean-up at all other sites, due to snow event. Crew is performing bi-weekly monitoring of Condon Catch Basin.

**Commissioner Don Forbes:** Commissioner Forbes’ report was given under new business.

9. **SIGNING OF DOCUMENTS:** Documents were signed during the public meeting format.

10. **MEETING ADJOURNMENT:**

**MOTION:** Commissioner Katie Smith made a motion to adjourn the March 14, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

The Port Ludlow Drainage District meeting of March 14, 2019, adjourned at 11:05 a.m.

-----  
Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

  
\_\_\_\_\_  
Commissioner Don Forbes, Chair

4/11/19  
\_\_\_\_\_  
Date

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

4-11-2019  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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 3/14/2019</b>				
<b>VOUCHER NUMBER</b>	<b>VENDOR (Services)</b>	<b>Vouchers (warrant)</b>	<b>Payroll warrant/ transaction</b>	<b>Total</b>
19-013	GLESSING & ASSOCIATES, CPA Accounting Services for Feb ( 2.2 hrs)	\$ 132.00		\$ 132.00
19-014	LUDLOW MAINTENANCE COMMISSION Annual 2019 Facility Usage Agreement; records storage.	\$ 1,308.00		\$ 1,308.00
19-015	OGDEN MURPHY WALLACE Legal Services through Jan 31 (0.3 hrs); Process for commissioner reimbursement.	\$ 97.20		\$ 97.20
19-016	YARDDOGS LANDSCAPING Maintenance Services for Feb; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		<u>\$ 3,035.95</u>	<u>\$ -</u>	<u>\$ 3,035.95</u>
<b>PLDD Financial Information</b>				
<b>PLDD Cash Account-010 - February 28, 2019</b> (Includes monthly Interest of \$183.14)				\$ 83,234.09
<b>Expenses - Current Month from Above</b>				\$ 3,035.95
<b>PLDD Cash Account-010 - Subtotal</b> ( after today's Vouchers)				\$ 80,198.14
<b>PLDD Investment Account - 010</b>				\$ 100,000.00
<b>PLDD Investment Account - 010 Interest</b> (from inception 12/2017 Included on Line 1)				\$ 2,249.77
<b>PLDD Reserve Account - 040</b>				\$ 46,800.00
<b>PLDD Reserve Account - 040 Interest</b> (Balance on 2/28/2019)				\$ 1,182.19
<b>Net TOTAL All Accounts</b>				\$ 228,180.33
<b>2019 Special Assessment</b>				\$ 80,000.00
<b>Assessment Paid to Date</b> (Included on Line 1)				\$ 5,201.66
<b>Unpaid 2019 Assessment</b> (remaining)				\$ 74,798.34
<b>Expenditures - Calendar Year to Date</b> (Jan 1 - Feb 28, 2019)				\$ 9,162.79
<b>Expenditures - County Budget Year to Date</b> (Jan 22 - Feb 28, 2019)				\$ 9,162.79