

Port Ludlow Drainage District (PLDD)
April 11, 2019
Board of Commissioners Regular Meeting - #0247
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:02 a.m. on April 11, 2019, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

1. **CALL TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:02 a.m.
2. **ROLL CALL:** Chair Don Forbes called for roll call. Commissioner Don Forbes and Commissioner Katie Smith present. Commissioner Deborah Helleson was absent.
3. **AGENDA APPROVAL:** Commissioner Smith made the suggestion to not take any action on Item No. 7b and Item No. 8a and b, until Commissioner Helleson is present.

MOTION: Commissioner Smith made a motion to approve the agenda with the exception of delaying 7b and 8a and b. Commissioner Forbes seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comment.
5. **CORRESPONDENCE:** Log book was made available for review.
6. **CONSENT AGENDA:**
 - a. Review and Approval of February 14, 2019 Regular Meeting Minutes.
 - b. Review and Approval of March 14, 2019 Regular Meeting Minutes.
 - c. Approval of Voucher/Warrants #19-017 - #19-023 from March 1, 2019 through March 31, 2019 in the amount of \$3,650.05.

MOTION: Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Forbes seconded the motion. Motion carried unanimously.

7. **OLD BUSINESS:**
 - a. **LMC Memorandum of Understanding – Drainage Control (MOU/BMP).**

Engineer Nancy Lockett distributed a revised Memorandum of Understanding (Handout No. 1). Brian Belmont, LMC General Manager, stated the revised best management practices (BMP) exhibit that Nancy put together was great. The LMC Board felt the BMP summary was easy to read and understand; no concerns from the LMC Board of Trustees on the BMP summary.

For the MOU, there was extensive discussion relating to vegetation removal, and the notification process between LMC committees and PLDD. Engineer Lockett will forward a revised copy of the MOU to LMC for review prior to their next meeting, and the next PLDD meeting. Commissioner Smith requested a copy of correspondence go to all commissioners.

- b. Storage of District Files:** Brian Belmont reported that if the PLDD files were relocated from the Beach Club, there would be a prorated refund given. Commissioner Smith commented that to move the records would be questionable. Moving the records could affect the mail drop at the Beach Club, which is part of the Usage Agreement. Most of the records have been digitized and important records are on the website. Further discussion of this agenda item was tabled until the next PLDD meeting.

8. NEW BUSINESS:

- a. Strategic Planning:** setting District goals for the next 5 years. Deferred to next PLDD meeting.
- b. Succession Planning:** preparing or reviewing job descriptions; flow charting tasks and responsibilities. Deferred to next PLDD meeting.

9. ENGINEER REPORTS:

- a. Pope Way/Condon Lane Catch Basin/Pipe Connection:**
 - i. Review and Board Approval of Bid to Authorize Repair:** Engineer Nancy Lockett gave a report and explanation of the project. There was one bid received from Olympic Peninsula Construction. Engineer Lockett recommended the PLDD accept the proposal. There will be someone from the engineering firm on site when the work is done.

MOTION: Commissioner Smith made a motion that the Board accept the bid proposal for Condon Lane repairs submitted by Olympic Peninsula Construction in the amount of \$24,000.00 plus sales tax for a total of \$26,160.00. Commissioner Forbes seconded the motion. Motion carried unanimously.

10. COMISSIONER REPORTS AND COMMENTS:

- a. Commissioner Activities, Reports**
 - i. Commissioner Katie Smith:** No report.
 - ii. Commissioner Don Forbes:** Commissioner Forbes reported that he received a call from Stan Kadesh. Commissioner Forbes reported he will go out and take photos of the Kadesh property and text or email those to Engineer Nancy Lockett to compare to last year.
- b. Attorney Review:** Will be delayed until next meeting for Commissioner Helleson's report

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

12. **MEETING ADJOURNMENT:**

MOTION: Commissioner Katie Smith made a motion to adjourn the April 11, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

The Port Ludlow Drainage District meeting of April 11, 2019, adjourned at 11:15 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary


Approved:



Commissioner Don Forbes, Chair

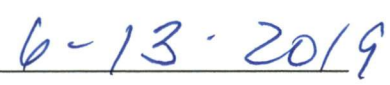
Date





Commissioner Katie Smith

Date





Commissioner Deborah Helleson

Date

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

VOUCHER SUMMARY 4/11/2019				
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-017	ARTEMIS COMPUTING Website Q2 Retainer (Apr, May, Jun); Email Hosting, Archiving	\$ 375.00		\$ 375.00
19-018	GLESSING & ASSOCIATES, CPA Accounting Services for March (1.3 hrs)	\$ 78.00		\$ 78.00
19-019	GRAY & OSBORNE, INC. Engineering Services ending March 2 (5 hrs); February Commissioners' Meeting; Condon Lane Outfall Leakage Evaluation.	\$ 853.30		\$ 853.30
19-020	DEBORAH HELLESON Commissioner Meetings: (Jan, Feb, Mar).	\$ 270.00		\$ 270.00
19-021	KATIE SMITH Commissioner Meetings: (Jan, Feb, Mar); Reimbursement for Annual \$80 PO Box Rent.	\$ 350.00		\$ 350.00
19-022	YARDDOGS LANDSCAPING Maintenance Services for March Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
19-023	PENINSULA SECRETARIAL SERVICES, LLC Recording Secretary Services for Feb (7.5 hrs); Meeting Attendance & Transcription.	\$ 225.00		\$ 225.00
		\$ 3,650.05	\$ -	\$ 3,650.05
PLDD Financial Information				
PLDD Cash Account-010 - March 31, 2019 (Includes monthly Interest of \$203.58)				\$ 83,234.09
Expenses - Current Month from Above				\$ 3,650.05
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 79,584.04
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest (from inception 12/2017 Included on Line 1)				\$ 2,453.35
PLDD Reserve Account - 040				\$ 46,800.00
PLDD Reserve Account - 040 Interest (Balance on 3/31/2019)				\$ 1,277.47
Net TOTAL All Accounts				\$ 227,661.51
2019 Special Assessment				\$ 80,000.00
Assessment Paid to Date (Included on Line 1)				\$ 9,738.05
Unpaid 2019 Assessment (remaining)				\$ 70,261.95
Expenditures - Calendar Year to Date (Jan 1 - Mar 31, 2019)				\$ 12,198.74
Expenditures - County Budget Year to Date (Jan 22 - Mar 31, 2019)				\$ 12,198.74