

Port Ludlow Drainage District (PLDD)
September 12, 2019
Board of Commissioners Regular Meeting - #0252
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 September 12, 2019, in 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 10:01 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Deborah Helleson (on phone) all present. Cammy Brown, Recording Secretary absent.
3. **AGENDA APPROVAL:**

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

4. **PUBLIC FORUM:** No comment.
5. **CORRESPONDENCE:** Log book was made available for review. No discussion.
6. **CONSENT AGENDA:**
 - a. Approval of Voucher/Warrants #19-048 through #19-052 from August 1, 2019, through August 31, 2019 in the amount of \$6,812.81.

MOTION: Commissioner Katie Smith made a motion that the Port Ludlow Drainage District Board of Directors approve the vouchers on the Consent Agenda as presented. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

7. **NEW BUSINESS:**
 - a. **2020 Election Filing Week Approval / Dec 9 - 13**

Commissioner Smith shared with the Board that each commissioner received a copy of an email from the new Elections Officer at the Jefferson County Auditor's Office. This email outlined the RCW 85.38.070 process for the County, in consultation with the special district, to establish the filing period, proposing the period December 9-13 for interested candidates in Position 1 to file for the Port Ludlow Drainage District election for February 2020.

MOTION: Commissioner Deborah Helleson, noting the County needed the decision by the end of the month, made a motion to accept those dates. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

b. List of Eligible Voters

Commissioner Smith further shared the County reference to RCW 85.38.125 that the District is to provide a list of eligible voters asking if the District is able to do so. Smith recapped past practice had been to utilize the County Assessor rolls as the list of

eligible voters. Commissioner Smith will speak with the Jefferson County Auditor and County Assessor about providing a list of eligible voters. Preparation for this process needs to be done in December.

MOTION: Commissioner Katie Smith made a motion that the Port Ludlow Drainage District authorize Jefferson County to proceed preparing the list of eligible voters if they are willing to do so. Commissioner Deborah Helleson seconded the motion. Motion carried unanimously.

8. SIGNING OF DOCUMENTS:

Documents were signed during open public meeting forum.

9. MEETING ADJOURNMENT:

MOTION: Commissioner Katie Smith made a motion to adjourn the September 12, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded that motion. Motion carried unanimously. Meeting adjourned at 10:10 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



Commissioner Don Forbes, Chair

11-14-2019

Date



Commissioner Katie Smith

11-14-2019

Date



Commissioner Deborah Helleson

11-14-19

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.

VOUCHER SUMMARY 9/12/2019				
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-048	GLESSING & ASSOCIATES, CPA Accounting Services for July SAW-PFMLA and Account set-up; August Accounting Services (3.3 hrs)	\$ 198.00		\$ 198.00
19-049	GRAY & OSBORNE, INC. Engineering Services ending August 17 (13 hrs); Project Review; Budget Assistance; Commissioner Meeting August.	\$ 2,296.06		\$ 2,296.06
19-050	OLYMPIC PENINSULA CONSTRUCTION, INC. Release of 10% Retainage for Condon Lane Project.	\$ 2,400.00		\$ 2,400.00
19-051	PENINSULA LEGAL SECRETARIAL SERVICES Recording Secretary Services for June 13 and July 11 (14 hrs); Meeting Attendance & Transcription.	\$ 420.00		\$ 420.00
19-052	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for August; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		\$ 6,812.81	\$ -	\$ 6,812.81
PLDD Financial Information				
PLDD Cash Account-010 - August 31, 2019 (Includes monthly Interest of \$184.57)				\$ 62,290.20
Expenses - Current Month from Above				\$ 6,812.81
PLDD Cash Account-010 - Subtotal (after today's Vouchers)				\$ 55,477.39
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest Paid (from inception 12/2017 Included on Line 1)				\$ 3,433.31
PLDD Reserve Account - 040				\$ 48,000.00
PLDD Reserve Account - 040 Cash non-interest bearing (Balance on 8/31/2019)				\$ 544.37
Net TOTAL All Accounts				\$ 204,021.76
2019 Special Assessment				\$ 80,000.00
Assessment Paid to Date (Included on Line 1)				\$ 45,728.64
Unpaid 2019 Assessment (remaining)				\$ 34,271.36
Expenditures - Calendar Year to Date (Jan 1 - Aug 31, 2019)				\$ 71,817.20
Expenditures - County Budget Year to Date (Jan 22 - Aug 31, 2019)				\$ 71,817.20