

Port Ludlow Drainage District (PLDD)
November 14, 2019
Board of Commissioners Regular Meeting - #0254
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:04 a.m. on November 14, 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 10:04 a.m.
2. **ROLL CALL:** Commissioner Don Forbes, Commissioner Katie Smith and Commissioner Deborah Helleson all present. Cammy Brown, Recording Secretary present.
3. **AGENDA APPROVAL:**

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

4. **PUBLIC FORUM:** No comment.
5. **CORRESPONDENCE:** The Correspondence Log Book was made available for review. Commissioner Smith mentioned one item that was omitted. On October 23, 2019, Commissioner Smith received an email from Lucy LaRosa on Explorer Lane regarding the cul-de sac that is filled with water. Ms. LaRosa was requesting this issue be put on the agenda at the next PLDD Board meeting. Commissioner Smith read the correspondence from Lucy LaRosa into the record.
6. **CONSENT AGENDA:** Commissioner Helleson made a motion to approve the Consent Agenda as presented. Commissioner Smith seconded the motion.
 - a. Approval of Voucher/Warrants #19-058-#19-060 from October 1, 2019 through October 31, 2019 in the amount of \$3,991.12 (Vouchers and Financial detail provided).
 - b. Review and Approval of June 13, 2019 Regular Meeting Minutes (corrected).
 - c. Review and Approval of August 8, 2019 Regular Meeting Minutes (revised & corrected).
 - d. Review and Approval of September 12, 2019 Regular Meeting Minutes (corrected).
 - e. Review and Approval of October 10, 2019 Regular Meeting Minutes.

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

7. **OLD BUSINESS:**
 - a. **Strategic Planning/Method of Operation & Leadership (Chair Forbes):** Commissioner Forbes handed out (Handout No. 1) and read for the audience a proposal of ideas to streamline the PPLD meetings. There was

considerable discussion and suggested changes. Commissioner Forbes requested that Commissioner Smith send the suggested changes to the PLDD's attorney and put it on the agenda for the December 14, 2019, meeting.

- b. Commissioner Assignments/Resolution (Commissioner Helleson):** Commissioner Helleson presented her draft and read for the benefit of the audience a resolution (Handout No. 2) regarding delegation of administrative authority. There was considerable discussion. Commissioner Helleson suggested that the resolution be reviewed by legal counsel and the resolution be presented at the December 12, 2019 PLDD meeting for consideration.

Item added: Commissioner Forbes presented for discussion an unresolved item from last summer regarding review of contents of meeting minutes. There was discussion on whether the meeting minutes should be in action only format or more in a narrative format.

MOTION: Commissioner Deborah Helleson made a motion that the PLDD adopt the practice of transactional minutes as the format to be used by our Recording Secretary and brought to our district meetings for approval. Commissioner Katie Smith seconded the motion. Motion carried with Commissioner Smith voting in opposition.

8. NEW BUSINESS:

- a. Explorer Lane Cul-de-Sac:** Commissioner Smith reported there has been no response from PLDD to the homeowner's inquiry. Engineer Nancy Lockett reported that it is public right-of-way which is the county jurisdiction. Commissioner Forbes said he will follow-up with Public Works. Commissioner Smith went over the County's intent. The County will do the work within the next three weeks. Commissioner Forbes will follow up with the homeowners and Public Works.
- b. Rainier Lane, Lot 5:** Engineer Nancy Lockett gave a report and handed out copies of her response regarding this property. (Handout No. 3). The PLDD does not have contours for properties in Port Ludlow.

9. ENGINEER REPORTS:

- a. 2020 Assessment Roll/Certification to County (10/15/2019) (Handout No. 4):** Engineer Nancy Lockett gave her report. The PLDD reviews the Assessment to make sure that any properties that are being developed at the ending of a year are assessed as a developed property. This year there have only been a few developed.
- b. Drainage on Waterhouse Lane – Maintenance Project:** Engineer Nancy Lockett gave a report. There is some erosion occurring. Engineer Lockett will look at the project.
- c. 41 Foster Lane – Stan Kadesh:** LMC General Manager discussed his site visit at this property and asked if he could visit there with Engineer Lockett. Engineer Nancy Lockett gave a report. Engineer Lockett and Commissioner Forbes will do research. There was a consensus among the commissioners that Engineer Lockett go out to the property. Commissioner Forbes volunteered to accompany Engineer Lockett to the site. There was a

tentative date set for December 12, 2019, to look at the property. There was some public comment from an owner who has property adjoining the ravine.

9. COMMISSIONERS' REPORTS AND COMMENTS:

a. Commissioner Katie Smith: Commissioner Smith spent many hours on a website search and gave a report. Everything is current now but a search is being conducted for someone to do maintenance on the PLDD website. Commissioner Smith will submit a report at the next PLDD Board meeting. There was some discussion.

b. Commissioner Don Forbes: No report.

c. Commissioner Deborah Helleson: Submitted report at beginning of meeting.

10. SIGNING OF DOCUMENTS: Documents were signed during open public meeting forum.

11. MEETING ADJOURNMENT:

MOTION: Commissioner Katie Smith made a motion to adjourn the November 14, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleson seconded that motion. Motion carried unanimously. Meeting adjourned at 11:35 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



Commissioner Don Forbes, Chair

1-9-20

Date

Commissioner Katie Smith

Date



Commissioner Deborah Helleson

1-9-20

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 12/12/2019

VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
19-061	GLESSING & ASSOCIATES, CPA Accounting Services for November (1.2 hr).	\$ 72.00		\$ 72.00
19-062	GRAY & OSBORNE, INC. Engineering Services ending Nov 9 (3.5 hrs); 2020 Assessment Roll Review.	\$ 618.17		\$ 618.17
19-063	PENINSULA LEGAL SECRETARIAL SERVICES Recording Secretary Services for Sep, Oct and Nov (19.25 hrs); Meeting Attendance & Transcription.	\$ 577.50		\$ 577.50
19-064	YARDDOGS LANDSCAPING, INC Monthly Maintenance Services for November; Inspect and Service all Sites.	\$ 1,498.75		\$ 1,498.75
		<u>\$ 2,766.42</u>	<u>\$ -</u>	<u>\$ 2,766.42</u>

PLDD Financial Information

PLDD Cash Account-010 - Nov 30, 2019 (Includes monthly Interest of \$143.28)	\$ 82,517.65
Expenses - Current Month from Above	\$ 2,766.42
PLDD Cash Account-010 - Subtotal (after today's Vouchers)	\$ 79,751.23
PLDD Investment Account - 010	\$ 100,000.00
PLDD Investment Account - 010 Interest Paid (from inception 12/2017 Included on Line 1)	\$ 3,913.83
PLDD Reserve Account - 040	\$ 48,000.00
PLDD Reserve Account - 040 Cash non-interest bearing (Balance on 11/30/2019)	\$ 775.02
Net TOTAL All Accounts	<u>\$ 228,526.25</u>
2019 Special Assessment	\$ 80,000.00
Assessment Paid to Date (Included on Line 1)	\$ 79,998.71
Unpaid 2019 Assessment (remaining)	\$ 1.29
Expenditures - Calendar Year to Date (Jan 1 - Nov 30, 2019)	\$ 86,340.34
Expenditures - County Budget Year to Date (Jan 22 - Nov 30, 2019)	\$ 86,340.34