

Port Ludlow Drainage District (PLDD)
December 12, 2019
Board of Commissioners Regular Meeting - #0255
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 December 12, 2019, in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

NOTE: The PLDD recorder was malfunctioning at this point and did not start to record until No. 7 Old Business. The meeting minutes up until that time are respectfully submitted by the Recording Secretary, Cammy Brown from her notes taken during the meeting.

1. **CALL TO ORDER:** Chair Don Forbes called the meeting of the Port Ludlow Drainage District to order at 10:00 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:**

Commissioner Smith requested that Agenda Item 6b (Review and approval of November 14, 2019 Regular Meeting Minutes) be removed from the Agenda and Recording Secretary, Cammy Brown, requested that an item be added to Old Business, 7e AV Capture.

MOTION: Commissioner Don Forbes made a motion to approve the agenda as amended. Commissioner Katie Smith seconded the motion. Motion carried unanimously.

4. **PUBLIC FORUM:** No comment.
5. **CORRESPONDENCE:** The Correspondence Log Book was made available for review. It was reported by Commissioners Forbes and Helleson that they had not received Item No. 9 on the log. Commissioner Smith will forward Item No. 9 to Commissioners Forbes and Helleson.

6. **CONSENT AGENDA:**

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

- a. Approval of Voucher/Warrants #19-061 - #19-064 from November 1, 2019 through November 30, 2019 in the amount of \$2,766.42.

7. **OLD BUSINESS:**

- a. **Strategic Planning/Method of Operation & Leadership (Chair Forbes) and**

- b. **Meeting Schedule – Resolution 2019-03:** Commissioner Forbes reported on combined Item Nos. 7a and 7b. There was considerable discussion.
- c. **Commissioner Assignments/Resolution (Commissioner Helleson):** Commissioner Helleson presented the final version of Resolution No. 2019-02 Port Ludlow Drainage District Delegation of Administrative Authority. There was some discussion. Assignments will be made at the next PLDD Board meeting.

MOTION: Commissioner Deborah Helleson made a motion to approve Resolution 2019-02 A Resolution of the Port Ludlow Drainage District Regarding Delegation of Administrative Authority. Commissioner Katie Smith seconded the motion. Motion carried unanimously. The Resolution was signed by the commissioners at this time.

- d. **Calculated “Savings” of new Operation:** Commissioner Katie Smith reported that savings are in doubt under the new Operation. There was some discussion.
- e. **AV Capture All:** Recording Secretary Cammy Brown gave a report on her research and recommendation regarding the AV Capture All recording system. Commissioner Forbes directed Cammy to bring back a report outlining the pros and cons between the purchase of AV Capture All or the purchase of a new recording device (more updated) to record the meeting minutes. Commissioner Helleson reported on her research regarding recording devices. Cammy requested permission to work with Commissioner Helleson on this report (one-half page). Request was granted.

8. NEW BUSINESS:

- a. **121 Machias Loop – Tree Inquiry:** Commissioner Forbes made a site visit. Engineer Nancy Lockett gave a report and submitted Handout No. 2 (Map of property questioned). Engineer Lockett determined that it is either LMC’s responsibility or the property owner’s responsibility to take care of this situation. General Manager (GM) Brian Belmont was advised. Commissioner Forbes will write the property owner back and suggest he contact GM Brian Belmont.

9. ENGINEER REPORTS:

- a. **Dec 3 – Site Plan Review – Jefferson Co. Bldg. Permit Application BLD19-00530. Rainier Lane Lot 5.** Engineer Nancy Lockett gave her report. Homeowner was advised to use best management practice and was fine with the Engineer Lockett’s conclusion.
- b. **Drainage on Waterhouse Lane – Maintenance Project (update):** Engineer Nancy Lockett gave a report. It was noted that this was PLA (Port Ludlow Associates) property – not LMC property. There is some erosion occurring. Engineer Lockett did speak with Yard Dogs and Vice President Diana Smeland of PLA, requesting permission to work on their property. PLA granted permission for PLDD to work on their property.
- c. **41 Foster Lane – Site Visit:** Engineer Nancy Lockett, Commissioner Forbes, General Manager of LMC Brian Belmont, a representative of the greenbelt, Russ of Yard Dogs, and owner Stan Kadash will make a site visit today after this PLDD meeting.

9. COMMISSIONERS' REPORTS AND COMMENTS:

a. Commissioner Katie Smith:

- November 19 attended State Auditor's Three Hour Bar Code Update for Cash Basis Training. There are a few bar code changes for the coming year.
- Website maintenance is continuing to be complimentary from Evelyn Starr until the successor is contracted to take over any clients that want to go with that person. Commissioner Smith predicted that it will be done by the end of the year. There is a potential contractor interested in taking over. Evelyn Strarr is continuing to update the website at no cost.
- Had a schedule coordinated with the Fire Department for the room but Commissioner Smith has since been notified that the schedule is on hold, and that May, June, November and December is not available for the Training Room but could be in alternate rooms. Commissioner Smith will post schedule in appropriate places.

b. Commissioner Don Forbes:

- Already reported previously on working with attorney to draft resolution.
- Has not spoken with the County about Explorer Lane. Commissioner Smith spokewith a Public Works employee and reported on work that was done by the County. The County will monitor it until spring. Commissioner Forbes will periodically look at Explorer Lane after it rains and if he needs to he will contact the County. This is not a jurisdiction of the PLDD. It is being good neighbors.

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

- Reported on conference call capabilities available to small organizations. Most of them are free.

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 December 12, 2019, regular meeting of the Port Ludlow Drainage District. Commissioner Deborah Helleeson seconded that motion. Motion carried unanimously. Meeting adjourned at 11:23 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:



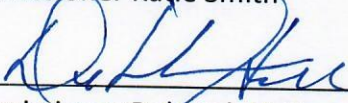
Commissioner Don Forbes, Chair

11/9/20

Date

Commissioner Katie Smith

Date



Commissioner Deborah Helleison

Date

11/9/20

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

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|--|----------------------|
| 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 |