

**Port Ludlow Drainage District (PLDD)**  
**January 9, 2020**  
**Board of Commissioners Regular Meeting - #0256**  
**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 January 9, 2020, 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:** Commissioner Don Forbes and Commissioner Helleson were present.
3. **AGENDA APPROVAL:**

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

4. **PUBLIC FORUM:** Comment was made regarding Commissioner Katie Smith's departure from the Board and a question raised on how the Board was going to proceed on filling the vacant seat. There was considerable discussion.
5. **CORRESPONDENCE:** No discussion.
6. **CONSENT AGENDA:**

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

- a. Review and Approval of November 14, 2019 Regular Meeting Minutes.
- b. Review and Approval of December 12, 2019 Regular Meeting Minutes.

7. **ENGINEER REPORTS:**

- a. **Drainage on Waterhouse Lane – Maintenance Project.** Engineer Nancy Lockett gave an update that the work is still pending.
- b. **41 Foster Lane – Review of Site Visit:** Engineer Lockett reported there was significant erosion in the drainage bed and dispersed Handout No. 1 Memorandum of Site Visit to 41 Foster Lane. General Manager of LMC (Ludlow Maintenance Commission) Brian Belmont and Commissioner Forbes recognized the erosion. The decision was made to monitor the situation.
- c. Commissioner Helleson requested Engineer Lockett give an update of the status of the draft agreement with Jefferson County Public Works at the next PLDD regular meeting.

**8. NEW BUSINESS:**

- a. **Shed Drainage at 240 Pioneer Drive.** Commissioner Helleson reviewed an email submitted by Peggy Manspeaker expressing concern regarding possible drainage issue with a shed at 240 Pioneer Drive. The drainage around the shed does not fall under PLDD's oversight. Engineer Lockett will report back to Ms. Manspeaker.

**9. COMMISSIONERS' REPORTS AND COMMENTS:**

**Commissioner Deborah Helleson:** Commissioner Helleson handed out her report (Handout No. 2) on processing of administrative duties and what action has been taken since the beginning of the year.

- Commissioner Helleson will call the bond company to be sure bonds on record for commissioners are appropriate with correct terms.
- Glessing and Associates terminated accounting services for PLDD stating that the work efforts did not fit with Glessing business model. PLDD Recording Secretary Cammy Brown agreed to assume responsibility for preparing invoice vouchers for signing by the commissioners and submit to the Jefferson County Auditor Office.
- Seawing Designs (website and email administration) submitted a contract to be reviewed by the commissioners to assume the responsibilities of Artemis.
- Commissioner Helleson has begun review of the District's files and will report at the April PLDD meeting on current status of archiving system, email retention system, records retention requirement.

**Public Comment:**

- Question: Does the PLDD have records and where?  
Response: The PLDD has records and they are stored at rented space in the Beach Club.

**Commissioner Don Forbes:**

Commissioner Forbes reported that he conducted an on-site visit to Explorer Lane and reported that it is outside the jurisdiction of PLDD.

**10. OLD BUSINESS:**

- a. **Meeting Schedule – Resolution 2020-01:** Commissioner Helleson gave a short presentation of the New Meeting Schedule (Handout no. 3) and read the schedule into the minutes.

**MOTION:** Commissioner Deborah Helleson made a motion to approve Resolution 2020-01 authorizing quarterly regular meetings of the commission and the use of telephonic special meetings for certain designated functions and providing procedures and limitations regarding such special meetings. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

Commissioner Helleson was authorized to procure a conference call account for the

District.

**Public Announcement:** Commissioner Helleeson made an announcement of the resignation of Commissioner Katie Smith effective December 31, 2019. (Handout No. 4) and that there were no candidates for commissioner position 1 2020 general election. She went over the process of application for appointment to the PLDD. The application process and announcement of vacancy will be published in the ENavigator, The Voice, and posted on bulletin boards throughout the district along with a notice of the new meeting schedule approved in Resolution 2020-01.

**b. Assignments – Delegation of Administrative Authority per Resolution 2019-02.**

Commissioner Helleeson was given the authority to work with the PLDD's Recording Secretary regarding the administration and financial duties and Commissioner Forbes was given authority to work with the maintenance and engineer contractors.

**c. AV Capture vs. Recording:** There was some discussion on the AV Capture recording system versus the recorder used at the meetings. The decision was made to not purchase the AV Capture system (cost of \$199 per month) but authorization was given to purchase a new recording system (one time cost of \$300) instead. Commissioner Helleeson will work with Recording Secretary Cammy Brown on the purchase of a new recording system.

**d. Transition of Services for Website (FutureQuest)/Email (Rackspace): Review Contract from Seawing Designs:** Commissioner Helleeson reported on the transition of services. Seawing Designs took over maintenance and administration of Rackspace email account and the webhosting. Seawing Design Agreement was presented. Cost is \$360.00 a quarter.

**MOTION:** Commissioner Deborah Helleeson made a motion to approve the contract as provided by Seawing Designs. Commissioner Don Forbes seconded the motion. Motion carried unanimously and the contract was signed.

**e. Approval of Vouchers:**

**MOTION:** Commissioner Deborah Helleeson made a motion to approve Voucher/Warrants #20-001 to #20-009 from December 1, 2019 through December 31, 2019 in the amount of \$6064.00. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

**11. EXECUTIVE SESSION:**

Commissioner Don Forbes called a recess at 11:33 a.m.

The PLDD meeting was back in session at 11:37 a.m.

Commissioner Don Forbes called an executive session under RCW 42.30.110(1)(h) to discuss the process and qualifications of candidates for appointment to the open commissioner position of the Port Ludlow Drainage District.

The executive session ended at 11:55 a.m. No action was taken. The regular session of the Port

Ludlow Drainage reconvened at 11:55 a.m.

Commissioner Helleson requested that the commissioners appoint Recording Secretary Cammy Brown to interface directly with Jason at Seawing Designs in order to conduct the administrative duties of posting announcements, minutes, etc. to the website. The appointment was made by consensus of the commissioners.

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

**13. MEETING ADJOURNMENT:** There was an announcement made that the February meeting of the PLDD will be a Special Meeting utilizing the new conference call-in system.

**MOTION:** Commissioner Deborah Helleson made a motion to adjourn the January 9, 2020, regular meeting of the Port Ludlow Drainage District. Commissioner Don Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 12:15 p.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

  
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Commissioner Don Forbes, Chair

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

2/13/20  
Date

2/13/20  
Date

*Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available by request.*