

**Port Ludlow Drainage District (PLDD)**  
**January 14, 2021**  
**Board of Commissioners Regular Meeting - #0271**  
**Conference Call - Open Meeting**  
**Final Minutes**

**1. CALL TO ORDER:** Commissioner Don Forbes called the Regular Meeting of the Port Ludlow Drainage District to order at 10:00 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation 20-28 from Governor Inslee dated March 24, 2020, waiving and suspending the portions of OPMA RCW 42.30 that require in-person meetings in order to avoid public gathering. Under the proclamation the PLDD is not providing speaker phones. The meeting is being conducted telephonically.

Commissioner Forbes read the Agenda items into the record.

**2. ROLL CALL:** Commissioner 1 Vacant, Commissioner Don Forbes, and Commissioner Deborah Helleson were present. Recording Secretary Cammy Brown and Consulting Engineer Nancy Lockett was also present.

**3. AGENDA APPROVAL:** Commissioner Forbes went over the Agenda.

Commissioner Helleson announced that because of the power outage, the Agenda that was posted on the website and what the commissioners were provided by Recording Secretary Cammy Brown were different. There was a slight modification that Commissioner Helleson wanted to read into the record. Under Engineering Reports add item (b) Site Visit 189 Resolute Lane and repair recommendation. Commissioner Forbes noted that there was a scrivener's error under Old Business. In Item b there should be a correction made as follows: "Fall Out Inspection" should be "Out Fall Inspection".

**MOTION:** Commissioner Deborah Helleson made a motion to approve the Agenda with modifications. Donald Forbes seconded the motion. Motion carried unanimously.

**4. PUBLIC FORUM:** There were no public members on the conference call.

**5. ENGINEERING REPORTS:**

**a. County Building Permit Site Plan Reviews:** Engineer Nancy Lockett gave a report on her review of the following building permits: BLD20-00379, BLD20-00574, BLD20-00564, BLD20-005281, BLD20-00538, BLD20—00573, BLD20-00399, and BLD20-00400. The engineer's reviews are available upon request submitted to the Jefferson County Permitting Department.

**b. Site Visit to 189 Resolute Lane.** Engineer Lockett gave a report. The commissioners directed Engineer Lockett to request that Yard Dogs repair the site.

Engineer Lockett added an additional comment on property on 473 Rainier in Port Ludlow.

**6. NEW BUSINESS:**

**a. Review of “List of Potential Drainage” Issues.** Engineer Lockett reported on six items on list for projects. (Handout No. 1) Considerable reporting and discussion. The commissioners requested Engineer Lockett contact the county regarding the potential for implementing the Alternative 2 plan for Item 1 Oak Bay Road Culverts, this year. The list will be reviewed again in the fall when the PLDD commissioners put together the annual budget.

**b. Delegation of Authority for 2021. Required under Resolution 2019-02.** Commissioner Helleson gave a short background report. The delegations were reviewed, and the commissioners will continue with what was set for 2020. Commissioner Helleson will continue in the role she had in 2020 which was the finance as well as clerical and secretarial. Commissioner Forbes will continue to be the delegated commissioner to handle engineering and maintenance questions as they come up. When a third commissioner is voted on the commission then review the list of delegated authority responsibilities.

**c. Site Visit 189 Resolute Lane (response to request to visit site – approved by Commissioner Forbes.** Covered under Engineering Reports.

**7. OLD BUSINESS:**

**a. PLDD/Jefferson County DCD – Permit Application Process that includes review by PLDD.** Commissioner Forbes gave a report. Commissioner Helleson gave a report. Review of drainage plans for individual homes is beyond the district’s specific mission. Should the PLDD continue to do the plan reviews for the county DCD? There was considerable discussion. The decision was made to stop providing this service to DCD contingent on input from LMC and DCD:

Commissioner Forbes will contact General Manager Brian Belmont of the Ludlow Maintenance Commission and let him know the district is considering not reviewing individual applications.

Engineer Lockett will notify the county letting them know that the district intends to stop providing reviews of individual lot building permit applications.

Engineer Lockett will continue to review a couple of building permits that have come in until the district takes final action.

**b. Out Fall Inspection – last performed 2017.** Commissioner Forbes gave a report and suggested that a new beach walk was needed to be scheduled. Commissioner Helleson and Engineer Lockett will schedule the beach walk.

**8. COMMISSIONERS’ REPORT AND COMMENTS:** Commissioner Deborah Helleson submitted a written report attached to the minutes of this meeting (Handout No. 2). Commissioner Donald Forbes’ report was discussed previously in the meeting. **Under 2020 Budget review, Commissioner Helleson suggested the district repay the loan at the next billing cycle. Commissioner Forbes agreed.**

**9. CONSENT AGENDA:** Commissioner Forbes read the items in the Consent Agenda to be approved and for the record and gave an overview of the detailed items in the Voucher Summary.

- a. Review and Approval of Special Meeting No. 0270 Minutes dated December 10, 2020.
- b. Review and Approval of Voucher #21-001 for payroll in the amount of \$866.59 and Vouchers 21-002 through 21-010 for payment of District expenses totaling \$3,727.25. Total for all Vouchers is \$4,593.84. PLDD account balances as of December 31, 2020 totaled \$241,210.55 and a loan liability of \$17,929.00 as reported by Jefferson County Treasurer.

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

**10. SIGNING OF DOCUMENTS:** Signing of documents will be done individually and electronically by the commissioners within five business days of the approval as provided for in Resolutions 2020.01 and 2020.02.

**11. MEETING ADJOURNMENT:**

**MOTION:** Commissioner Deborah Helleson made a motion to adjourn Regular Meeting 0271 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 11:50 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



02 / 11 / 2021

\_\_\_\_\_  
Commissioner Don Forbes, Chair

\_\_\_\_\_  
Date



02 / 11 / 2021

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

\_\_\_\_\_  
Date

*The Port Ludlow Drainage District (PLDD)  
meeting minutes are recorded and posted on the website.*

**Port Ludlow Drainage District – Potential Drainage Issues to Watch**

			<b>Areas to Watch</b>	
Priority	Estimated Date of Construction	Location	Notes	Estimated Duration and Cost (Design, Permitting, Construction)
1	2022	Oak Bay Road Culverts (north and south of Baldwin Lane)	<p>Several County owned culverts from the road-side ditch on the west side of Oak Bay Road north and south of Baldwin Lane discharge across the road to the east side of the road. The east road embankment does not contain a ditch. The stormwater discharge sheet flows across private property. The District has asked the County to block the culverts to ensure that the flow in the ditch reaches the Libby Court outfall system as intended. The County has indicated that they want to leave the culverts in place to prevent overflow from the ditch and water onto the roadway. Private property owners are impacted by the culvert discharge. There are three potential solutions minimize or eliminate this issue.</p> <p>1) Block the culverts – all flow directed to the Libby Court Outfall system. No permitting. Requires concurrence from the County PW Department.</p> <p>2) Install a baffle plate on the west end of the culvert to limit discharge to the east to high flow events only. No permitting. Requires concurrence from the County PW Department.</p> <p>3) Install approximately 1,000 feet of collection system on the east side of Oak Bay Road to direct discharge from the culverts to the Libby Court Outfall system. Permitting required: County Road Use Permit</p>	<p>Alternative 1 Design: None Permitting: None Construction: 1 day Cost: \$1,000</p> <p>Alternative 2 Design: None Permitting: None Construction: 1 day Cost: \$1,000</p> <p>Alternative 3 Design: 4 months Permitting: 3 months Construction: 3 months Cost: \$300,000 - \$350,000</p>
2	2023	Montgomery Lane Drainage Improvement	Direct drainage from the road ditch on the east side of Montgomery Lane, south of Libby Court, to the Libby Court Outfall. The project will require installation of a culvert from the southeast corner of the intersection of Montgomery Lane and Libby Court to the manhole on	Design: 4 months Permitting: 3 months Construction: 4 months Cost: \$50,000 - \$75,000

**Port Ludlow Drainage District – Potential Drainage Issues to Watch**

			the west side of Montgomery Lane that is the inlet to the Libby Court Outfall. This project will reduce the amount of flow tributary to the cul-de-sac at the east end of Libby Court and the impact on the bluff of uncontrolled discharge from Libby Court. Permits required include County right-of-way permit	
3	2026+	Marina Outfall	Culvert #87. 36-inch from Oak Bay Road. Evaluate condition of outfall periodically. This culvert is in deteriorated condition (as visible at the south end of the culvert) and will most likely need to be replaced or slip-lined. This will most likely be a joint project between the District and the County. The existing outfall does not extend waterward of the ordinary high water mark so federal permits will not be required. Permits would include County right-of-way permit, County Master Land Use permit (shorelines), SEPA	Design: 6 months Permits : 6 months Construction: 4 months Cost: \$100,000 - \$150,000
4	2026+	Drainage easement 191 and 201 Condon Lane	Evaluate outfall location and condition. Outfall currently discharges at the top of the bluff. Potential installation of outfall extension to beach similar to Pope outfall. Permits would include County Master Land Use Permit, (critical areas, steep slopes, shorelines), SEPA, JARPA, HPA	Design: 6 months Permits : 18 months Construction: 4 months Cost: \$200,000 - \$250,000
5	2026+	Foster Lane Ravine Drainage	Ditch flow from Pioneer Drive culvert at McCurdy Lane. Monitor condition of excised ditch. Potential need to enhance ditch, provide check dams, rock lining, etc. may be required. Permits would include County Master Land Use Permit (critical areas review – wetlands, steep slopes, habitat), SEPA, federal permits if wetlands	Design: 6 months Permits : 12 months Construction: 4 months Cost: \$300,000 - \$350,000
6	2026+	North Montgomery Court Inlet	The inlet to the North Montgomery Court Outfall system should be evaluated periodically. This culvert collects drainage from the ravine north of Jackson Lane. Potential need for installation of improvements in ravine such as rock check dams, rock lining, etc. to prevent erosion and protect integrity of the culvert. Permits	Design: 6 months Permits : 12 months Construction: 4 months Cost: \$300,000 - \$350,000

**Port Ludlow Drainage District – Potential Drainage Issues to Watch**

			would include County Master Land Use Permit (critical areas review – wetlands, steep slopes, habitat), SEPA, federal permits if wetlands	
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Commissioner 3 Report  
January 14, 2021

#### Q4 2020 Activities

##### Records retention and organization:

- Mary has organized business documents into files on the District's computer/external drive following record retention requirements of State Archives. Organized 2018 to current emails in the district admin email account also following the requirements of State Archives.
  - Where Email is "an envelopment" – avoid co-mingled subjects **and** using reply with attachment
- Sorted a majority of the District's paper records for retention and disposition archiving.
- Develop and update administrative procedures (e.g. administrative calendar for meeting preparation that involve multiple contractors such as financial, webmaster, recording secretary; style guide for naming files and folders; contractor information; task action
- Research scalable solutions for integrated file sharing, electronic cloud-based storage and retrieval
  - Microsoft Business 365
  - Cloud document storage – **Style guide for naming files will be critical**
  - Collaboration on documents – **goal of less revisions and fewer copies thru email accounts**
  - Allows access to external users with a specified folder (e.g. G&O or Falge)
  - \$5 per month per user – the District would sign-up 5 users. Cost of \$300 per year. Additional District software cost is \$70 a year for a single use subscription to Microsoft Personal 365 for the PLDD computer.
  - **Next step is a 30-day free trial**

##### 2021 Budget

- Filed with Jefferson County November 2020 – C. Brown
- Assessment Log certified – N Lockett
- Summary presented to LMC board of trustees
- Budget summary submitted to Voice for February publication

##### 2020 Budget review

- Budget was \$117,350. Expenditures for 2020 totaled \$63,052.87
- \$54,297 under budget
  - Election costs \$11,154
  - Capital Outlay costs \$21,000 + \$7,350 Engineering Capital Projects
  - Administrative support ~\$3,000
  - 11 months due to 2019 13-month accounting by County
- Loan principle ~\$18,000; interest payment \$100 per year. Yearly income generated off a \$17,000 investment is ~\$25.

##### Financial Reporting

County migration to Munis ERP Financial System will be March 2021. Training and templates provided January 8. Mary, Cammy and Ben will work on developing in-house procedure for monthly invoice records, uploading to county and distributing checks; and financial reports in anticipation of March rollout.

Potential contractors. C Brown sent letters to contractors who had responded to the Small Works Rooster ad notifying them of changes made under Resolution 20-04

##### 2021 Meeting Schedule posted on Website – C Brown

- Agenda will be prepared by Cammy Brown. Please submit all items to PLSS at least one week prior to scheduled meeting.

**PLDD Voucher Summary for Fund #695 001 010  
Date January 14, 2021 – Meeting #0271**

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-001	Mary Paxton – Employee Payroll Hours worked Dec. 18 thru Dec. 31	PA912	53150.10.0010	\$866.59	\$866.59
				<b>Payroll Total: \$866.59</b>	
21-002	Gray & Osborne, Inc – Gen. Engineering Inv.#21 Project Review Inv. #13	GR300	53150.41.0010 53150.41.0050	\$544.35 \$907.25	\$1451.60
21-003	Gray & Osborne, Inc – Gen Engineering Inv. #20	GR300	53150.41.0050	\$181.46	\$181.46
21-004	Yarddogs Landscaping Inc.	YA700	53150.31.0030	\$1542.62	\$1,542.62
21-005	Peninsula Legal Secretarial Meeting, minutes, 11/24 thru 12/31/2020 Statement 12 Rental of Office Space	PE410	53150.41.0160 53150.45.0010	\$96.25 \$40.00	\$136.25
21-006	Falge Financial, Inc. Bookkeeping services; December 2020 #2861	FA138	53150.41.0150	\$180.00	\$180.00
21-007	United States Treasury – FICA - Federal Withholding, Medicare and Social Security	IN601	53150.20.0010	\$200.44	\$200.44
21-008	United States Treasury – FUTA – Federal Unemployment Insurance	IN601 add address 695	53150.20.0010	\$7.86	\$7.86
21-009	Employment Security Department – Paid Family Medical Leave	EM700	53150.20.0020	\$13.82	\$13.82
21-010	WA State Dept of Labor & Industries	DE440	53150.20.0020	\$13.20	\$13.20
				<b>Vouchers for supplies and services subtotal: \$3727.25</b>	
				<b>Total</b>	<b>\$4593.84</b>

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.

SUBSCRIBED THIS 14<sup>th</sup> DAY OF JANUARY, 2021.



APPROVED  
Port Ludlow Drainage District

Commissioners' Signatures



01 / 14 / 2021



01 / 14 / 2021

