

Minutes of the 131<sup>st</sup> Port Ludlow Drainage District

Regularly Scheduled Meeting

Thursday August 13, 2009 10:00 a.m.

Call to order: The 131<sup>st</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman, Commissioner Leland Amundson at 10:00 a.m.

PLDD Commissioners present: Leland Amundson, Walter Cairns, James Laker

The Minutes of the regularly scheduled July 8, 2009 meeting were approved as written.

Expenses:

The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 09 July 2009 to 12 August 2009, for the total amount of \$9557.32

A breakdown of this total is shown below:

VOUCHER#	VENDOR	AMOUNT
09-039	GRAY & OSBORNE	8,741.14
09-040	WALTER CAIRNS	280.00
09-041	SUSAN BARTKUS	166.23
09-042	SYMPLIFIED TECHNOLOGIES	139.95
09-043	VIRGINIA BROWN	230.00

Public Forum:

- Karen Miner, a resident of the Port Ludlow Cove area attended this days meeting to address drainage problems that have arisen due to landscaping over the bioswale. Chair Lee Amundson reported that underbrush around the tanks in this area needed to be cleaned out, and that three (3) houses have put rock over the bioswale, encroaching onto the PLDD easement. Former PLDD Chair Richard Regan reported that the house at the far left end of the area has been built out, thus eliminating the PLDD access. Further discussion about this topic included the possibility of writing a letter to owners in that area notifying them that they would have to restore the approach to the PLDD easement so maintenance could be conducted. By a motion duly made, seconded and unanimously approved PLDD

Commissioners directed Engineer Nancy Lockett to include cleaning out brush in the Ludlow Cove area in the PLDD Maintenance contract. Ms. Miner further reported to Commissioners additional drainage problems in this area, Commissioners and Engineer Lockett will conduct a site visit to further assess the situation after this days meeting.

Richard Regan, former PLDD Commissioner, brought up the issue of water quality testing, and how important this is becoming. Mr. Regan suggested that the PLDD should take some water quality samples soon, prior to Jefferson County taking action and invalidating the PLDD's exemption regarding this matter. Commissioners and Engineer Lockett discussed the last PLDD testing done in 2004, and how these parameters could be used as a baseline for new tests. Guests and Commissioners discussed areas that should be tested.

#### Old Business:

1. The Rainier to Oak Bay Greenbelt Drainage project was briefly discussed. Engineer Lockett previously reported that survey of this area was partially complete, complete access to the area was unobtainable; survey will therefore be finalized after the blackberry bushes become dormant this fall. A pre-construction Public Works Trust Fund (PWTF) Design portion loan has been secured for the PLDD, with the construction portion being put on hold for the immediate future. The PLDD was planning to obtain a PWTF Construction Loan at ½% interest with the funding being accessible for construction in July of 2010; however, due to the economy the State Legislature deferred many of the Construction Loans for the next two (2) years with the money being put into the general fund. Commissioners instructed Engineer Lockett to proceed with the design, as the funding for that portion of the project is there, but to get a specific dollar amount prior to planning construction. Chairman Amundson relayed during the June 2009 PLDD meeting, that the PLDD has received a PWTF loan of \$46,000.00 for design, and will now use other funds in the PLDD reserve account to start construction for it's other projects, including the Greenbelt on Rainier and Oak Bay and Cascade Lane areas. Engineer Lockett additionally reported at this days meeting that her firm, Gray & Osborne would be sending representatives to the IACC conference, regarding how the state legislature will be managing funding. Commissioner Cairns suggested that Ms. Lockett write a letter to the PWTF on behalf of the PLDD, asking them to re-instate the program and the PLDD funding specifically, with the Commissioners signing the letter. Commissioners and Engineer Lockett further discussed stimulus monies that were distributed to entities including, WSDOT, Department of Ecology and the Department of Health; and the onerous requirements placed on these agencies in order to use these funds.
2. Engineer Lockett will include the Libbey Court Catch Basin Erosion Protection area as a separate line item for one of the three (3) stand alone PLDD Small Works Maintenance contracts that she will be sending out for bid on Monday August 17, 2009. The first contract will be for maintenance, which will include cleaning and maintenance of ditches, the berm on Libbey court, and repairing (filling in) the hole on Oak bay & Baldwin. The second Small Works Roster contract will include Foster/ Jackson Lanes, Machias, and the small rock pad located at Warbler; there will be three (3) schedules with this one contract. The third Small Works Contract will be for the Waste Water Treatment Plant ditch project. Discussion was held on when the bid opening could be held, when to have a special meeting to award, and public notification advertised in the Port Townsend Leader.
3. Engineer Lockett reported that she has an appointment with Ms. Orchanian (owner of lot # 1-5-010) to complete staking out the area that will be worked on near the Orchanian property on Machias Loop prior to the contract for this work being sent out for bid. Design plans include laying new pipe in the existing trench; this will enable flow to discharge into the greenbelt area with a splash pad in place to help prevent erosion problems.
4. Discussion was held about obtaining further construction easements from Ronald & Joanne Racki (owners of lot #'s 2-3-051B & 2-3-052), and from William & Elizabeth Singer (owners of lot # 2-3-049).

Obtaining these easements will enable the PLDD access to alleviate the Foster/Jackson Lane Drainage Issues. Engineer Lockett previously reported that plans include continuing the French drain up to lot # 54, this will involve carrying water from the culvert and multiple lots and getting easements off Jackson Lane (because of the topography) to carry the drainage down to the Rainier/Oak Bay greenbelt, away from Ken & Merilee Mounts property on lot # 2-3-051 where it has been accumulating. Engineer Lockett will call Ms. Mount to see if she can help expedite this process.

5. Ludlow Maintenance Commission (LMC) Greenbelt Chair Ted Buehler brought to this days meeting copies of a report done by Costal Geological Survey for Mike & Elizabeth Fessler (owners of lot #'s 1-2-023 & 1-2-022). Mr. Fessler made a request to the Greenbelt (GBC) to remove a berm, re-seed the Greenbelt area next to his property, as well as be granted an easement for a downspout off of his property that would discharge into the Greenbelt. Mr. Buehler attended today's meeting to clarify to the PLDD that his intent on passing along the information to the PLDD was not to have the PLDD pay for this downspout, but to get the Commissioners opinion about this matter. Commissioners reviewed past advice given to Mr. Fessler by the PLDD, as well as reviewing the plans now submitted. Mr. Fessler's plans showed a curtain drain in the easement draining into a sump. At this point Commissioner Cairns recommended that Mr. Fessler have a plan prepared by a professional licensed Engineer for his own property at his own expense, including installation costs. Commissioners objected to the sump included with the plans, as well as diverting water off his property into the Greenbelt area on the bluff in this area. A vote was taken to allow Mr. Fessler the right to utilize the bluff drainage easement for his roof drains with Commissioners Cairns and Laker voting against this. Commissioners then directed Engineer Lockett to send a letter from the PLDD to Mr. Fessler recommending that he have a licensed engineer design a downspout to a foundation drain ground pipe, six (6) inches underground to an elephant pipe that discharges over the bluff (to avoid erosion and saturation), or to a splash pad for disbursement, solutions that are normal courses of action for other bluff property owners.
6. Mr. Buehler also notified PLDD Commissioners that Stacy & Rene` Ritch (owners of the new home constructed on lot # 1-3-042) did not notify the GBC when their drainage was hooked up (as required by LMC) nor did they conform to the plans approved by PLDD Commissioner Walter Cairns, this error should have been caught by the Jefferson County Building inspector.
7. Brief discussion was held pertaining to the South Bay being annexed into the PLDD. Obtaining drainage sites, plat maps, topography, and plans of the area were discussed. This matter will be removed from the agenda until such a time as South Bay residents again express their wish to again bring it to the PLDD's attention.

#### New Business:

- Engineer Lockett, at Commissioner Cairns request, reviewed Washington State Department of Ecology (DOE) Storm water Manual requirements for land disturbing activity, specifically, what type of activity would require a drainage plan. The 2005 WSDOE Storm Water Manual, Chapter 2, Vol I, pg 2-9 flow chart describes what situations would require a drainage plan. Ms. Lockett summarized that basically before clearing a lot, a storm water site plan was required if 7,000 or more square feet of land were involved. Having this type of plan would be beneficial by helping to reduce the possibility of erosion, pollution, and other complications from vegetation removal. Jefferson County, as well as the PLDD have adopted these Storm Water requirements thus, Commissioners directed Engineer Lockett to prepare a letter to the LMC and its Architectural Control Committee (ACC) informing them that in the future, a plan would be required in these circumstances, and that any small actions taken over a period of time could have a cumulative effect, such as recent activity on property located off of Foster Lane.

#### Commissioner's Reports and Comments:

Commissioner's had nothing new to report at this meeting

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday September 10, 2009 at 10:00 a.m., at the Beach Club in the Bay View Room.

The August 13, 2009 regular meeting of the Port Ludlow Drainage District adjourned at 11:44 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker

Walter Cairns

Lee Amundson

Drainage District

Drainage District

Drainage District

Secretary

Commissioner

Chairman & Treasurer