

Minutes of the 136<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday January 14, 2010 10:00 a.m.

~Approved~

**Call to order:** The 136<sup>th</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman Commissioner Leland Amundson at 10:07 a.m.

**Attendance:** Present were Chairman Commissioner Leland Amundson and Commissioner Walter Cairns. Commissioner Secretary James Laker was absent from this meeting.

**Minutes:** PLDD Commissioners approved as written the Minutes of the regularly scheduled December 10, 2009 meeting.

**Expenses:**

By a motion made and carried the PLDD Commissioners approved Drainage District expenses that accrued from 09 December 2009 to 13 January 2010 for the total amended amount of **\$8,853.82**.

A breakdown of this total is shown below:

VOUCHER#	VENDOR	AMOUNT
10-001	LELAND AMUNDSON	584.86
10-002	JAMES LAKER	770.00
10-003	WALTER CAIRNS	70.00
10-004	SUSAN BARTKUS	96.97
10-005	VIRGINIA BROWN	230.00
10-007	GRAY & OSBORNE	6,862.98
10-008	KNAUSS LAW FIRM	16.00
10-009	L&I	6.21
10-010	LMC	216.80

**Public Forum:**

- Resident and former PLDD Commissioner Richard Regan reported that rock laid around the new PLDD construction at the Wastewater Treatment plant is missing and/or undersized, and that more was needed. Engineer Nancy Lockett will speak with Seton Construction to correct this.
- Mr. Garrison, resident and owner of lot #'s 2-3-205 and 2-3-206, 33 Adventurer Lane brought to the Commissioners attention a matter of runoff coming onto his property from his neighbors property, lot # 2-3-190. Commissioners determined by looking at the Platt map that there is no green belt or easement between lots 206 and 190, there is a sewer easement adjoining lots 190, 191 and 205; therefore since this situation involves private property runoff, the PLDD could not address correcting the matter. Though Mr. Garrison had surveyors establish boundaries, which indicated an easement, there are in fact none. Commissioners and engineer Lockett advised Mr. Garrison to either contact the County for a legal description, or access it online.

**Old Business:**

1. The **Rainier to Oak Bay Greenbelt Drainage** project was discussed briefly. The survey has been done but engineer Lockett has not yet seen the results.
2. Engineer Lockett and Commissioners discussed the **Jackson Lane, Warbler Lane and Orchanian projects**. Seton Construction has completed the work to be done on all three projects. Commissioner Cairns recommended that they be looked at again in the spring.
3. The **Ditch Re-alignment from Oak Bay Road to the Wastewater Treatment Plant** (WWTP) is now complete, with only the concerns being the rock (as brought up during the Public Forum portion of this meeting) and some removal of the new landscape restoration that was done either by the contractor (to be replaced) or an animal.
4. Commissioners and engineer Lockett briefly discussed **Maintenance Work** to be done by Joe Thompson. Previously, Mel and Katie Smith, residents of Grove Court, reported that more sand had accumulated in the area of a former PLDD project that had been done on the east side of Oak Bay, rocks were beginning to wash down, creating deep channels and gouges. By a motion made, seconded and unanimously approved, Commissioners directed PLDD engineer Nancy Lockett to hire and supervise Joe Thompson to perform the repair work necessary to correct the situation, including bringing in more rock, at the cost of \$550.00. Ms. Lockett reported that Mr. Thompson will begin that and other maintenance work as soon as he completes a previous commitment.
5. Discussion was held about the **Libby Court Catch Basin Erosion Protection Project**. Dwayne Wilcox, owner of lot number 2-1-049, reported to PLDD Commissioners during the July 2009 meeting, that he had planted grass in the Greenbelt area near his Montgomery Lane property (as per his maintenance agreement with the LMC Greenbelt Committee). Commissioners had advised Mr. Wilcox to be aware of the basin above the area, and the pipe buried underneath. Engineer Lockett at that time reported that Seton Construction had filled in the hole that was in the area and that they would be making a berm around the catch basin, she assured Mr. Wilcox that replanting would also be a part of the maintenance contract. During this day's meeting Ms. Lockett reported that plans are to put in a grate. Seton Construction estimates that it would cost approximately \$2,400.00 to complete, by a motion made and carried; Commissioners authorized engineer Lockett to have Seton complete the work.
6. Commissioner Cairns pointed out that the PLDD needs to have a **Procedure Sheet for placement in the LMC Architectural Control Committee (ACC) package** that would address vacant lot clearing items, i.e. the number of trees to be cut, location on lot or reserve area, and determination of area from drip line. The procedure sheet would help track compliance with the Washington State Department of Ecology (DOE) Storm water Manual laws. This would not be to control tree cutting, but to control what happens to the storm water drainage after the fact. Commissioners and engineer Lockett discussed what aspect need to be on the application form, along with what information would need to be in the plans, such as drip line, grading or excavation. Commissioner Cairns recommends that a set of base maps be obtained and all tree removals be tracked with records kept. The ACC would not have the responsibility of monitoring drainage; they would just pass along the PLDD requirements. Engineer Lockett and Commissioner Cairns will work on refining a draft.

#### **New Business:**

1. Discussion was held regarding tree removals that occurred in a reserve area by James McGillis, the owner of lot # 1-4-038. Mr. McGillis had tree removals

approved by the ACC and by the GBC. No GBC notice was given to the PLDD. Commissioner Cairns spoke with LMC President Elizabeth Van Zonneveld about the letter that was sent from the PLDD to the LMC regarding Storm Water Manual requirements and that notification needs to be given when trees are removed, he proposes that vacant lot owners be sent a procedure list (after the draft is refined).

2. Commissioner Walter Cairns requested that there be a study to investigate the **Water Flow into the Bioswales and the Detention Pond**; he is concerned because he hasn't observed any water coming down into the area, and he suspects that there must be an obstruction with the water going somewhere else. Different possibilities of why this is happening and how this could be analyzed prior to an event occurring that could be catastrophic were discussed. Engineer Lockett will investigate and see whether the pond could be modified to provide some water treatment.
3. Commissioner Cairns asked engineer Lockett to contact Jim Pierson about Jefferson County monitoring both clearing and the permitting process.
4. Chairman Commissioner Amundson asked engineer Lockett to contact Ms. McLeod about her concerns regarding groundwater that is surfacing and now visible since the Wastewater Treatment Ditch project is complete.
5. Commissioners requested that administrative assistant Sue Bartkus contact Larry Smith of the Port Ludlow Associates (PLA) to obtain tracings of the blue line drawings for the detention pond, and for written permission for the PLDD to perform regular maintenance to the area since PLA owns the property.
6. By a motion made and carried, Commissioners approved a raise for administrative assistant Susan Bartkus to \$17.50 per hour.

**Commissioner's Reports and Comments:** Commissioners had nothing new to report beyond what was discussed earlier during this meeting.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday February 11, 2009 at 10:00 a.m., at the Beach Club in the Bay View Room.

The January 14, 2010 regular meeting of the Port Ludlow Drainage District adjourned at 11:27 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker  
Drainage District  
Secretary

Walter Cairns  
Drainage District  
Commissioner

Lee Amundson  
Drainage District  
Chairman & Treasurer

