

Minutes of the 137th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday February 11, 2010 10:00 a.m.

~Approved~

Call to order: The 137th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman Commissioner Leland Amundson at 10:00 a.m.

Attendance: Present were Chairman Commissioner Leland Amundson, Commissioner Walter Cairns, and Commissioner Secretary James Laker.

Minutes: PLDD Commissioners approved as written the Minutes of the regularly scheduled January 14, 2009 meeting.

Expenses:

By a motion made and carried the PLDD Commissioners approved Drainage District expenses that accrued from 13 January 2010 to 10 February for the total amount of \$161,509.42. A breakdown of this total is shown below:

VOUCHER#	VENDOR	AMOUNT
10-011	GRAY & OSBORNE	470.68
10-012	SETON CONSTRUCTION	149,205.16
10-013	BANK OF AMERICA	10,056.79
10-014	WALTER CAIRNS	140.00
10-015	LMC	216.80
10-016	UNITED STATES TREASURY	299.50
10-017	OLYMPIC TREE SERVICE	596.20
10-018	JACK MCKAY	165.00
10-019	SUSAN BARTKUS	129.29
10-020	VIRGINIA BROWN	230.00

Public Forum: There were no new issues brought to the Commissioners attention this day.

Old Business:

1. The **Rainier to Oak Bay Greenbelt Drainage** project was discussed briefly. Engineer Lockett reported that the surveyors will be done next week and that Gray & Osborne are proceeding with laying out plans.
2. The **Ditch Re-alignment from Oak Bay Road to the Wastewater Treatment Plant (WWTP)** is now complete. Engineer Lockett and Commissioner Cairns inspected the area where rock had reportedly shifted and determined that applying quickcrete where the rock may have become displaced (where the culvert comes out at the end of the road) would be helpful. Commissioners directed Ms. Lockett to have Joe Thompson complete this task.
3. Previously, Commissioner Walter Cairns requested that there be a study to investigate the **Water Flow into the Bioswales and the Detention Pond**; he became concerned because he hadn't observed any water coming down into the area, suspecting that there must be an obstruction with the water going somewhere else. Engineer Lockett reported speaking with Larry Smith, president of Olympic Water & Sewer (OWS), regarding mowing maintenance around the **Detention Pond** and whether Port Ludlow Associates (PLA) would grant the PLDD permission to contract this work. Mr. Smith consented. Engineer Lockett also spoke with Jefferson County regarding the bioswale located at the detention pond, they informed Ms. Lockett that it has been worked on at least two (2) times, Phase I and Phase II. A drainage design report needs to be obtained from Larry Smith to ascertain how the system is supposed to work, prior to any steps being taken to correct failures.

4. 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 the February meeting Ms. Lockett reported that plans are to put in a grate. Seton Construction estimated 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. Ms. Lockett spoke with Seton and they reported having the grate, she will call them again and ask them to complete the task.
5. Commissioner Cairns pointed out during the February meeting 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. A set of base maps will be maintained and all tree removals will be tracked with records kept. The ACC will not have the responsibility of monitoring drainage; they would just pass along the PLDD requirements. Engineer Lockett and Commissioner Cairns met with David Wayne Johnson, Associate Planner for the Department of Community Development of Jefferson County, informing him that the PLDD would keep track of tree removals, notifying Jefferson County when 7,000 square feet or over has been reached (as per DOE requirements), Mr. Johnson expressed total agreement. Commissioners reviewed Engineer Lockett's draft of the lot owner tree removal application, cover letter, and drip line explanation; making some minor modifications. A final draft will be forwarded to the Commissioners for signature and to administrative assistant Sue Bartkus for mailing to each vacant lot owner.
6. Discussion was held about lot # 1-4-038, belonging to **James and Nancy McGillis, 782 Bywater Way North**. Jefferson County had put in a new culvert under the road and subsequently Mr. McGillis' property had flooded. Jefferson County has now corrected the problem by forming a ditch which is now taking care of the water runoff.
7. Commissioner Cairns reported that the Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) notified the PLDD regarding an issue with runoff on lot # 2-3-205, belonging to **Clarence and Catherine Garrison, owners of lot #'s 2-3-205 and 2-3-206, 33 Adventurer Lane**. During the February meeting, Mr. Garrison 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. Commissioners and engineer Lockett determined that the new request may involve runoff coming from an adjacent reserve area, down the slope and onto his lot. The Commissioners and engineer Lockett will conduct a site visit to determine what the situation warrants.

New Business:

- Engineer Lockett reported that John & Sally Orsborne, owners of lot # 2-3-144 & 2-3-143, 31 Forester Lane, have placed a four (4) inch pipe that they can open when the wetland/pond area gets too full, the contours run so that it goes over other property, not into reserve, over vacant lots on Trader Lane. All neighbors in the area like the pond, but it does need to be looked at and receive regular maintenance. Commissioners asked Ms. Lockett to have Joe Thompson add that to his maintenance schedule.

- Commissioner Walter Cairns notified Commissioner Secretary Laker and Chairman Commissioner Amundson that as of July 1, 2008, Washington State changed RCW.85.86380, which increased the meeting pay for special district Commissioners from \$70.00 per meeting, to \$90.00 per meeting. By a motion made, seconded and approved, Commissioners accepted this pay increase.
- Mel and Katie Smith, residents of Grove Court, reported during the December 2009 meeting that more sand had accumulated in the area of a previous project on the east side of Oak Bay and that 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, this directive was reiterated at this day's meeting.
- Commissioners discussed election responsibilities, and whether the PLDD would be responsible to pay if South Bay requested one for future annexation possibilities.

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 March 11, 2009 at 10:00 a.m., at the Beach Club in the Bay View Room.

The February 11, 2010 regular meeting of the Port Ludlow Drainage District adjourned at 10:47 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer