

**Minutes of the 151<sup>st</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday April 14, 2011 10:00 a.m.**

~ Approved ~

**Call to order:** The 151<sup>st</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Walter Cairns at 10:00 a.m.

**Attendance:** Present were Chair Commissioner Walter Cairns, Secretary Commissioner Dwayne Wilcox, Treasurer Commissioner Leland Amundson, Engineer Nancy Lockett and Administrative Assistant Susan Bartkus. Guests present were David Goldsmith, Kevin Hunter, Chuck Mac Learnsberry, Bruce Van Buren, Marti Lewis, Diane Wilcox, Elizabeth Van Zonneveld, Mike Derrig, Sally Derrig, Bob Mackey, Marilyn Elgin, Ron Racki, Ken Mount, Richard Regan, Bud Kerns, Ken Jablonski, and Marty Lavine.

**Minutes:** PLDD Commissioners approved the Minutes of the regularly scheduled March 10, 2011 meeting as written.

**Expenses:**

By a motion made, seconded and carried PLDD Commissioners Amundson, Cairns and Wilcox approved Drainage District expenses that accrued from March 09, 2011 to April 13, 2011 for a total for a total of \$3,456.66

VOUCHER#	VENDOR	AMOUNT
11-018	SUSAN BARTKUS	\$132.09
11-019	WALT CAIRNS	275.85
11-020	LUDLOW MAINT. COMM.	216.80
11-021	DOMAIN REG. AMER.	35.00
11-022	GRAY & OSBORN	2,280.80
11-023	L & I	3.83
11-024	DWAYNE WILCOX	282.29
11-025	VIRGINIA BROWN	230.00

**Financial Standing as of April 13, 2011:**

PLDD Cash Acct	\$117,103.39
PLDD Reserve Acct	\$40,000.00
PLDD Interest Income Reserve Fund	\$6,104.89
Expenses - Mar. 2011	-\$3,456.66
Net TOTAL All Accts	\$159,751.62
Special Assessment 2011	\$167,600.00
Paid to Date	\$19,092.45
Unpaid	\$148,507.55

### **Public Forum:**

(1:27) Chairman Commission Walt Cairns read to the audience a letter from Brandt H. Orme, Special Purpose District Coordinator of the State Auditor's Office, who recently completed an audit of the PLDD's submissions. In his letter Mr. Orme states *"I have audited your Annual Report submissions for the years 2008, 2009 and 2010. Your annual report submissions looked very good and your minutes and web site are very informative. It is always a pleasure to audit such organized documents. We will issue a report next month without any written comments"*. Chair Commissioner Cairns thanked bookkeeper Ginger Brown and Administrative Assistant Susan Bartkus for their work.

(2:19) Chair Cairns reported since the March 2011 PLDD meeting there has been thirteen (13) inches of rainfall, this being a large amount for one (1) month more than thirty three (33) percent of the yearly average which is usually approximately thirty two (32) inches.

### **Old Business:**

1. (3:45) The **Rainier to Oak Bay Project** was reviewed. Engineer Nancy Lockett reported that the Public Works Trust Fund Loan (PTWTFL) Board of Directors has extended disbursement of funding to 2012. Commissioners and Engineer Lockett discussed budget items and the possibility of amending this budget to accommodate necessary work for this year in lieu of not receiving the PTWTFL for 2011. Commissioner Cairns noted that the Rainier to Oak Bay Design, Trader Lane, and the Baldwin piping (upper and lower) would be able to be done with the alternative budget and the money's that are available from the assessments. Commissioner Cairns made a motion to proceed with Plan B of the 2011 PLDD Budget and disregard Budget A, which would include the PWTFL, Commissioner Wilcox seconded the motion, and Commissioner Leland carried the motion to approve 3 to 0.
2. (12:21) The **Grace Christian Church Drainage Plan** was discussed. Commissioner Cairns referred to an April 5, 2011 sent to the PLDD from Mr. David Goldsmith, of DRG Sound Solutions, representing Grace Christian Church. Mr. Goldsmith (present at this day's meeting) reported that Jefferson County has given its approval to the plan prepared by Daniel McShane, of The Stratum Group (it was noted by Chair Commissioner Cairns that Mr. McShane's Geotech Engineering license has lapsed), and to a soils report, contingent upon the Ludlow Maintenance Commission (LMC) Board of Trustees decision. Commissioners and Engineer Lockett noted that since there is a Geotech Engineer that will take responsibility for the proposed infiltration trench, and since Jefferson County has already given approval, PLDD did not need to approve this project.

### **New Business:**

1. (28:00) Chairman Commissioner Cairns noted that there has been some erosion in the **Montgomery Court** area of the district as well as reports of other bluff areas that are eroding. Some photographs of the bluff areas were submitted by Commissioner Wilcox. Commissioner Wilcox reports that two (2) to two and one half feet of bluff had fallen off of property on the Greenbelt adjacent to his own property. Commissioners concluded that visitation of the area would be necessary and scheduled a special site visit meeting

to be conducted for Thursday May 5, 2011, at which time access to the area would be possible during minus tides. At Chair Cairns direction, a public announcement notification will be posted in the Port Townsend Leader.

2. (39:00) Chair Cairns noted that a number of **drainage problems** arising from issues with recent heavy rains have been reported to occur **on properties** belonging to residents Victor Draper of Pioneer Drive, and Ms. Heath of Rainier Lane. Also, issues of water accumulation on properties belonging to Marilyn Elgin and Bob Mackey, neighbors and residents of Trader Lane (both present at this day's meeting). Mr. Mackey noted that due to water accumulation his water meter is frequently submerged. Commissioner Cairns noted that there could be a number of reasons for these issues; including piping failure, landscaping over the drainage ditch off of Ms. Elgin's property, or accumulation of debris in some of the drainage pipes, all may factor in these matters. At the Commissioners direction, Engineer Lockett will be looking at these areas to see what can be done by the PLDD to alleviate these issues.
3. (46:33) Chair Cairns reported looking at property on **Pioneer and Foster** Lanes belonging to **Mr. Carter**, who reported problems leaking through his foundation. Commissioner Cairns suspects that a curtain drain and/or footing drains may be needed and asked Joe Thompson look at the matter.
4. (54:38) Commissioner Cairns reported being concerned that PLDD improvements to the Jackson/Foster Lane area in 2009 could have created the potential of a slide. He contacted a soils engineer to submit a report regarding any potential of a slide that could happen between properties that belong to **Mr. & Ms. Mount and Mr. & Ms. Racki**. Engineer Lockett reported that Siew Tan, a Geotechnical Engineer, and she viewed the area on March 30, 2011. Mr. Tan determined that during construction a number of years ago the material used as fill was never properly compacted and may be potentially moving now, and that the trench work done by PLDD had no impact on stability of this slope. Mr. Tan recommends that the neighbors retain a qualified Geotechnical Engineer and follow the recommendations set by said engineer to improve the stability of the slope. Mr. Mount inquired (90:00) what the PLDD was going to do to fix it. Commissioner Cairns re-iterated that this would be Mr. & Ms. Mounts responsibility. Mr. Mount stated that there are ruts left by the contractors on his property. Commissioner Cairns noted that the time for warranty by the contractor has passed (as this was completed 18 months ago) and wished that this had been brought to the PLDD attention prior to this expiration of warranty, not directly by the homeowner to the contractor as reported by Ms. Mount.
5. (88:00) Residents of the Northbay Condominiums attended this day's meeting to discuss their bluff area and saturation problems that may be a result of ground water, as well as surface water runoff. Chair Commissioner Cairns reported looking at the area and at his behest Engineer Lockett drew a diagram that addressed steps that could be taken in co-operation with the Condo Association that would help to alleviate damage occurring to their bluff due to the combination of drainage issues, with the PLDD being able to help with the surface accumulation. Commissioners and the property owners agree that a preliminary plan needs to be composed, including a core of engineers, and Jefferson County (due to shoreline considerations). Engineer Lockett estimated that cost of a

project with all these considerations would be approximately \$300,000.00. This area will be visited during the special site visit meeting on May 5, 2011.

6. (99:00) Chair Cairns reported that **Mr. Harry, a resident of McCurdy Lane**, called him (Commissioner Cairns) regarding a former PLDD project in the McCurdy area that needs attention. Engineer Lockett and Commissioner Cairns determined that a perforated four (4) inch perforated pipe could be brought to the drain, graveled and covered with top soil and that small works contractor Joe Thompson could take care of this solution for the PLDD.
7. (103:00) **Judi Wohlman, resident of Baldwin Lane** wrote a letter to the PLDD that there has been flooding underneath her home and that of her neighbor Francis Wright. Ms. Wohlman noted that the culvert under Oak Bay Road, which serves to empty the drainage ditch on the west side collects the runoff from the homes on the bluff and that this culvert empties straight onto her lot and Ms. Wrights lot, she asks that perhaps a tight line culvert could be installed down through the south property line to tie into the Baldwin Lane ditch. Commissioners reviewed former work that had been done to the area by the PLDD, and ways that the current problems to the area could now be corrected. Engineer Lockett will speak with the county to see what can be done.

#### **Commissioner Reports:**

- (108:00) Commissioner Wilcox reported speaking with Jefferson County Prosecutor Scott Rosencrantz regarding enforcement of the **State Storm Water Manual Mandate**, regarding tree clearing activity and completion of Tree Clearing information forms for PLDD recordkeeping. Mr. Rosencrantz informed Commissioner Wilcox that he would not be able to assist the PLDD in this matter. Chairman Commissioner Cairns suggested that he would be able to consult Christopher Knapp, of Anderson Hunter Law Firm, for a legal opinion as to the PLDD's responsibility regarding this matter. Commissioners agreed to consult Mr. Knapp.
- (117:00) Commissioner Wilcox reported that now that the Rainier Oak Bay Road project was updated he would be contacting Jack McKay regarding updating the **PLDD Website**.
- Commissioner Cairns noted that now that the PWTFL will not be forthcoming this year, the proposed alternative Budget for 2011 will be filed with Jefferson County.
- Commissioners agree that Updating of the Comprehensive Plan Manual will be deferred until after Budget modifications are made.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday May 12, at 10:00 a.m., at the Beach Club in the Bay View Room.

The April 14, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 12:20 p.m.

Respectfully Submitted:

Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox  
Drainage District  
Secretary Commissioner

Walter Cairns  
Drainage District  
Chair Commissioner

Lee Amundson  
Drainage District  
Treasurer Commissioner