

**Minutes of the 157<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday October 13, 2011 10:00 a.m.**

~ APPROVED~

**Call to order:** The 157<sup>th</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 Richard Regan, Engineer Leigh Nelson and Administrative Assistant Susan Bartkus. Brian Belmont, and Mel & Katie Smith were the guests in attendance.

**Minutes:** Commissioner Regan made a motion to approve the minutes of the regular September 8, 2011 Meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

**Expenses:** Commissioner Regan made a motion to approve Drainage District expenses that accrued from August 10, 2011 to September 7, 2011 for a total of \$8,211.82, motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

VOUCHER#	VENDOR	AMOUNT
11-058	LMC	436.00
11-059	GRAY & OSBORNE	7,200.73
11-060	SUSAN BARTKUS	188.70
11-061	WALTER CAIRNS	90.00
11-062	VIRGINIA BROWN	300.00
11-063	L&I	6.39

**Financial Standing as of October 12, 2011**

PLDD Cash Acct	\$ 91,652.08
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,152.42
Expenses - Current month (above)	\$ (8,221.82)
Net TOTAL All Accts	\$ 129,582.68
Special Assessment 2011	\$ 167,600.00
Paid to Date	\$ 93,546.64
Unpaid (remaining)	\$ 74,053.36

**Public Forum:** (4:06) No new issues were brought to the Commissioners attention during this forum.

**Old Business:**

1. (5:06) Engineer Leigh Nelson reported that the final easement permanent documents for the **North Bay II Condominiums** project were sent to the wrong address, Leigh will get them and forward them along. Commissioner Wilcox recommended that anytime PLDD oversees construction work it be contingent upon the PLDD having the right to go in and examine the facilities.
2. (9:03) Plans for the **Forrester/Trader Lane Project** were discussed. Commissioners examined the plans drafts brought to this day's meeting by Ms. Nelson, Commissioner Cairns noted that the plans were unfinished and the easements would need to be obtained prior to the plans being put out for bid. Chair Cairns also noted that the wetland is completely in the Greenbelt area and would need a Greenbelt easement. Commissioner Wilcox asked Ludlow Maintenance Commission (LMC) General Manager Brian Belmont whether there was any sort of easement for the PLDD for going into the Greenbelt. Mr. Belmont noted that the Plats had easements and if one wasn't present for that area one could be put together for the LMC. Commissioners Regan and Cairns noted that the easement would need to be specified as a maintenance and access easement and that draining would not be done, just maintenance. Copies of the plan drafts were submitted for the files.
3. (17:16) Engineer Nelson reported that Engineer Lockett had spoken with Mr. **Harry regarding his property on McCurdy Lane**, Port Ludlow lot # 2-3-129, to resolve a clogged drain that needs clearing. Mr. & Ms. Harry are concerned about their landscaping so they are re-thinking the solution provided prior to making a decision.
4. (18:00) Commissioner Cairns reported that Joe Thompson did maintenance for the **Detention Pond**, removing the grass and Scotch Broom from the inside perimeter. Mr. Thompson will bill the PLDD after finishing the outside perimeter and lasering the area to check the elevations.
5. (19:19) Commissioner Wilcox reported meeting with Elizabeth Van Zonneveld of the LMC Greenbelt Committee (GBC) regarding plans for the **Rainier to Oak Bay Project**, the committee would like to have a public presentation forum meeting regarding the final plans. Commissioner Wilcox explained that this would be a presentation, not a request for approval. Engineer Nelson stated the plans were not yet final. Elements of the plans were discussed, including feeder channels and how the Trails Committee proposed trail construction would intersect some of the facilities. Commissioner Regan noted that if the PLDD went over their trail, the PLDD would pay for restoration, and if the Trails Committee went over one of the PLDD facilities they would pay for restoration; however some of the facilities could be incorporated into PLDD plans. Chair Cairns noted that he spoke with Ms. Van Zonneveld about combining the Budget meeting with the LMC forum, asking engineer Nelson who would be able to attend from the Gray & Osborn firm. Ms. Nelson noted that both she and Ms. Lockett would attend such a forum.
6. (34:05) Engineer Nelson reported that Jefferson County will be working on the **berm at Libbey Court** this week. Commissioner Cairns noted that culverting and a CV should be put on the north side of Libbey Court should be put in and connected to the big CV.
7. (35:43) The **Culvert plate at Baldwin and Oak Bay Road**, near the Wright and Wohlman properties was discussed. Engineer Nelson reported that engineer Lockett and Mr. Thompson were working on a solution.

## **New Business:**

- (38:09) Engineer Nelson submitted a Maintenance Manual progress chart from engineer Lockett, submitting a copy for Commissioners. Chair Cairns requested that this matter be expedited prior to the Budget meeting. Commissioners discussed various areas that would need to be included.
- (44:10) Commissioners reviewed the **24' Pipe Link up West Side Oakbay Road Proposal** from Seton Construction, \$38,617.01 plus sales tax \$3,475.53 to total \$42,092.50. Engineer Nelson reported speaking with Paul of Seton Construction, noting that the project would be less expensive to perform in the spring when the ground is dryer. Guest Katie Smith asked if the area is hard piped and what would happen with that feeder stream. Commissioner Cairns noted that if it's hard piped, diking would not be necessary. Commissioner Regan made a motion to wait until next year to have this project done, Commissioner Wilcox seconded the motion, and Commissioner Cairns carried the motion. Motion approved 3-0.
- (50:53) **Attorney representation** was discussed regarding the **Rainier to Oak Bay Road Project Public Works Trust Fund (PWTF) Loan Contract**. Commissioner Wilcox expressed that he would like to have a local attorney review these documents (also any future documents for signature) and volunteered to compile a list for the PLDD; Chair Cairns noted that the attorney representative chosen was an experienced Public Works Attorney. Chair Cairns noted that the attorney who reviewed these documents, Chris Knapp, is an experienced public works attorney, and his consultation is primarily done either online, by mail or by telephone. Commissioners agreed to have Chair Cairns go forward and sign the PWTF documents now, as they are due by November 4, 2011. Chair Cairns reported the terms of the loan, \$63,750.00 for the pre-construction portion, \$666,000.00 for the PWTF Loan request regular construction portion, \$129,250.00 (PLDD contributing portion), for a total of \$859,000.00. Commissioner Regan made a motion to accept these terms of the PWTF, Commissioner Wilcox seconded the motion, and Commissioner Cairns carried the motion. Motion approved 3-0. Document was signed and will be sent to the PWTF Board. Commissioner Regan made a motion naming Chris Knapp, Public Works Attorney, as the PLDD Attorney of record, Commissioner Wilcox seconded the motion, and Commissioner Cairns carried the motion. Motion approved 3-0.
- (1:04:48)**Draft Budgets for 2012** items were discussed along with scheduling a Public Budget evening meeting. Engineer Nelson submitted draft copies to Commissioners. Assessments will remain the same (to total \$167,000.00). Election Fees, of \$7,000.00 for Jefferson County will be included into the budget; the filing deadline is December 5, 2011 through December 9, 2011. Commissioner Cairns noted receiving a memo from Donna Eldredge regarding the matter.
- (1:09:53) LMC General Manager Brian Belmont attended this day's meeting to inform Commissioners of the **LMC GBC Tree clearing plans for area of the Greenbelt between Ames and RV Storage area**. Mr. Belmont reported that there is a swath of 156 trees, primarily Alders with 10 or 12 evergreens, representing approximately 15,000 square feet of drip line, which the LMC needs to remove from the south side of the Rainier lot for safety purposes (limbs, trees & debris falling onto the fencing and RV's). Mr. Belmont noted that this exceeds the 7,000 square foot maximum as per the Storm Water Manual, so he is processing the necessary paperwork through Jefferson County

Community Development. Commissioner Wilcox suggested that Engineer Nelson take a look at the area to see if this would affect the homes on Ames that are on independent septic systems. Commissioner Wilcox made a motion for PLDD engineer Nelson to look at the area, Commissioner Regan seconded the motion, and Commissioner Cairns carried the motion. Motion approved 3-0. Mr. Belmont thanked Commissioners and stated that whatever is recommended would be implemented.

- (1:28:04) Commissioner Cairns reviewed GBC request copies that were forwarded to the PLDD, including an appeal made by North Bay resident **Ron Garton**, for permission to perform **Greenbelt Tree Cutting off Pioneer Drive**. Commissioner Cairns noted that Commissioner Regan had sent a letter to the parties in 2002 (when serving as PLDD Chair) basically stating that the PLDD had no comment on this matter. Commissioners agreed that this opinion still stands, unless the proposed drip line were to exceed 7,000 square feet, then County approval would need to be given.

**Commissioner's Reports and Comments:** No added comments or reports were given other than the above issues.

Commissioner Regan made a motion to adjourn the meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0. The October 13, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 12:42 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday November 10, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:

Susan Bartkus, Administrative Assistant

Approved:

Walter Cairns  
Drainage District  
Chair Commissioner

Approved:

Richard Regan  
Drainage District  
Treasurer Commissioner

Approved:

Dwayne Wilcox  
Drainage District  
Secretary Commissioner