

**Minutes of the 158th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday November 10, 2011 10:00 a.m.**

~ Approved~

Call to order: The 158th 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 Nancy Lockett and Administrative Assistant Susan Bartkus. Bud Kerns, and Mel & Katie Smith were the guests in attendance.

Minutes: Commissioner Regan made a motion to approve the minutes of the regular October 13, 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 October 14, 2011 to November 9, 2011 for a total of \$15,567.88, motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

VOUCHER#	VENDOR	AMOUNT
11-064	WALTER CAIRNS	90.00
11-065	SUSAN BARTKUS	207.57
11-066	OLYMPIC TREE SERVICE	1,551.83
11-067	ANDERSON HUNTER LAW FIRM	220.00
11-068	GRAY & OSBORNE	13,198.48
11-069	VIRGINIA BROWN	300.00

Financial Standing as of November 9, 2011

PLDD Cash Acct	\$ 132,671.10
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,156.60
Expenses - Current month (above)	\$ (15,567.88)
Net TOTAL All Accts	<u>\$ 163,259.82</u>
Special Assessment 2011	\$ 167,600.00
Paid to Date	\$ 142,787.48
Unpaid (remaining)	\$ 24,812.52

Public Forum: (7:06) No new issues were brought to the Commissioners attention during this forum.

Old Business:

- (2:06) Engineer Lockett will check with Sally Derrig regarding the **North Bay II Condominiums Easement Status** and if those documents had been signed.

2. (3:16) Commissioner Cairns noted that Commissioner Regan had asked about design changes for the **Rainier to Oak Bay Road** project. Engineer Lockett distributed handouts with the original intent of the project. Engineer Lockett explained that the goal was to connect flow that goes down on the west side of the Greenbelt and to carry higher flows away without more erosion occurring. Commissioner Cairns reviewed the history of the area, summarizing that the primary goal is to protect the lots around the area from flooding, thereby improving those properties. Commissioner Regan stated that if the project is to proceed it would need a more robust design. Commissioner Wilcox noted that needed changes could be made during construction. After further prolonged discussion, Commissioners agreed to table further discussion pertaining to this matter until the next meeting.
3. (28:00) Engineer Lockett reported that exploratory easement letters had been sent to both owners of lots near the **Forrester/Trader Lane Project**. These easements would be for construction access as well as ongoing maintenance. Ms. Lockett noted that new owners of one vacant lot were thrilled with the plans; both owners seem to be in agreement.
4. (30:24) Commissioner Cairns reported that Joe Thompson did a great job on the maintenance for the **Detention Pond**, but that lasering the area to check the elevations needed to be done as the PLDD needed to know the cause of the possible reverse grade with saturation. Engineer Lockett will notify Mr. Thompson.
5. (32:00) Engineer Lockett reported that the morning of this meeting, she had snap tied a 1/2" to 3/4" rubber mat as an experimental alleviation of material damming the **Culvert Plate located at Baldwin and Oak Bay Roads**. Ms. Lockett showed Commissioners a picture she had taken of the area.

New Business:

- (34:47) Engineer Lockett summarized progress she made on compiling a **Maintenance Manual** for the PLDD, noting that it is largely based on the Clark County and Department of Ecology (DOE) manuals, which all districts base their manuals on. A draft was provided and shown to the Commissioners
- (38:00) Commissioners discussed with Engineer Lockett the installation of **24' Pipe Link up West Side Oak Bay Road – Bid rejected/redesign**. Commissioners agreed that the project should be done next spring as it will cost approximately \$25,000.00 to complete during dry weather rather than \$30,000.00 to \$35,000.00 it would cost to complete during wet weather.
- (42:00) **Final Budgets for 2012 and the Scheduled Community Meeting for November 17th** were discussed. Engineer Lockett discussed particulars and amendments that would need to be made.
- (46:34) Commissioner Cairns noted that the PLDD offered to provide the services of Engineer Lockett to the Ludlow Maintenance Commission (LMC) regarding the Storm Water analysis that Jefferson County will require prior to **Tree Clearing at Greenbelt between Ames and RV area**. Ms. Lockett noted that LMC General Manager Brian Belmont had been to the County offices and is working on completing the permits necessary.
- (48:20) Engineer Lockett reported that **Jefferson County replaced a culvert along Walker Way**, the county says that a pipe in the area needs to be replaced and that it

is the PLDD's pipe; however, Engineer Lockett noted that it is within the right away so she will check the assessor map.

Commissioner's Reports and Comments:

- (51:00) Commissioner Wilcox noted that the PLDD received an invitation from Enduris Insurance pertaining to an employee management seminar that will be taking place in Spokane.

Commissioner Wilcox made a motion to adjourn the meeting; motion was seconded by Commissioner Cairns and carried by Commissioner Regan. Motion approved 3-0. The November 10, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 10:51 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday December 8, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Walter Cairns
Drainage District
Chair Commissioner

Richard Regan
Drainage District
Treasurer Commissioner

Dwayne Wilcox
Drainage District
Secretary Commissioner