

**Minutes of the 160th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday January 12, 2012 10:00 a.m.**

~ APPROVED ~

Call to order: The 160th 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, Engineer Leigh Nelson, and Administrative Assistant Susan Bartkus. Cathy Brockmann, Project Manager from Washington State Department of Commerce, Jerry Purdy, and Mel & Katie Smith were the guests in attendance.

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

Expenses: Commissioner Wilcox made a motion to approve Drainage District expenses that accrued from December 7, 2011 to January 11, 2012 for a total of \$\$10,394.90, motion was seconded by Commissioner Cairns and carried by Commissioner Regan. Motion approved 3-0. Chair Cairns notified all that he directed bookkeeper Ginger to release the Retainage from the North Bay II project to Seton Construction.

VOUCHER#	VENDOR	AMOUNT
11-079	POSTMASTER	42.00
11-080	WALTER CAIRNS	180.00
11-081	SETON CONSTRUCTION	1,232.85
11-082	GRAY & OSBORNE	8,168.62
11-083	JEFF. CO. AUDITOR	27.13
11-084	VIRGINIA BROWN	430.67
11-085	L & I	7.24
		306.39
11-086	UNITED STATES TREASURY	

Financials

PLDD Cash Acct **	\$ 132,671.10
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund**	\$ 6,160.24
Expenses - Current month (above)	\$ (10,394.90)
Net TOTAL All Accts	<u>\$ 168,436.44</u>
Special Assessment 2011	\$ 167,600.00
Paid to Date**	\$ 166,186.07
Unpaid (remaining)	<u>\$ 1,413.93</u>

**Financial position unchanged, no information received from Jeff. Co.

Public Forum: No issues were brought to the Commissioners attention during this portion of the meeting.

Old Business:

1. (2:41) **Cathy Brockmann, Project Manager of the Contracts Administration Unit of the Washington State Department of Commerce** discussed with Commissioners and Engineer Lockett the pre-construction contracts for the **Public Works Trust Fund Loan (PWTFLL)**, bringing a copy with her for Chair Walter Cairns to sign, she will have John Lerock sign it and send it back to the PLDD.. She advised Commissioners about the interest rates, commenting that the sooner the project is done, the lower the percentage of interest (.25%). Engineer Lockett noted that the SEPA still needs to be done, but the Cultural requirements are completed. Chair Cairns noted that the 15% requirement has been met. Ms. Brockmann further explained that the PLDD could petition to get the pre-construction loan rolled into the construction loan, and that the Office of Financial Management required the vendor numbers last year for all PWTFLL projects, a status report is required with each draw, re-imburement will be based on this exactly instead of quarterly reports, and that invoices of at least \$500.00 are required. Ms. Brockmann further explained the disbursement of funds, Engineer Lockett and Commissioners discussed how contractors could be paid in a timely manner. Chair Cairns stated that he thought bids should go out in May, with notice to proceed in June. Ms. Brockmann also assured that all information regarding the terms may now be publicly advertised. Commissioners discussed setting up a workshop meeting with all entities concerned with the upcoming **Rainier to Oak Bay** project for informational purposes, Commissioner Wilcox commented that he would attend the next Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) meeting to confer with them about a date.
2. (45:00) Chair Cairns commented that he noticed the PLDD facilities were underinsured through Enduris Insurance for replacement and that **Revalue of Drainage Facilities for Replacement Insurance** coverage for all PLDD facilities was needed. Commissioners discussed various scenarios and possible costs associated with system failures. Commissioner Wilcox noted that he will contact Enduris. Engineer Lockett distributed a handout she prepared for the Commissioners examination; she will email Commissioner Wilcox with an update.
3. (49:00) Chair Cairns briefly mentioned again the **Return of Retainage to Seton from the North Bay II Condo** project, and that the PLDD had received a release from the Department of Labor and Industries.
4. (49:18) Chair Cairns noted he had done a little mark-up work to the **Maintenance Manual** draft, and that further discussion should be carried over as an agenda item for the February, 2012 PLDD meeting. Engineer Lockett noted that she added a schedule for TV inspection for drainage pipes per Commissioner Regan's request.

New Business:

1. (49:42) Engineer Nelson reported filling out an application for Jefferson County, showing erosion control measures for the **Tree clearing on the Greenbelt between Ames and the RV Storage Area Drainage Design**. This is to aid LMC General Manager Brian Belmont. Commissioner Cairns noted that the grade runs down the

center of that area and runoff will run into the PLDD's new project, down the Ames (east) side. Engineer Nelson noted that the difference in the runoff is below any threshold that Jefferson County requirements, no detention ponds would be necessary, but securing the soil would be necessary, she provided LMC with a simple erosion control plan.

2. (54:15) Commissioner Cairns noted that a special meeting would be needed to show plans for the upcoming **Rainier to Oak Bay** project. Resident Katie Smith noted that this would need to be a public PLDD meeting. GBC Chair Jerry Purdy conferred with Commissioners and Engineer Lockett about conducting an informational forum, a special meeting was scheduled for March 8, 2012 directly after the regularly scheduled PLDD Commissioner meeting, advertising will be done in the Port Townsend Leader, to notify about the meeting, as well as letters sent (by Engineer Lockett) to property owners near the upcoming project site. Engineer Lockett will attend the February 14, 2012 GBC meeting to discuss the project with them.
3. (1:07:23) Commissioner Cairns and Engineers Lockett and Nelson will be conducting a site visit to 601 Montgomery directly after this meeting to look at a drainage problem.

Commissioner Regan made a motion to adjourn the meeting; motion was seconded by Commissioner Cairns and carried by Commissioner Wilcox. Motion approved 3-0.

The January 12, 2012 regular meeting of the Port Ludlow Drainage District adjourned at 11:10 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday February 9, 2012 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