

**Minutes of the 167th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday August 9th, 2012 10:00 a.m.**

~ Approved ~

Call to order: The 167th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Treasury Commissioner Richard Regan at 10:00 a.m.

Attendance: Present were Secretary Commissioner Dwayne Wilcox, Treasurer Commissioner Richard Regan, Engineer Nancy Lockett, and Administrative Assistant Sue Bartkus. There were 12 guests in attendance including Jefferson County Engineer Monte Reinders, Mel & Katie Smith, John & Cindy Krumrei, Bruce & Jan Eddy, Shelly Obrien, Stephanie Tompson Brian Belmont, Adel Govert and Teddy Clark.

Resignation Acceptance: Commissioner Regan made a motion to accept Chair Commissioner Walter Cairns July 14, 2012 letter of resignation. Motion was seconded and carried by Commission Wilcox. Motion approved 2-0.

Commissioner Appointment: Commissioner Wilcox noted that the Revised Code of Washington State (RCW) allows commissioners to appoint a replacement commissioner to fulfill the term vacated by former Commissioner Cairns; he thereby made a motion to appoint Elizabeth Van Zonneveld to complete this term. Motion was seconded by Commissioner Regan. Motion approved 2-0.

Minutes: Commissioner Regan made a motion to approve the minutes of the regular July 12, 2012 meeting; motion was seconded and carried by Commissioner Wilcox. Motion approved 2-0.

Expenses: Commissioner Wilcox made a motion to approve the vouchers that accrued from July 12, 2012 through August 8, 2012 for a total of \$6,832.74, motion was seconded and carried by Commissioner Regan. Motion approved 2-0.

VOUCHER SUMMARY

VOUCHER#	VENDOR	AMOUNT
12-041	WALTER CAIRNS	90.00
12-042	GRAY & OSBORNE	1,469.90
12-043	SUSAN BARTKUS includes mail out reimburse	1,670.93
12-044	ENDURIS WASHINGTON	2,708.00
12-045	ANDERSON HUNTER LAW FIRM	82.00
12-046	DWAYNE WILCOX	499.40
12-047	THE LEADER	12.51
12-048	VIRGINIA BROWN	300.00

FINANCIAL SUMMARY

PLDD Cash Acct	\$ 148,454.74
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund**	\$ 6,196.32
Expenses - Current month (above)	\$ (6,832.74)
Net TOTAL All Accts	\$ 187,818.32
Special Assessment 2012	\$ 167,600.00
Paid to Date	\$ 75,855.40
Unpaid (remaining)	\$ 91,744.60

Old Business:

1. (4:00) Engineer Lockett reported that despite her repeated attempts, a local firm has not yet contacted her regarding the **Wetland Delineation for the Forester/Trader Lane Drainage Project**. Commissioner Regan directed her to proceed if she receives a bid on the project. Ms. Lockett let the Commissioners know that if she receives a bid she would let them know by email.
2. (6:00) Engineer Lockett submitted a five page analysis of the **Cascade Lane Flood Abatement Project**. Explaining the model to the Commissioners and the audience and answering questions directed to her about the model. Questions from the audience included a lengthy discussion regarding CF's (flow rates) with guest Bruce Eddy, to which County Engineer Monte Reinders added to, thereby clarifying these specifications for Mr. Eddy. Commissioner Regan asked if the water summation from Oak Bay Road was included (it was at 32 CFs) and if the concrete channel was big enough to accept that flow rate, Engineer Lockett assured him that it was. (13:29) Commissioner Wilcox inquired whether the funding would still be available, Engineer Lockett reported that according to Cathy Brockman of the Public Works Trust Fund Loan Board (PWTFL) as long as the intent is the same (to prevent erosion), the loan is still available for the PLDD. Commissioner Regan commented that this would include a lot of work into the Jefferson County Right of Way. Mr. Reinders explained the position the County would play, that it would be happy to partner with the PLDD on the project; reviewing the plans, granting a permit for the PLDD to do the work but that the County would maintain the area after the project is complete. Mr. Reinders explained to Ms. Krumrei that the county would not pay for the project as it does not have the funding. As directed by the commissioners, Engineer Lockett will prepare two alternative plans with estimates, with one that will pick up farther down.
3. (34:57) At Commissioner Regan's request, Engineer Lockett gave a brief report about the August 6, 2012 Jefferson County Commissioners meeting, at which time Jefferson County Public Works representative Jim Pearson presented the **PLDD Assessment Methodology**. Jefferson County Commissioners voted to keep the current methodology in practice. This methodology is based on 35% on land, 65% on structures, with each property assuming one house on approximately 1/3 acre (single family dwelling), resulting in each PLDD property having an average assessment of \$66.00 per year. Prior to this meeting, Commissioner Regan asked Engineer Lockett to estimate what it would take to physically re-assess each property yearly, Ms. Lockett noted that this would include a physical visit taking about 4 man hours to measure each house, and would cost a minimum of \$28,000.00 to \$30,000.00 tax dollars to conduct per year, rather than just basing the assessment on impervious surfaces (as previously explained) every four years. Commissioner Regan noted that big properties (such as the Beach Club or other commercial properties) are assessed on their previously measured impervious surface.

New Business:

1. (43:04) Commissioner Wilcox reported that he had contacted the PLDD Insurance Company Enduris, and that **Insurance coverage** for reimbursement of the \$1,200.00 payment made to PLA by the PLDD (for damage that occurred during heavy rains to property belonging to PLA, at the Sewage Treatment Plant on March 15, 2012) would not be forthcoming as a proper investigation of the incident by the insurance company had not been conducted, only 4 cell phone photos, which the insurance company would not accept. Commissioners noted that this damage occurred as the previously used small works contractor who performed regular maintenance for the PLDD recently retired, so the area had not been monitored since then.
2. Due to the prior issue, and the need for regular PLDD maintenance of its facilities. Engineer Lockett passed out a draft of the **PLDD Maintenance Contract**, explaining that according to RCW's it does need to go out on the small works roster, but it does not have to be advertised, the contractor would be required to pay the Washington State prevailing wage to its employees, and carry liability insurance. Commissioner Regan made a motion that Gray & Osborne Inc. oversees the hiring and sending out of the Maintenance Work to a contractor, Commissioner Wilcox seconded the motion. Motion approved 2-0.

3. (49:25) Engineer Lockett reported on her inquiry to Ross Goodwin of the Department of Natural Resources (DNR) regarding the **Baldwin Way Culvert** project and whether it would be considered a natural stream or wetland. Mr. Goodwin responded via email that he visited the site and “Although this may have been the natural drainage historically, it had been heavily altered over time by development above and below. The segment in question also has been lined with rock over time and would not be considered a natural stream”. Ms. Lockett also reported speaking with Colleen at the Jefferson County Public Works office about permits. Colleen responded that permits wouldn’t be required as the project fell below the disturbance limits for clearing and grading, the only permit needed would be by the contractor for his road permit. Construction estimate would be \$25,000.00. Commissioner Regan made a motion that Gray & Osborne call for a bid for the project, Commissioner Wilcox seconded the motion. Motion approved 2-0. Engineer Lockett did note that the project did fall within the limits of the small works roster, so that a proposal could be sent directly to those on the roster.
4. (53:00) The **Ludlow Maintenance Commission (LMC) Beach Club Water Problem** was discussed. LMC General Manager Brian Belmont described for the Commissioners the issues: 1) that groundwater penetrates then gets into the lower lobby area and runs across the concrete 2) collection lines for downspouts need to be cleared when ground water saturates. Mr. Belmont noted that NTI Engineering of Port Angeles was hired by the LMC to analyze the issue and to design French drains for the uphill side of the building as well as design collection lines and downspouts. The LMC wrote the PLDD to see if it could receive any assistance for the project as the Beach Club is common property and the PLDD has co-operated previously with LMC regarding some work done in 2006 near the Kehele Park Tennis Courts. Commissioner Wilcox asked Mr. Belmont to provide Ms. Lockett a copy of the estimate & design done by NTI Engineering. Katie Smith asked what the cost estimate was given to the LMC from the engineers and if the LMC was just seeking the groundwater portion, Mr. Belmont replied that the estimate was \$40,000.00, for all of it and at this time he didn’t know what the cost would be separated out to. Commissioner Regan made a motion that Gray & Osborne meet with NTI Engineering to see what type of plans they had, and to prepare a document for contracting, Commissioner Wilcox seconded the motion. Motion approved 2-0.
5. (1:01) County Engineer Monte Reinders addressed some concerns expressed during the Jefferson County Commissioners meeting regarding co-operation of the County and the PLDD as previously spoken about with the Cascade Lane project. He explained that the County doesn’t do those projects but they do maintain them he also noted that Jefferson County has hired Engineer Lockett to do the design on projects for them. Mr. Reinders thinks that the County does co-ordinate well with the PLDD, and he appreciates calls from citizens when maintenance does need to be done. Bruce Eddy did ask Mr. Reinders, keeping the defunct Rainier to Oak Bay project in mind, whether the County has the authority to take water from the right of way to private property. Mr. Reinders said no, some roads pre-exist and some were developed when areas were platted by developers along with ditches, but that everywhere water will always run toward the oceans. Cindy Krumrei stated that the ditch goes all the way down Rainier and into the Greenbelt; they just put a berm in there. Commissioner Regan noted that on the original plat it was designated a flowage easement, and that the developers had that in mind. Mr. Reinders noted that this area was done back in the 1960’s with very little engineering done, in today’s world it’s a much different story.
6. (1:07) Commissioner Regan resigned his position effective at the end of this days meeting due to health problems. Teddy Clark and others in the audience thanked Commissioner Regan for all of his years of service to the community.

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

The August 9, 2012 regular meeting of the Port Ludlow Drainage District adjourned at 11:14 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, September 13, 2012 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Drainage District
Chair Commissioner

Richard Regan
Drainage District
Treasurer Commissioner

Dwayne Wilcox
Drainage District
Secretary Commissioner