

**Minutes of the 168th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday September 13th, 2012 10:00 a.m.**

~Approved ~

Call to order: The 168th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Secretary Commissioner Dwayne Wilcox at 10:06 a.m.

Attendance: Present were Commissioner Dwayne Wilcox, newly appointed Commissioner Elizabeth Van Zonneveld, Engineer Nancy Lockett, and Administrative Assistant Sue Bartkus. There were 16 guests in attendance.

Minutes: Commissioner Wilcox made a motion to approve the minutes of the regular August 9, 2012 meeting; motion could not be seconded as Commissioner Zonneveld was not present at that meeting and not yet serving as a Commissioner. Motion approved 1-0.

Expenses: Commissioner Wilcox went over each voucher charge, explaining them for the audience, and made a motion to approve the vouchers that accrued from August 8, 2012 though September 11, 2012 for a total of \$8,671.69. Motion was seconded by Commissioner Van Zonneveld, approved 2-0.

VOUCHER SUMMARY

VOUCHER#	VENDOR	AMOUNT
12-049	GRAY & OSBORNE	6,430.69
12-050	DEPT. OF ECOLOGY	48.92
12-051	J.C. DEPT. OF PUBLIC WORKS	1,595.10
12-052	SUSAN BARTKUS	264.18
12-053	ANDERSON HUNTER LAW FIRM	32.80
12-054	VIRGINIA BROWN	300.00

FINANCIAL SUMMARY

PLDD Cash Acct	\$ 143,421.39
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund**	\$ 6,217.94
Expenses - Current month (above)	<u>\$ (8,671.69)</u>
Net TOTAL All Accts	<u><u>\$ 180,967.64</u></u>
Special Assessment 2012	\$ 167,600.00
Paid to Date	\$ 92,875.83
Unpaid (remaining)	<u>\$ 74,724.17</u>

Old Business:

1. (5:23) Engineer Lockett reported that she contacted Dixie Llewellyn (a North Olympic Peninsula resident) to give the PLDD a proposal to analyze the **Wetland Delineation for the Forester/Trader Lane Drainage Project**. Ms. Llewellyn estimated that it would take her approximately 10-20 hours to conduct the work, and her billing rate would be \$110.00 per hour, despite repeated requests, Ms. Lockett was unable to receive a firm bid from Ms. Llewellyn. The previous firms that Ms. Lockett had contacted gave estimates (including travel) of \$2,170.00 from Watershed Co., and \$3,150.00 from ESA & Olsen bid. Ms. Lockett diagrammed the area and explained for all present (at Commissioner Wilcox's request) that this project would be control the drainage in the reserve area on the north side of

Swansonville Road that now flows into sheets over an undeveloped lot and onto Trader Lane, this project would take the water out to Fleet and into a drainage pipe, thereby abating the water problems on Trader, the existing pond located on private property would not be touched. Ms. Lockett and Commissioner Wilcox answered audience questions regarding the area. Commissioners directed Ms. Lockett to contact the Watershed Company to conduct the analysis. (16:49) Commissioner Wilcox noted for the audience that he, Commissioner Van Zonneveld and Engineer Lockett conducted a site visit on **Cascade Lane** for a better understanding of the **Flood Abatement Project**. Ms. Lockett and the Commissioners spent considerable time discussing the matter with the audience, concluding that property owners will need to be contacted for their consent to having surveys done of the area. It was noted by a number of audience members that the flow in the area is disrupted, whether due to homeowners landscaping over the drainage, or possibly because drainage was never installed there as construction of the topography may have been installed prior to when Jefferson County required a drainage plan.

2. (37:33) Engineer Lockett reported that the Commissioners would need to officially close out the **Rainier to Oak Bay** project design loan, and that the paperwork would need to be sent to Cathy Brockman of the Public Works Trust Fund Loan Board (PWTFL). Commissioner Wilcox made a motion to declare the Rainier to Oak Bay project pre-construction loan as complete and would now be closed; Commissioner Van Zonneveld seconded the motion. Motion approved 2-0. Engineer Lockett will forward the signed document, as well as a copy of these minutes to Ms. Brockman.
3. (39:50) Ms. Lockett explained for the audience problems with the open ditch becoming blocked on west **Baldwin and east Oak Bay Road**. Ms. Lockett noted that she contacted Jefferson County and they responded that they consider this a maintenance issue, not a new project, so permits would not be needed. Ms. Lockett noted that a company has given an estimate for the work.
4. (43:47) Brief discussion was held regarding the Department of Natural Resources (DNR) designation of a portion of the **Greenbelt Drainage as a non-fish bearing stream**. Commissioner Wilcox asked Ludlow Maintenance Commission (LMC) general manager Brian Belmont if the LMC had any plans for the area. Mr. Belmont responded that there are no plans at this time.
5. (46:00) Commissioner Wilcox reported that he recently observed the **Land Erosion beneath Montgomery Lane Outfall** and he could see no significant deterioration since his last view of the area in 2011.
6. (46:32) Commissioner Van Zonneveld will contact Diane Allen to redesign and update the **PLDD Website**; she will contact Jack McKay regarding the recent billing by the web provider.
7. (48:09) Engineer Lockett noted that a bid had been received by Yard Dogs to conduct the **Annual Maintenance Contract**, for approximately \$12,000.00 per year. This would be to conduct routine maintenance as per the PLDD Maintenance Schedule. Commissioner Van Zonneveld noted that she would like to look over the Schedule as well as the bid prior to making a decision on the matter.
8. (53:46) **Letters** from Allen Uyeda, and Larry Scott were submitted to the Commissioners regarding the vacant PLDD Commissioner position. Commissioner Wilcox noted that Mr. Uyeda (present at this meeting) was eligible, but Mr. Scott was ineligible as a Commissioner because he does not live within the PLDD boundaries, as required by RCW. 54.12.010 which states: *(3) Only a registered voter who resides in a commissioner district may be a candidate for, or hold office as, a commissioner of the commissioner district. Only voters of a commissioner district may vote at a primary to nominate candidates for a commissioner of the commissioner district. Voters of the entire public utility district may vote at a general election to elect a person as a commissioner of the commissioner district.* Commissioner Wilcox also noted that Patrick Herbig, property owner here in North Bay (also present at this meeting) sent a **letter** offering his services as an engineer for PLDD. Commissioner Wilcox thanked Mr. Herbig for his letter, but stated that Gray & Osborn had been the firm of record for the PLDD since its inception, they've done a fine job and the Commissioners saw no need to make a change at this time.

New Business:

1. (57:26) Commissioner Wilcox reported that he contacted the PLDD attorney Chris Knapp, who informed Commissioner Wilcox that the PLDD may make a contribution to the **Ludlow Maintenance Commission (LMC) toward the Beach Club Storm Water Problem.** Requirements would include 1) the PLDD would need to see a copy of the entire contract (plan) from the LMC contractor and 2) Only the surface runoff portion of their contract (including an indemnification for PLDD on the work to be performed by their contractor) would be eligible for a PLDD contribution. Once these documents are submitted to the PLDD they will be forwarded to Mr. Knapp. After Mr. Knapp reviews the documents, the PLDD will make a contribution for the surface runoff portion only.
2. (1:02:18) Commissioner Wilcox commented that a **Replacement Commissioner will be appointed** during the October 11, 2012 PLDD meeting.
3. (1:04:53) Commissioners scheduled a PLDD Workshop meeting for Wednesday, September 26, 2012 at 10:00 a.m. in the Bayview Room at the Beach Club. Sue will look into advertising and the RCW requirements. This meeting will be open to the public, but no actions will be taken.

Commissioner Wilcox made a motion to adjourn the meeting; motion was seconded by Commissioner Van Zonneveld, Motion approved 2-0.

The September 13, 2012 regular meeting of the Port Ludlow Drainage District adjourned at 11:18 a.m.

The Port Ludlow Drainage District will conduct a Workshop meeting Wednesday September 26, at 10:00 a.m. in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington. The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, October 11, 2012 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved

Approved:

Elizabeth Van Zonneveld
Drainage District
Secretary Commissioner

Dwayne Wilcox
Drainage District
Chair Commissioner