

**Minutes of the 169th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday October 11, 2012 10:00 a.m.**

~ Approved ~

Call to order: The 169th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Dwayne Wilcox at 10:07 a.m.

Attendance: Present were Chair Commissioner Dwayne Wilcox, Commissioner Elizabeth Van Zonneveld, Engineer Nancy Lockett, and Administrative Assistant Sue Bartkus. Guests in attendance were Jan Eddy, Monica Brown, Bud Kerns, Shelley O'Brien, Russ Lowry, Shane Seaman, Katie & Mel Smith, and Allen Uyeda.

Minutes: Commissioner Van Zonneveld made a motion to approve the minutes of the regular September 13th, 2012 meeting; motion was seconded by Commissioner Wilcox. Motion approved 2-0.

Resignation Acceptance: Commissioner Wilcox made a motion to accept the August 9, 2012 resignation of Commissioner Richard Regan; motion was seconded by Commissioner Van Zonneveld. Motion approved 2-0.

Replacement Appointment: Commissioner Van Zonneveld made a motion to appoint Allen Uyeda to replace the vacancy left by Mr. Regan; motion was seconded by Commissioner Wilcox. Motion approved 2-0. Mr. Uyeda described some of his engineering experience, noting that he is not a licensed or degreed engineer, but he acquired 25 years of practical experience as a Construction Project Engineer and Party Field Chief while working for a railroad company, he feels that he has enough knowledge that he can contribute to helping with the District. Commissioner Uyeda will be sworn in at the Jefferson County Courthouse and become a voting PLDD Commissioner after doing so.

Expenses: Commissioner Wilcox went over each voucher charge and explained them for the audience. Commissioner Van Zonneveld made a motion to approve the vouchers that accrued from September 11, 2012 to October 7, 2012 for a total of \$3,259.13; motion was seconded by Commissioner Wilcox. Motion approved 2-0.

VOUCHER SUMMARY

VOUCHER#	VENDOR	AMOUNT
12-055	SYMPLIFIED TECHNOLOGIES	139.95
12-56	GRAY & OSBORNE	1,423.78
12-057	SUSAN BARTKUS	377.40
12-058	THE LEADER	18.75
12-059	RICHARD REGAN	272.83
12-060	VIRGINIA BROWN	300.00
12-061	L & I TAXES	20.94
12-062	DWAYNE WILCOX	705.48

FINANCIAL SUMMARY

Unpaid (remaining)	\$ 74,724.17
PLDD Cash Acct	\$ 143,498.18
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund**	\$ 6,223.91
Expenses - Current month (above)	\$ (3,259.13)
Net TOTAL All Accts	\$ 186,462.96

New Business:

1. (9:30) Guest Russ Lowry, owner of Yard Dogs Landscaping (a company on the PLDD small works roster) introduced himself and noted that his company has been in business for 20 years, they have 5 employees and they specialize in landscaping. Yard Dogs has done work in the past for the PLDD as well as for the Ludlow Maintenance Commission (LMC), the Admiralty Condominiums, and many homeowners in the area. He described the work that was just performed for the PLDD on a special work order to clean up the Detention Pond areas 3 & 4, his company removed 2 full truckloads of debris and mulched quite a bit. Commissioner Wilcox requested that in the future, Yard Dogs would co-ordinate with Ron Gardner, chair of the LMC Greenbelt committee when work is performed to ensure that a cooperative consensus on easements and removals is reached. Mr. Lowry replied that he would be happy to do so, he also asked that letters of authorization be given to him so that homeowners can see that his company is working on behalf of the PLDD when they enter the maintenance areas, he will call one homeowner who requested this one week prior to performing work near his home. Mr. Lowry also described some of the work that his company would be performing this day, on Baldwin Lane, as well as inspecting the inlet pipe areas next week. He plans to spend one day per week attending to PLDD maintenance issues and he will provide the PLDD with a schedule. Engineer Lockett noted that the base bid submitted by Mr. Lowry would include a monthly billing for the PLDD with some leeway for contingencies. Commissioner Wilcox made a motion that the PLDD accept the bid document submitted by Yard Dogs to perform the regular PLDD maintenance work, Commissioner Van Zonneveld seconded the motion provided that Engineer Lockett amend the contract so that specific boundaries will be more clearly defined within the work area easements, Ms. Lockett noted that these are on the plat map. Motion approved 2-0.

Old Business:

1. (16:20) Engineer Lockett reported that Watershed Company is coming on Monday October 15, 2012 to analyze the **Wetland Delineation for the Forester/Trader Lane Drainage Project**, and that she would notify the homeowners in that immediate area of this to obtain their consent for the Watershed Company to gain access. Ms. Lockett noted that Watershed will be setting out flags to delineate the wetland, they will then write a letter report of their findings (if it's a wetland and what classification of wetland it is), and then they will send copies of their report to the PLDD and to Jefferson County. Ms. Lockett explained that this will be the first step in determining what can be done to rectify the drainage problems for this area.
2. (18:03) Engineer Lockett sent out an email description to the Commissioners of what could be done to aid the **Cascade Lane Flood Abatement Project**, beginning with survey of the area. Ms. Lockett further described actions that could be taken to help the matter (next summer) and that the Public Works Trust Fund Loan (PWTFLL) could be used for this project. Ms. Lockett estimates that these measures could cost up to \$330,000.00. Ms. Lockett did note that this would have to be considered in planning for the 2013 Budget draft. Commissioner Uyeda asked Ms. Lockett about a pipe that was installed on Walker and if she knew why it was there, Engineer Lockett noted that she didn't know but speculates that it may have been placed there

originally when the logging road was set up. To know they would have to see the results of the survey. Resident Katie Smith noted that this new project was more expensive than the \$270,000.00 that Seton had bid to perform the now defunct Rainier to Oak Bay work that would have taken care of all of the drainage, not just part of the problem as the newer proposal will. Engineer Lockett agreed, but noted that her original estimation of that (Rainier to Oak Bay) project had been higher at \$450,000.00 than the \$270,000.00 that Seton bid.

2. (24:33) Commissioner Van Zonneveld reported that she obtained a proposal from Diane Allen to re-vamp the **PLDD Website**, at a cost of approximately \$600.00. Commissioner Van Zonneveld noted that Ms. Allen had recently updated the LMC website and encouraged the audience members to view that for the improvement. There was discussion with the audience members of what the site should consist of and whether having links to other sites would be improper for a special purpose district such as PLDD. Commissioner Wilcox made a motion that the PLDD hire Diane Allen to redesign the PLDD website and accept her proposal of \$600.00 to start this process; motion was seconded by Commissioner Van Zonneveld. Motion approved 2-0. It was noted by Engineer Lockett that there was \$1,470.00 allotted in the PLDD 2012 budget for the website that had not yet been utilized.
3. (36:37) It was announced that the **2013 PLDD Annual Budget meeting** will be held in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington, at 7:00 p.m., on Tuesday October 23, 2012. Engineer Lockett summarized line by line the proposed draft budget that she prepared and brought with her to this day's meeting (a copy of which will be posted with these minutes). Commissioners will study the proposed draft and email to Ms. Lockett any changes they may want to make prior to the 2013 Budget meeting. Commissioners discussed meeting with bookkeeper Virginia Brown to review the PLDD process of preparation of invoices, ledgers, tax information and how these matters are prepared for Jefferson County. Commissioner Wilcox will try to schedule this as a workshop meeting with Ms. Brown.
4. (50:08) Ms. Lockett asked that the Commissioners consider working toward completing the **West Baldwin Oak Bay Road Improvement** this year. The project had been bid on by Seton in July of this year for \$37,851.34. Some of the Trustee's of the LMC, LMC General Manager Brian Belmont and members of its Greenbelt committee viewed the area, noting that they would like to see the disturbance minimized by using smaller equipment and they would like to have two large Cedar tree preserved if possible but they see the need for work to be done there. Ms. Lockett noted that since poor weather is on the way, she would recommend that the Commissioners award the contract to Seton. They would confer with the LMC at the preconstruction meeting as to the specifics, but that this plan been thoroughly examined by former Commissioners Regan and Cairns and has in fact been in the works for over two years. Ms. Lockett described the work that would be done for the Commissioners review and that Jefferson County did signify that this would not be considered construction project but a maintenance project; therefore it would not need any permits. Commissioner Van Zonneveld made a motion that the West Baldwin Oak Bay Road improvement bid be awarded to Seton. Commissioner Wilcox seconded the motion. Motion approved 2-0. Ms. Lockett will start the process.
5. (58:56) Commissioner Wilcox asked for any **comments** from the audience, Katie Smith noted that from a historical perspective, it has always been the goal of the PLDD to reduce the assessment; Commissioner Wilcox agreed that it has been a goal and that continues to be the Commissioners focus.
6. (59:57) Commissioner Van Zonneveld noted that **Shane Seaman**, a resident of North Bay and an attorney was present at this day's meeting. Commissioner Wilcox explained to all present that the PLDD attorney of note, Chris Knapp, had resigned from his firm in Everett Washington, and could no longer serve as the PLDD attorney. Therefore, PLDD Commissioners anticipated hiring Mr. Seaman, who had been highly recommended by many

from the Jefferson County Courthouse. Mr. Seaman noted that he has lived here since 2004; he was a prosecutor for several years. Since going into private practice he has public works experience with water districts, 2 fire districts, land use cases, water rights cases, and public meetings act issues among many other issues.

7. (1:04) Commissioner Wilcox reviewed **Correspondence** received, including 1) a notification from the Department of Ecology stating that they had received the notice of cancellation regarding the Rainier to Oak Bay project but that PLDD will have to pay for 6 months of permitting for the now defunct project 2) a letter from Sandra Flaherty, a resident of Montgomery Court who asks for help assessing a standing water problem that she has, including whether she should contact Jefferson County to come out and clean the ditch on Oak Bay Road, (Commissioners determined that a site visit will be done) 3) a Jefferson County notification of permitting for the Iron Mountain Quarry, giving a 21 day deadline for any comments (after brief review, Commissioners and attorney Seaman determine that there is no need for action by the PLDD)

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

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

The Port Ludlow Drainage District will conduct the 2013 Annual Budget meeting in the Bay View Room of the Beach Club at 7:00 p.m. on Tuesday October 23, 2012.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, November 8, 2012 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved

Approved:

Approved:

Elizabeth Van Zonneveld
Drainage District
Commissioner

Dwayne Wilcox
Drainage District
Chair Commissioner

Allen Uyeda
Drainage District
Commissioner