

Minutes of the 184<sup>th</sup> Port Ludlow Drainage District  
 Regularly Scheduled Meeting  
 Thursday, December 12, 2013 10:00 AM  
 ~ Approved ~

**The December 12, 2013 PLDD Meeting was Called to Order** at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 AM by Chair Commission Dwayne Wilcox.

**Roll Call:** Chair Commissioner Wilcox, present. Commissioner Uyeda, present. Commissioner Van Zonneveld, present. A quorum was reached.

**Attendance:** Administrative Assistant Sue Bartkus. Guests: Walter Cairns, Ron Gregory, Bud Kerns, Joe Klinker, and Richard Regan.

**Minutes:** Commissioner Van Zonneveld made a motion to approve the minutes of the November 14, 2013 regular Meeting. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. Commissioner Van Zonneveld made a motion to approve the minutes of the November 20, 2013 Budget for 2014 Meeting, Commissioner Uyeda seconded the motion. Commissioner Wilcox carried the motion. Motion approved 3-0.

**Expenses:** Commissioner Van Zonneveld made a motion to approve the vouchers from November 11, 2013 to December 11, 2013 for a total of \$5,016.47. Motion was seconded by Commissioner Wilcox motion was carried by Commissioner Uyeda. Motion approved 3-0.

Voucher Number	Item Description	Amount
13-068	Susan Bartkus	\$656.15
13-069	Elizabeth Van Zonneveld	\$180.00
13-070	Dwayne Wilcox	\$291.42
13-071	Allen Uyeda	\$540.00
13-072	Simplified Technologies	\$139.95
13-073	Gray & Osborne Inc.	\$1,806.25
13-074	Port Townsend Leader	\$40.50
13-075	Yard Dog Landscaping	\$1,270.36
13-076	Glessing & Associates	\$91.84

**Financial Summary:**

PLDD Cash Account	\$ 213,073.76
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,303.41
Expenses – Current Month from above	\$ (5,016.47)
<b>NET TOTAL ALL ACCOUNTS</b>	<b>\$ 254,360.70</b>
Special Assessment 2013	\$ 167,600.00
<b>PAID TO DATE</b>	<b>\$ (156,097.74)</b>
<b>UNPAID (REMAINING)</b>	<b>\$ 11,502.26</b>

**New Business:**

Ron Gregory submitted to the Commissioners four (4) Public Records request forms as follows

- # 1) 2013 Budget \$2,100.00 for Field expenses; invoices, contracts
- # 2) 2013 Budget, Engineering \$51,000.00 for all contracts, itemized invoices
- # 3) Public Works Board Loan \$47,813.00 for all information pertinent to loan, current loan amount
- # 4) 2013 Budget, Engineering – Capital Projects, all contracts, itemized invoices

Mr. Gregory was asked for more specific detail and replied that Jefferson County records had been looked at but that he was interested in seeing specific invoices with a line item listing that had been submitted by Gray & Osborne, engineers for the PLD, not just payment vouchers. Commissioners informed Mr. Gregory that his records requests would be reviewed and he would be notified of their response.

**Old Business:**

1. Builder Joe Klinker of Olympic Ridge Inc., attended this day’s meeting to provide Commissioners with modified drainage plans regarding **25 Condon Lane (PL 1-2-022) belonging to Sally & Phillip Franzel**. Previously, engineer Leigh Nelson of Gray & Osborne reviewed the plan and sent written recommendations for modifications. Mr. Klinker attended this day’s meeting to provide the PLDD with more specific design. After review, Commissioner Uyeda made a motion to approve the proposed drainage plan subject to Gray & Osborne recommendations, Commissioner Van Zonneveld seconded the motion, and the motion was carried by Commissioner Wilcox. Motion approved 3-0. An approval letter will be sent to the Ludlow Maintenance Commission (LMC) Architectural Control Committee (ACC) this day notifying them of the PLDD approval.
2. Commissioner Wilcox summarized a report prepared by Engineer Lockett of a field visit she conducted after last month’s meeting to assess drainage matters for the Admiralty I condominiums.

At 10:33 am, the Regular meeting was adjourned to accommodate an Executive Session. The Regular meeting reconvened at 10:45 am and adjourned at 10:46 am.

The next regularly scheduled meeting of the PLDD will be held on Thursday, January 9, 2014 in the Gallery room at the Beach Club.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Elizabeth Van Zonneveld  
Drainage District  
Commissioner

Dwayne Wilcox  
Drainage District  
Commissioner

Allen Uyeda  
Drainage District  
Commissioner