

Minutes of the 194th Port Ludlow Drainage District
 Regularly Scheduled Meeting
 Thursday October 9, 2014 10:00 AM
 ~Approved ~

The September 11, 2014 PLDD Meeting was Called to Order in the Bay View Room at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:03 a.m. by Commissioner Allen Uyeda.

Roll Call: Chair Commissioner Wilcox, absent with prior notification and consent. Commissioner Uyeda, present. Commissioner Boyer, present. A quorum was reached.

Attendance: Administrative Assistant Sue Bartkus, Engineer Nancy Lockett. Guests included: Ron Gregory, Lyle Newlin, Richard Reagan, and Katie & Mel Smith

Minutes: Commissioner Boyer made a motion to approve the minutes of the September 11, 2014 Regular Meeting and the September 25, 2014 Workshop Meeting. Commissioner Uyeda seconded the motion. Motion approved 2-0.

Expenses: Commissioner Uyeda reviewed expenses, explaining each charge for guests. Commissioner Boyer made a motion to approve the vouchers from September 8, 2014 to October 7, 2014 for a total \$4,091.04. Motion was seconded by Commissioner Uyeda. Motion approved 2-0.

Voucher Number	Item Description	Amount
14-059	Seaman Law Firm	\$ 72.50
14-060	Susan Bartkus(368.48 wages, 136.82 repay)	\$ 505.30
14-061	Dwayne Wilcox	\$ 830.68
14-062	Department Of L & I	\$ 13.63
14-063	Glessing & Assoc.	\$ 84.40
14-064	Gray & Osborne	\$ 639.17
14-065	Yard Dog Landscaping	\$1,270.36
14-066	Allen Uyeda	\$ 450.00
14-067	Artemis Computing	\$ 225.00

Financial Summary:

PLDD CASH ACCOUNT	\$253,757.62
PLDD RESERVE ACCOUNT	\$ 40,000.00
PLDD INT. INCOME RESERVE FUND	\$ 6,336.65
EXPENSES – CURRENT MONTH FROM ABOVE	<u>\$ (4,091.04)</u>
NET TOTAL ALL ACCOUNTS	\$296,003.23
SPECIAL ASSESSMENT 2014	\$150,400.00
PAID TO DATE	<u>\$(90,222.46)</u>
UNPAID (REMAINING)	\$ 60,177.54

Public Forum:

Guest Ron Gregory asked questions regarding Engineer Lockett's fee's for this month's voucher submission. The invoice from Gray & Osborne with the financial breakdown was shown to him

with Engineer Lockett explaining what each charge was for, namely 1) Attending the September meeting and preparation of three copies of the Stormwater Management Plan (\$481.39) and 2) Review of the Ludlow Cove II Residential Drainage Plan (\$157.78). He also inquired regarding Artemis Computing charges, which are submitted by Diane Allen quarterly. Katie Smith inquired about the Commissioners charges for meetings and a breakdown of Chair Dwayne Wilcox's last voucher, which included meetings for July, August and September (\$720.00) of this year, mileage (34.68), and re-payment for Jefferson County filing fee (\$76.00) for the PLDD and Port Ludlow Associates (PLA) Ludlow Cove II agreement.

New Business:

- Engineer Lockett reported that she had visited the home of John Maki at 20 Pathfinder Lane, to show him where the PLDD had previously performed work in the greenbelt area. This was to help Mr. Maki ascertain how to alleviate runoff that goes from his property to that of his downhill neighbor at 33 Adventurer Lane, Yoshino Rosenstein.
- Commissioner Boyer commented on a tree cutting notification that Ludlow Maintenance Commission Greenbelt Committee (GBC) Chair, Jack Riggen had submitted to the PLDD, regarding trees that were being removed from the greenbelt area. Engineer Lockett informed Commissioners that there is a PLDD form regarding the square footage of drip line from trees removals occurring on vacant lots. This helps the PLDD to keep track of vegetation removal that is less than 7,000 square feet, the threshold amount that requires Jefferson County permitting.
- Drainage plans for new constructions (previously PLDD approved) on Condon and Bluebird Lanes were discussed.

Old Business:

1. Engineer Lockett reported that at the Commissioners request, she prepared the SEPA review for the **Cascade Lane Flood abatement project**, a copy was given to each Commissioner. Nancy noted that upon the Commissioners approval, she would schedule an appointment for the review with Jefferson County. Gray & Osborne (G&O) will pay for the permit filing fee (approximately \$1,000.00 to \$2,000.00), which G&O will bill back to the PLDD. Commissioner Boyer asked Engineer Lockett if there was a large map of the project area to have posted during the 2015 Annual Budget Meeting, to be held on October 23, 2014. She will forward a color map of the area via email. Ms. Lockett noted that pre-application fees for the Cascade project had already been paid and there has been a pre-application meeting with David Wayne Johnson. During that meeting, Mr. Johnson determined that a SEPA review was needed. To move forward a few things would be needed: 1) County Determination of Non-Significance (DNS) 2) Department of Ecology Construction Stormwater Permit 3) County right of way Easement 4) Easements from the property owners (10 feet on each side) along the existing utility easement. Engineer Lockett noted that these documents are prepared; they're just not signed as yet. She recommended that the

PLDD notify District owners prior to putting the project out for bid. Commissioner Uyeda noted that the PLDD will arrange to do so.

2. Commissioners and Engineer Lockett reviewed the **Trader Lane** project. Engineer Lockett sent plans to the Commissioners. After finding some minor errors, Engineer Lockett noted that they would be fixed and clean copies would be emailed to the Commissioners. Engineer Lockett noted that to proceed, the PLDD could use the Small Works Roster to obtain bids and that this could be sent to each contractor electronically. At this time the PLDD has three contractors on the roster, more could be added if they apply prior to submitting a bid. It would be required that the contractors have all the necessary qualifications as per Washington State regulations and that they pay prevailing wage. The PLDD would then need to hire the lowest bid from a qualified contractor. Solicitation letters are common; Ms. Lockett will forward a boiler plate one to the Commissioners. One of these could be sent to all contractors on the small works roster. Commissioner Boyer asked what the County would need for the PLDD to move forward with Trader Lane. Engineer Lockett noted that signed permits from the owners, and a set of plans were all that were necessary. Katie Smith asked if this would be done in 2014 and therefore not on the 2015 PLDD Budget, Commissioner Boyer noted that this would be optimal.
3. For the **2015 Budget**, Commissioner Boyer noted that changes would include raising legal fees and administrative assistance, eliminating project management and supervisor categories (cm's) and site engineering as these would carry over from this year since they weren't used. A draft budget will be forwarded to Commissioners and to Diane Allen to be put onto the website.

Commissioner Uyeda made a motion to adjourn the October 9, 2014 PLDD Regular Meeting at 10:55 a.m., Commissioner Boyer seconded the motion. Motion approved 2-0.

The Annual PLDD Budget Meeting for 2015 will be held in the Bay View room at the Beach Club on October 23, 2014 at 7:00 p.m. The next regularly scheduled meeting of the PLDD will be held on Thursday, November 13, 2014 in the Bay View room at the Beach Club. The next Workshop meeting will be held on Thursday, November 20, 2014 in the Gallery room at the Beach Club.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox
Drainage District
Commissioner

Allen Uyeda
Drainage District
Commissioner

Jim Boyer
Drainage District
Commissioner