

Minutes of the 207th Port Ludlow Drainage District
 Regularly Scheduled Meeting
 Thursday, November 12, 2015 10:00 AM
 ~ Approved ~

The November 12, 2015 Port Ludlow Drainage District (PLDD) Meeting was Called to Order in the Bay View Room at the Ludlow Maintenance Commission (LMC) Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:01 a.m. by Chair Commissioner Jim Boyer.

Roll Call: Commissioner Boyer, present. Commissioner Wilcox, present. Commissioner Uyeda, present. A quorum was reached.

Attendance: Engineer Nancy Lockett, Administrative Assistant Sue Bartkus. Guests included: Brian Belmont, Ron Gregory, Ron Kletti, and Mel & Katie Smith.

Minutes: Commissioner Wilcox made a motion to approve the Minutes of the October 20, 2015 Budget Meeting for 2016 as corrected. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0. Commissioner Wilcox made a motion to approve the Regular Meeting Minutes of October 8, 2015 as written. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

Expenses: Commissioner Boyer reviewed expenses. Commissioner Uyeda made a motion to approve the vouchers from October 5, 2015 to November 9, 2015 for a total of \$7,703.41. Motion was seconded by Commissioner Wilcox. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Voucher Number	Item Description	Amount
15-075	Port Townsend Leader	\$21.75
15-076	Gray & Osborne	\$4,841.49
15-077	Artemis Computing	\$225.00
15-078	Yard Dog Landscaping	\$2,540.72
15-079	Glessing & Associates	\$74.45

Financial Summary:

PLDD CASH ACCOUNT	\$297,405.03
PLDD RESERVE ACCOUNT	\$ 40,000.00
PLDD INTEREST INCOME RESERVE FUND	\$ 6,392.05
EXPENSES – CURRENT MONTH FROM ABOVE	<u>\$ (7,703.41)</u>
NET TOTAL ALL ACCOUNTS	<u>\$ 336,093.67</u>
SPECIAL ASSESSMENT 2015	\$123,000.00
PAID TO DATE	<u>\$(112,915.10)</u>
UNPAID (REMAINING)	\$ 10,084.90

New Business:

1. Chair Commissioner Boyer stated that three agenda items would be discussed together as common aspects united them, Richard Babaian's runoff problem on Condon Lane, Cary Casal's New Home Construction on Camano Lane, and Gary Martins runoff problem on Gamble Lane. Commissioner

Boyer asked why the PLDD was involved in Jefferson County Right of Way property, how did it get started, and how will the PLDD continue? “We, the residents of North Bay pay assessments into three separate agencies; and I’m uncomfortable with that”. Commissioner Boyer also noted that he was concerned by the precedent created by PLDD involvement in some work done for the Condominiums prior to his election onto the Board.

Commissioner Boyer read into the record the following memo he had prepared.

Port Ludlow Drainage District

P.O. Box 65261

Port Ludlow, WA 98365

Memo

November 6, 2015

Re: Gary Martin inquiry - 94 Gamble Lane

Findings:

Subsequent to a request for a remedy to a storm water runoff problem, I met with Gary Martin at his home. He explained that during rain events runoff from the county right away that fronts his home floods the garage and under floor area.

Martin lives on the downhill side of Gamble Lane. The runoff water comes mostly from two properties on the uphill side of the street across from his home and from the non-pervious surface of the roadway. In the past catch basins and drain pipe were installed in the county right of way across from Martin's home but do not perform well, an asphalt berm was installed to stop water from flooding down the driveway of the home to his north, located at 132 Gamble Lane. The water diverted by that berm also contributes to the flow that intrudes into Martin's garage.

Conclusion:

The Martin property abuts the county right of way and the drainage district has no ability to remedy, nor responsibility for the causation of this long standing problem.

One remedy could be to repeat the action taken by Jefferson County Public Works on Tyee Lane in 2013. To address runoff water intruding onto private property from the county right of way an asphalt berm was installed by public works within the right of way along the frontage of several homes, thus controlling the flow of rain water and directing it into a catch basin that was installed downstream from the problem area.

Comment:

This issue raises concern over a lingering problem of clear understanding of responsibility when it comes to maintaining roadways, culverts and ditches within the county owned right of ways within the North Bay Community of Port Ludlow. Though the property owners in this district pay annual assessments to Jefferson County, the Ludlow Maintenance Commission and the Port Ludlow Drainage District, there is frequently an impasse in determining who is responsible, or if any action should be taken on behalf of private property owners to resolve negative conditions created by storm water runoff.

Subsequent to this memorandum, I suggest that a discussion between LMC and PLDD board members be conducted to work towards a clear procedure for protecting our member properties and dealing with problems of this nature in the future

Jim Boyer

Chairman, PLDD

Guest, Ron Gregory, commented that Mr. Martin had written to the Ludlow Maintenance Commission (LMC), and that he (Mr. Gregory) as and LMC Board Trustee, had been up to look at the matter. Mr. Gregory gave a copy of a picture of the area to the Commissioners. He noted that the area is on Jefferson County property in the right of way, remarking that he was concerned that we are paying Jefferson County for work that we don't get, and that Mr. Martin has been trying to

resolve the problem for 11 years. He also noted that he would be bringing up this matter during the LMC Board Workshop, which is scheduled later this day, stating that it was up to PLDD and LMC to hold Jefferson County's feet to the fire and make them accountable for taking care of their own problems. Commissioners further discussed the matter, deciding to invite Jefferson County representatives to meet and try to reach an agreement regarding assignment of specific responsibilities for private, commonly held, and right of way properties.

Engineer Lockett stated that as for Cary Casals drainage plan it wasn't acceptable as submitted, and that the PLDD did not have formal approval rights for drainage plans, the County did. She did note that changes should be made on the plan to assistant Bartkus to pass along to the owner.

It was noted that the runoff on Condon Lane onto the Babaian's property was addressed in 2010 by Engineer Lockett, a letter was written at that time advising that since the neighbor was unwilling to install a berm to divert the runoff, a curtain drain was advised.

2. Commissioners noted that Diane Allen of Artemis Computing was doing very good work for the District and a proposed fee increase was in order. Commissioner Wilcox made a motion to increase the monthly payment to Artemis Computing, from \$75.00 per month, to \$100.00 per month for the year 2016, to be paid quarterly. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

Old Business:

3. Engineer Nancy Lockett reported on the **Cascade Lane** project. Progress was made through the Mott's property, with only one little tree removed. Ms. Lockett met with the contractor and owner on site Monday; to make sure it was known how Mr. Mott wanted his restoration done. Nancy noted that an extra catch basin would be included in the contract coverage for \$5,000.00. Also, she is sure that in a year or two you won't even know anyone was in there. The contract was 45 days from the start which will be December 10, 2015. A pay estimate will be submitted by the next meeting.
4. Commissioner Boyer that it would need to be clarified if the PLDD would need to advertise for the **PLDD Elections Process** or if Jefferson County Auditor's office would be doing this. Commissioner Boyer was told that the Assessment list would be held until December 18, 2015, and then updated by the County for the last time on that date, prior to ballots being sent out. The County will conduct the election. The filing date for candidates will be announced on November 1, 2015. The filing period will be open for one week, December 14, 2015 through December 18, 2015. On January 13, 2016 Jefferson County will mail out the ballots.
5. Commissioner Boyer read Resolution 2015-03 to adopt the Budget for 2016 into the record. After it was read, Commissioner Wilcox made a motion to approve the Budget and Resolution. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

The resolution read as follows.

RESOLUTION No. 2015-03
A RESOLUTION OF THE BOARD OF COMMISSIONERS
PORT LUDLOW DRAINAGE DISTRICT
P.O. Box 65261, Port Ludlow, WA. 98365

Declaring the intent of the District to approve the attached budget for the calendar year 2016

In the amount of
\$112,300.00

With an assessment of
\$90,000.00

WHEREAS, the Port Ludlow Drainage District (PLDD) operates a drainage system in Jefferson County, Washington; and

WHEREAS, the Board of Commissioners of the District, operating pursuant to RCW85.38.170, has determined that it is in the public interest and the interest of the properties served by the District to approve this budget, presented in an open public meeting held on Tuesday October 20, 2015 in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, WA. 98365, at 7:00 p.m.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners, Port Ludlow Drainage District, Jefferson County, Washington.

By a motion made, seconded and approved this day, November 12, 2015.

Signed this day, November 12, 2015 by the Port Ludlow Board of Commissioners.



Chair Commissioner James Boyer



Commissioner Dwayne Wilcox



Commissioner Allen Uyeda

6. Commissioner Wilcox made a motion to increase the hourly wage of Sue from \$21.00 per hour to \$23.00 per hour, as discussed during the September 24, 2015 Budget Workshop meeting. Commissioner Uyeda seconded the motion Commissioner Boyer carried the motion. Motion approved 3-0.
7. Engineer Lockett pointed out to the Commissioners that she had spent 4 hours on the telephone about Assessment methodology with the County Assessor's office, and she would like to bill the District for that. All Commissioners agreed. Chair Boyer asked Nancy if she would certify and attest to the Assessment. She replied that she would be willing to if she would be able to spend some time on it. Commissioner Wilcox made a motion to have Engineer Lockett certify and attest to the Assessment, to bill the District for the time she has already spent on it, and the time she would need to spend to spend to validate it. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Commissioner Boyer made a motion to adjourn the meeting at 11:10 a.m. Motion was seconded by Commissioner Wilcox. Motion was carried by Commissioner Uyeda. Motion approved 3-0.

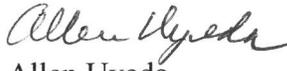
The next regularly scheduled meeting of the PLDD will be held on Thursday, December, 2015 in the Bay View room at the Beach Club at 10:00 a.m.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

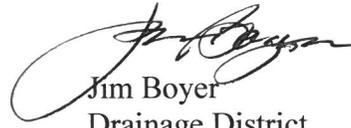
Approved:

Dwayne Wilcox
Drainage District
Commissioner

Approved:


Allen Uyeda
Drainage District
Commissioner

Approved:


Jim Boyer
Drainage District
Commissioner