

**Minutes of the 212<sup>th</sup> Port Ludlow Drainage District**  
**Regularly Scheduled Meeting**  
**Thursday, April 14, 2016 10:00 AM**  
 ~ Approved ~

**Call to Order:** The April 14, 2016 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, Fire District Commissioner Gene Carmody, Eng. Tech. III for the Jefferson County Department of Public Works Terry Duff, Robert Gable, Fire District Commissioner Ron Helmonds, Kathryn & Neil Lamka (owners of Olympic Beach Tract Wells), Fire Chief Brad Martin, Gary Martin, Dave McDermott, Fire District Commissioner Raelene Rossart, David Rothwell, Mel & Katie Smith, and Carol Taplin.

**Minutes:** Approval of Minutes occurred near the end of this day's meeting.

**Expenses:** Commissioner Wilcox made a motion to approve the vouchers from March 14, 2016 through April 11, 2016 for a total of \$8,323.35. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Voucher Number	Item Description	Amount
16-024	Susan Bartkus	\$1,194.22
16-025	Dwayne Wilcox	\$ 798.00
16-026	Allen Uyeda	\$ 684.00
16-027	Jim Boyer	\$ 912.00
16-028	Artemis Computing	\$ 340.00
16-029	Gray & Osborne Inc.	\$2,973.88
16-030	Yard Dogs Landscaping	\$1,270.36
16-031	Glessing & Associates	\$ 133.96
16-032	Department of L & I	\$ 16.93
Total		\$ 8,323.35

PLDD Cash Account	\$185,684.05
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,436.59
Expenses – Current Month from above	\$ ( 8,323.35)
NET TOTAL ALL ACCOUNTS	\$223,797.29
Special Assessment	\$ 89,999.29
PAID TO DATE	\$ (10,347.66)
UNPAID (REMAINING)	\$ 79,651.63

**Correspondence:**

Chair Boyer noted that there was extensive correspondence this month. He began with a summary of an email from Carol Taplin of Rainier Lane. Ms. Taplin was concerned when Seton would be back to finish the work to the ditch located in front of her home, and when the **Cascade**

project would be done. She would like to be present when the ditch is worked on, and requested that it could be scheduled after May 14, 2016. Commissioner Wilcox commented that the project was delayed due to wet weather. The project deadline for Seton was extended (during a previous meeting). Engineer Lockett reported that Seton is working on a schedule of when they will be able to finish the project before the end of May.

Engineer Lockett re-iterated to Ms. Taplin the specifications of what Ms. Taplin wanted, and the work that was going to be done in the County right-of-way ditch in front of her home. Engineer Lockett said that she was confident that Seton would do a very nice job restoring the ditch in front of Ms. Taplin's home, including hand placing the rocks back in place. She assured Ms. Taplin that Seton knew what was expected. Nancy will request that Seton let the District, or herself, know when they will be conducting the work on the ditch so that either she or one of the Commissioners could be present. Commissioner Boyer noted that if possible, an email will be sent to Ms. Taplin to let her know when Seton would be there.

Engineer Lockett gave a brief summary of what had been completed to date on the Cascade project, and what would be done when work resumes. She confirmed with Dave McDermott, a resident of Rainier Lane, that he wants to put his own rocks back and that Seton will provide the fabric. Engineer Lockett also explained that the Cascade Project delay was granted primarily to prevent material from being carried down Walker Way during the rainy weather if wholesale grading were to be conducted during that time. Robert Gable of 780 Rainier commented that there is standing water in the ditch in front of his property; Terry Duff of Jefferson County Public Works will pass this along to the road crew.

Brian Belmont, Ludlow Maintenance Commission (LMC) General Manager, reported to Engineer Lockett that at the upper side of **Cressey Lane** and Walker Way, there was a lot of drain rock in the ditch there; he wasn't sure if it had washed down, or if the County had placed it there to slow down the flow of water. Mr. Belmont also noted that further along the upper side of Cressey it looks as if it had been dammed up. Nancy said she would take a look at the area.

Commissioner Boyer reported that Katie Smith had sent a series of emails, regarding amending the Workshop Minutes. Some of the emails address the issue of translating comments from the February Workshop Meeting on budget coding and obtaining a letter of agreement with the PLDD changes from the State Auditor's office (as suggested during the February 25, 2016 Workshop meeting, by County Auditor Rose Ann Carroll). Commissioner Boyer spoke with the State Auditor's office about this; they informed him that they would not put anything in writing regarding directing the PLDD on how to do bookkeeping. They will give comments; and they will review our process of recording. Chair Boyer stated that we've not made any changes in the coding yet and probably won't until we've made the final payment on the Cascade Project. The one comment that Chair Boyer got from Assistant State Auditor, Niles Kostick, was that as a Special District the PLDD has many exemptions regarding bookkeeping, and as long as they know where the money is coming from and going to, they're happy. "He said if we wanted to, as a District, we could make it as simple as two codes, incoming and outgoing. To end all this continuing concern, that's where I'd like to get to if we can, but as I said, we won't make any changes until the Cascade Project is done".

An email exchange between Shaun and Cassandra Johnson, owners of a lot on **Schooner Lane**, and Engineer Lockett was briefly discussed. The Johnson's are seeking advice on what type of drainage system would be needed and possible easements on their property prior to submitting house plans to the County.

Chair Boyer noted that the PLDD was copied on an email from Bill Weir regarding the Olympic Water and Sewer (OWSY) spill event; this will be discussed with that agenda item.

**New & Old Business In Order of Discussion:**

1. (16:55) Commissioner Uyeda reported that he met with Stan Kadish on March 26<sup>th</sup> to discuss drainage in the ravine on the south side of his house, 41 **Foster Lane**. Mr. Kadish indicated that the down slope close to his house was beginning to slide. He thought it was erosion at the bottom, because of water flowing into the ravine. "I found that it's not; it's due to the clay layer. The layer on top has become saturated and it's beginning to let surface dirt slide. It's not something we can help with. This is way beyond our control and not something we can change".
2. Commissioner Boyer reported that during recent heavy rains, a **sink hole** developed off of **Pioneer between Keefe and McCurdy Lane**, in the County right-of-way. Commissioners Boyer and Uyeda looked at the area, at different times that day, but by the next day it had been filled in. Possible causes were discussed; Terry Duff noted that would be something for the County road crew to take care of and that she would check on it.
3. Commissioners asked Engineer Lockett to conduct an **Outfall inspection**; she will find a low tide time and schedule it.
4. The spillage at the **Olympic Waste Water Treatment Plant (OWSY)** was discussed. Engineer Lockett reported meeting with Greg Ray of OWSY, and Russ Lowry of Yard Dogs at the plant to review the situation. She found that during the storm there was a lot of rain, and then strong winds that caused a lot of sheeting over the hill and into the tanks. She advised OWSY to put a ditch in the hill so that in future events the water could get to where it's supposed to flow instead of sheeting over. Greg and Russ have worked together on a regular schedule of maintenance. Possible solutions to any future reoccurrences were discussed.
5. Chief Brad Martin of the Port Ludlow Fire District, Fire District Commissioners: Raelene Rossart, Ron Helmonds, and Gene Carmody, Jefferson County Engineer Tech. II Terry Duff, and Kathryn & Neil Lamka the owners of Olympic Beach Tract Wells, attended this day's meeting to discuss the recent **sinkhole** that appeared near the driveway of the Port Ludlow Fire District Station. Engineer Lockett displayed a map of PLDD area, and noted that though the main portion of the Fire Station is a parcel within the PLDD boundaries, the location of the sinkhole parcel was not located within the PLDD jurisdiction.

County Engineer Terry Duff noted that repairs to the damaged pipe and cement catch basin would be up to the Fire District as they did not belong to the County either. Ms. Duff also said that typically the owner of the catch basin would have an easement to maintain, but there's no history showing ownership of the structure.

A camera recording of the pipes was performed at Chief Martins request by the City of Port Townsend. These recordings were observed during this day's meeting. Engineer Lockett

explained how the sinkhole could occur, the pipe corrodes over time and material sinks to fill in the void. Engineer Lockett showed a Power Point presentation that she prepared to further clarify the situation and possible solutions. A copy of this presentation will be posted with these minutes and an electronic copy will be posted onto the PLDD website.

Attendees discussed further remedies, Engineer Lockett answered questions for the Fire District representatives, noting that old culverts (with water coming down the hill) culminate on the Fire District property, and that they were put in long ago, before there was a developed road. All parties expressed that maintaining access during repairs was considered paramount, with Engineer Lockett offering many possible ways this could be done. Fire District Commissioners asked Engineer Lockett for a rough estimate of the cost to repair the system; she said it could range from approximately \$75,000.00 to \$150,000.00 but that they should check with their engineering firm.

6. Gary Martin, resident of **Gamble Lane**, noted that he would like to put a berm up in front of his driveway to prevent runoff from coming onto his property from the road. County Engineer Duff advised him that he would have to check with Engineer Monte Reinders.
7. Discussion of **Condon Lane** will be delayed until Richard Babaian is in the area.

At this time the Commissioners voted to approve **Minutes** of previous meetings as listed below.

Commissioner Boyer noted that posting the **Workshop Minutes (of February 25, 2016)** were delayed at Diane Allen's request so that an amended version with Diane's clarifications could be posted. Commissioner Boyer made a motion to accept the Workshop Minutes (from February 25, 2016, and listed on this day's Agenda as "Amended", though Chair Boyer did not state Amended). Commissioner Wilcox seconded the Motion, saying "I move that we approve those minutes and the ones revised by Diane. Commissioner Uyeda carried the Motion. Motion approved 3-0.

Commissioner Boyer made a motion to approve the **March 24, 2016 Workshop Meeting Minutes**. Motion was seconded by Commissioner Wilcox. Motion was carried by Commissioner Uyeda. Motion approved 3-0.

Commissioner Boyer made a motion to approve the **March 10, 2016 Regular Meeting Minutes**. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

Commissioner Boyer made a Motion to have **Engineer Lockett answer an online Census** from the Department of Commerce. Commissioner Wilcox seconded the Motion. Commissioner Uyeda carried the Motion. Motion approved 3-0.

Commissioner Wilcox made a motion to adjourn the meeting at 11:38 a.m. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.


The next regularly scheduled meeting of the PLDD will be held on Thursday, May 12, 2016 in the Bay View room at the Beach Club at 10:00 a.m.

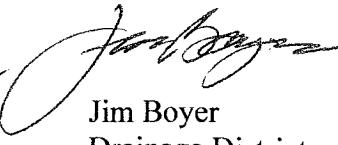
Respectfully Submitted by: Susan Bartkus, Administrative Assistant

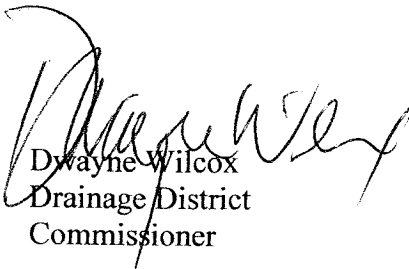
Approved:

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Approved:

  
Allen Uyeda  
Drainage District  
Commissioner

  
Jim Boyer  
Drainage District  
Commissioner

  
Dwayne Wilcox  
Drainage District  
Commissioner