

**Port Ludlow Drainage District  
P.O. Box 65261  
Port Ludlow, WA. 98365**

AMENDED November 10, 2017  
Amended Passage noted in Red Font

**Minutes for Commissioners Regular Meeting # 217  
Thursday, September 8, 2016 at 10:00 AM  
At the Beach Club  
121 Marina View Drive  
Port Ludlow, WA. 98365**

*Approved.  
Done*

1. The meeting was called to order by Chair Commissioner Wilcox at 10:00 a.m.
2. Chair Wilcox announced that upon his and Commissioner Uyeda's recommendations, the **Jefferson County Board of County Commissioners (BoCC) appointed Katie Smith to the PLDD Board.** Commissioner Smith noted that she had been appointed during BoCC meeting on Tuesday September 6, 2016. She took the Oath of Office on September 7, 2016, being sworn in by Jefferson County Auditor Election Coordinator Betty Johnson. Commissioner Smith will be filling the PLDD Commissioner Position No. 1, and that position will be on the special election ballot in 2018 for a two year unexpired term that will run to 2020.
3. **Roll Call:** Commissioner Wilcox present. Commissioner Uyeda present. Commissioner Smith present. No absences. Engineer Nancy Lockett, Assistant Sue Bartkus.
4. **Guests:** Brian Belmont, Walter Cairns, Ted Haworth, Richard Regan, and Mel Smith.
5. **Consent Items:**

Commissioner Uyeda made a motion to approve the **Regular Meeting Minutes of August 11, 2016.** Commissioner Wilcox seconded and carried the motion. Commissioner Smith abstained from voting. Motion approved 2-0.

Commissioner Wilcox explained that due to requirements by the Jefferson County Auditor's office, he and Commissioner Uyeda held a special emergency meeting the evening of August 11, 2016 to pass Resolution no. 2016-01 enabling money to be put into the proper category for payout. Commissioner Wilcox read RCW 42.30.070 which specifies Open Public Meetings Act (OPMA) exceptions for emergency meetings. Commissioner Wilcox asked if anyone had any questions or comments regarding this action. No comments were made by the audience. Commissioner Wilcox made a motion to approve the **Special Emergency Meeting Minutes of August 11, 2016.** Commissioner Uyeda seconded and carried the motion. Commissioner Smith abstained. Motion approved 2-0.

Commissioner Wilcox made a motion to approve the **Special Workshop Meeting Minutes of August 25, 2016**. Commissioner Uyeda seconded the motion. Commissioner Smith abstained. Motion approved 2-0.

Commissioner Wilcox summarized the **August 08, 2016 to September 6, 2016 Vouchers** numbered 16-061 through 16-066 for a total of \$5,400.24.

Voucher Number	Item Description	Amount
16-061	Susan Bartkus (Payroll)	\$ 553.70
16-062	Jefferson County	\$ 1,564.11
16-063	Artemis Computing	\$ 571.09
16-064	Gray & Osborne, Inc.	\$ 1,353.95
16-065	Yard Dogs Landscaping	\$ 1,270.36
16-066	Glessing & Associates	\$ 87.03
Total Vouchers		\$ 5,400.24

**Financial Standing**

PLDD Cash Account	\$ 110,064.00
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,521.44
Expenses – Current Month from above	\$ ( 5,400.24)
<b>NET TOTAL ALL ACCOUNTS</b>	<b>\$ 151,185.20</b>
Special Assessment	\$ 89,999.29
PAID TO DATE	\$ (50,072.80)
UNPAID (REMAINING)	\$ 39,926.49

Commissioner Smith made a motion to approve the Vouchers from August 8, 2016 to September 6, 2016. Commissioner Uyeda seconded the motion. Commissioner Wilcox carried the motion. Motion approved 3-0.

**6. Correspondence:**

Commissioner Wilcox commented on an email from Brittany Wallace of the State Auditor's office (SAO). He reported that an audit had been done for the PLDD years of 2014 and 2015. Of note in the report was that executive sessions did not specify reasons, part of the SAO evaluation said the following "During our audit, we noted several occasions where the District entered into executive session without properly documenting estimated length, start times, and reason for entering into executive sessions. We recommend the District ensure executive sessions are only held for allowable reasons and are adequately documented in compliance with the Open Public Meetings Act (OPMA) specifically, that the District document estimated length, start times, and the reason for which the District is entering into executive session.

Of financial concern was the raise in Commissioner's pay from \$90.00 per meeting to \$114.00 per meeting, but the PLDD Budget amounts for those years had not taken the raise into consideration, the pay then exceeded the PLDD Budget for that line item.

Commissioner Smith noted that the amounts of all of the financial discrepancies were \$4,000.00 over for 2014 and \$19,000.00 for 2015, and that considering the size of the overage, could not all be accounted for the per diem variance. Commissioner Wilcox also reported that the Jefferson County Auditor's office recommended that the PLDD do a more effective job of keeping tab on the budget items. The SAO will send a bill of \$1,116.00 for the audits.

### **New Business:**

7. Commissioner Wilcox reported that Russ Lowry of Yard Dogs Landscaping would like to continue his contract to perform the **PLDD Maintenance schedule** work, with no increase in pay for the additions of Trader and Cascade Lanes. Attorney Seaman advised Commissioner Wilcox that the contract can be renewed without going out to bid. Commissioner Smith noted that provisions were made in the original contract citing that it could be approached as an extension until October of 2017. Engineer Lockett reported that the current charge by Yard Dogs for the services is \$15,244.00 per year including tax, and that the last time it was sent out for bid was to the three companies on the PLDD Small Works roster. Commissioner Smith noted that Trader Lane and Cascade Lane need to be added to the contract. Ludlow Maintenance Commission General Manager Brian Belmont pointed out other factors that should be included, and that the PLDD has one year to adjust the contract.

Commissioner Wilcox made a motion to extend the Yard Dogs Maintenance Schedule contract, including Cascade and Trader Lanes until October of 2017. Commissioner Uyeda seconded the motion. Commissioner Smith carried the motion. Motion approved 3-0. Commissioner Smith noted that the PLDD and Gray & Osborne contract should be updated and renewed. Engineer Lockett will put together a new one.

8. Engineer Lockett reported that a small District had contacted her about their **assessment methodology**. They didn't have time to complete the requirements this year; but she guided them to what they had to do to be ready for next year. They had been referred to PLDD by the State.
9. Commissioner Wilcox noted that he spoke with Joanne Bisquera of **Enduris** Insurance regarding PLDD structures. Enduris is planning to send out a photographer to take pictures of PLDD operations on October 5, 2016. Commissioner Smith asked if it would be better to have Nancy enhance the PLDD list of projects with a description, which could be provided to Enduris in addition to their visit. Commissioner Wilcox agreed and asked Nancy to do this.

### **Old Business:**

10. Engineer Lockett reported that Eric Kuzma from Jefferson County came and looked at the **Cascade Lane** Drainage Improvement project. He said that it was okay, but he had a couple of suggestions. The Cascade Inlet in the Greenbelt is covered in sediment and until a remedy can be constructed; Yard Dogs will have to check and clean it out every

couple of weeks. The other thing is to watch the water coming out of the triangle area at Walker Way and Oak Bay Road, which will have to be worked out with the County. Engineer Lockett also noted that easements still needed to be obtained from the Barnes and Mock families. She will have them contact Sue to have them notarized.

Commissioner Smith made a motion that the PLDD accepts the Cascade Lane Project as complete. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

Commissioners announced that there will be a Special Budget Workshop Meeting on September 22, 2016. The 2017 PLDD Budget must be submitted by November 30, 2016 to Jefferson County. Engineer Lockett has been asked to prepare the 2017 budget and the 2017 assessment amount.

### **Public Forum:**

**Ted Haworth** owner of 211 Montgomery Lane spoke to the Commissioners about putting a 12" x 40' storm drain pipe in the ditch in front of his house. He gave commissioners photos of the existing and proposed conditions. He reported wanting to make the ditch more pleasing to the eye and safer. Commissioner Smith asked Mr. Haworth if the County had given him guidelines. He said that he got the impression that the County wanted the PLDD to give the go-ahead. Commissioner Smith told Mr. Haworth that Engineer Lockett would take a look at his property. Engineer Lockett agreed and noted that she would contact Terry Duff as well.

Former Commissioner Walt Cairns asked if there had been any notifications from the State regarding the **2012 decision made by the Department of Natural Resources (DNR)** about the non-fish bearing stream status in the former Rainier project area. Commissioners have not received anything to date.

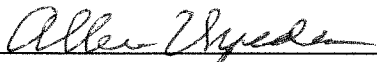
Richard Regan, Walter Cairns, Engineer Lockett, and current Commissioners discussed stormwater discharge by the Waste Water Treatment Plant and possible solutions.

Former Commissioner Regan noted that County Engineer Monte Reinders would be attending the LMC Workshop meeting at 1:00 p.m. this day. The LMC Board will be asking about county ditches and the County practice of mowing and leaving the mown vegetation to rot. Mr. Regan stated that he has seen how over time this has slowly filled the ditches, impeding the flow. Commissioner Smith said she would attend the meeting and report back about this.

Commissioner Wilcox made a motion to adjourn the meeting at 11:15 a.m. Commissioner Uyeda seconded the motion. Commissioner Smith carried the motion. Motion approved 3-0

Respectfully prepared by:  
Susan Bartkus

Approved:



District Commissioner 3  
Allen Uyeda

Approved:



District Commissioner 1  
Katie Smith

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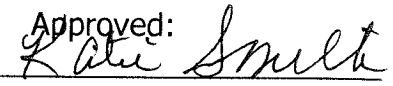
Approved:

  
Chair Commissioner  
Dwayne Wilcox

Approved:

  
District Commissioner  
Allen Uyeda

Approved:

  
District Commissioner  
Katie Smith