

Minutes of the 134th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday, November 12, 2009 10:00 a.m.
~ Approved ~

Call to order: The 134th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman, Commissioner Leland Amundson at 10:00 a.m.

PLDD Commissioners present: Leland Amundson, Walter Cairns, and James Laker
Prior to conducting the regular meeting, PLDD Commissioners by motions made, seconded and unanimously approved, hired Joe Thompson to complete small works projects of 1) Cleaning out the drainage basin and detention pond for an estimated fee of \$2,800.00, and 2) Clearing the embankment on Oak Bay Road just above Baldwin Lane for an estimated fee of \$1,200.00. Mr. Thompson also agreed to perform regular maintenance work for the PLDD at various locations as directed by Engineer Nancy Lockett.

PLDD Commissioners approved as written the Minutes of the regularly scheduled September 12, 2009 meeting, the Minutes of the regularly scheduled October 8, 2009 meeting, and the Amendment of item # 5 of Old Business to the Minutes of the August 13, 2009 meeting Minutes.

Expenses:

The PLDD Commissioners approved Drainage District expenses that accrued from 07 October, 2009 to 11 November, 2009 for the total amount of \$1,886.78

A breakdown of this total is shown below:

VOUCHER#	VENDOR	AMOUNT
09-056	LEE AMUNDSON	805.12
09-057	WALTER CAIRNS	186.20
09-058	SUSAN BARTKUS	69.26
09-059	OLYMPIC TREE SERVICE	596.20
09-060	VIRGINIA BROWN	230.00

Public Forum:

- _ Mel Smith, resident of Grove Court, reported that sand was beginning to accumulate in the area of a previous project on the east side of Oak Bay and that rocks were beginning to wash down. Mr. Smith asked that someone would take a look at the area. Engineer Lockett will visit the site after this days meeting to assess the situation.

Business:

1. Engineer Lockett reported that there have been no new developments regarding the Rainier to Oak Bay Greenbelt Drainage project. PLDD Commissioners and PLDD Engineer Nancy Lockett had a Contract Construction meeting after the October 8, 2009 regular meeting with Seton Construction and Olympic Water & Sewer. A pre-construction Public Works Trust Fund (PWTF) Design loan was secured for the PLDD, and the PLDD was planning to obtain a PWTF *Construction* Loan at _% interest with the funding being accessible for construction in July of 2010; however, due to the economy the State Legislature deferred distributing Construction Loans for the next two (2) years, money that was available has been put into the general fund. Design for PLDD projects continued, as the funding for that portion of the project was provided. Meanwhile, PLDD will use its reserve account to finance construction projects.
2. Engineer Lockett reported that Seton Construction will begin working on the Orchanian, Warbler and Jackson Lane projects, beginning with Warbler, then Jackson, then on to the Orchanian property. This will include work to be done at the Libbey Court Catch Basin Erosion Protection area as a separate line item for one of the three (3) stand alone PLDD Small Works

contracts. The first contract will be for maintenance, which will include cleaning and maintenance of ditches, the berm on Libbey court, and repairing (filling in) the hole on Oak Bay & Baldwin. The second Small Works Roster contract will include Foster/ Jackson Lanes, Machias, and the small rock pad located at Warbler; there will be three (3) schedules with this one contract. Engineer Lockett previously reported that plans include continuing the French drain up to lot # 54, this will involve carrying water from the culvert and multiple lots and getting easements off Jackson Lane (because of the topography) to carry the drainage down to the Rainier/Oak Bay greenbelt, away from Ken & Merilee Mounts property on lot # 2-3-051 where it has been accumulating. Chairman Commissioner Lee Amundson reported that Jefferson County Public Works was reducing the access fee (for a permit for access to job sites from county roads) from \$215.00 to \$49.00, as yet no bill has been received, he will check with Public Works about this.

3. Seton Construction began work on the Ditch Re-alignment from Oak Bay Road to the Wastewater Treatment Plant (WWTP). Engineer Lockett reported that design changed from a grass swale to rock due to the wet conditions in the area. Ms. Lockett will consult with the landscape designer after this days meeting. The area will be hydro-seeded; the pipe under the planned bridge will be taken out so there will be no constriction to flow. Plans will be finalized and an estimate done today, there will be a reduction in cost but maintenance to the plantings will need to be done in the area on a regular basis.
4. Engineer Lockett submitted a new draft to the Commissioners of a protocol letter to be sent to the Ludlow Maintenance Commission (LMC) informing them that in the future prior to any tree or brush *clearing* activities, a plan would be required (see below) and that any small actions taken over a period of time could have a cumulative effect. This would be in accordance with the Washington State Department of Ecology (DOE) Storm water Manual, which mandates requirements for land disturbing activity (the Storm Water Manual has been adopted by Jefferson County and the PLDD and therefore these rules must be adhered to by all members). The 2005 WSDOE Storm Water Manual, Chapter 2, Vol I, pg 2-9 flow chart describes what situations would require a drainage plan. Ms. Lockett summarized during the August PLDD meeting, that basically before clearing a lot, a storm water site plan was required if 7,000 or more square feet of land were involved. Plans are beneficial by helping to reduce the possibility of erosion, pollution, and other complications resulting from vegetation removal. Commissioners will review Ms. Lockett's draft letter prior to sending it to the LMC.
5. The Libbey Court Catch Basin project was briefly discussed. No progress has taken place. Engineer Lockett will speak with Seton Construction about these plans. LMC Greenbelt Committee (GBC) Chair, Ted Buehler, in attendance at this days meeting, reported receiving a request to the GBC from resident Chris Robin regarding the Libbey Court drainage ditch that runs into the drainpipe. Mr. Buehler distributed copies of Mr. Robins request to the PLDD Commissioners, and Engineer Lockett. In Mr. Robins request he states *_The culvert on LMC property, behind the back house of 41 Libby is badly overgrown, and has a large amount of leaves & rocks that need to be cleaned out & cut out before the upcoming winter, in order to prevent flooding of the house as happened in the 1990_s._* Attached to Mr. Robins GBC request is a site diagram of the area with additional pleas to put the area on an annual maintenance schedule. Commissioner Cairns stated that problems occur due to lawn clippings and debris getting dumped and washing down into the drainage system, he recalled Joe Thompson clearing the area previously (two or three years ago). Commissioners discussed the topography of the area and directed Engineer Lockett to speak with Mr. Thompson about performing regular maintenance there.

New Business:

1. Commissioners and Engineer Lockett reviewed 2009 budget expenditures, funds remaining, and the upcoming annual Budget Meeting for 2010 at length. Chairman Amundson reported that he has written a request to Jefferson County Auditor Donna Eldrige to increase Capital Expenditures. After extensive review of all aspects of the budget, Chairman Amundson stated that he will meet with Judy from Jefferson County and re-adjust what needs to be withdrawn from

the reserve account to meet the 2009 obligations. Re-adjustments are due in part to PWTF loan funds not being available at this time (see item # 1. under Old Business for further clarification) they have been put on hold by Washington State legislature. The Special 2010 Annual Budget Meeting will take place on November 23, 2009 at 7:00 p.m.; these issues will be further discussed at this meeting. Commissioner Cairns pointed out two (2) change corrections to the proposed budget draft, that of changing the Machias/Orchanian project to January, and changing a typographical error to the budget adjustment from 2007 contingency to 2010 contingency.

2. By a motion made, seconded and unanimously approved, Commissioners hired Jack McKay at the rate of \$55.00 per hour, for a maximum of two hours per month to update and maintain the PLDD website. Resident Katie Smith asked if the PLDD website could be linked to the Port Ludlow Today website, Mr. McKay commented that it might be possible, he will also compile updated photographs for the website.

Commissioners Reports and Comments: Commissioners had nothing new to report beyond what was discussed earlier during this meeting.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday December 10, 2009 at 10:00 a.m., at the Beach Club in the Bay View Room.

The November 12, 2009 regular meeting of the Port Ludlow Drainage District adjourned at 11:57 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer