

**Minutes of the 150th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday March 10, 2011 10:00 a.m.**

~ APPROVED ~

Call to order: The 150th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Walter Cairns at 10:00 a.m.

Attendance: Present were Chair Commissioner Walter Cairns, Secretary Commissioner Dwayne Wilcox and Treasurer Commissioner Leland Amundson, and Engineer Nancy Lockett. Guests present included Mel & Katie Smith, Bud Kerns, and Richard Regan.

Minutes: PLDD Commissioners approved the Minutes of the regularly scheduled February 10, 2011 meeting as written.

Expenses:

By a motion made, seconded and carried PLDD Commissioners Amundson, Cairns and Wilcox approved Drainage District expenses that accrued from to February 10, 2011 to March 09, 2011 for a total for a total of \$907.54

VOUCHER#	VENDOR	AMOUNT
11-014	WALT CAIRNS	95.34
11-015	SUSAN BARTKUS	148.60
11-016	LUDLOW MAINT. COMM.	433.60
11-017	VIRGINIA BROWN	230.00

Financial Standing as of March 09, 2011:

PLDD Cash Acct	\$106,223.03
PLDD Reserve Acct	\$40,000.00
PLDD Interest Income Reserve Fund	\$6,098.51
Expenses - Mar. 2011	-\$907.54
Net TOTAL All Accts	\$151,414.00
Special Assessment 2011	\$167,600.00
Paid to Date	\$7,304.55
Unpaid	\$160,295.45

Public Forum: Guests briefly commented on great amounts of water that recently flowed through the culvert at the end of Montgomery Lane.

Old Business:

1. The **Rainier to Oak Bay Project** was reviewed. Engineer Nancy Lockett reported that an extension for repayment of the pre-design loan was granted throughout September of this year. Commissioners and Engineer Lockett discussed the possibility of working on the budget alternative projects if the construction portion of the Public Works Trust Fund Loan (PTWTFL) is not granted to the PLDD this year.
2. (6:44) Commissioners and Engineer Lockett reviewed the **Grace Christian Church Drainage Plan** progress to date, noting that the Geotech report that was submitted last month by the church was lacking soil logs and gave no information regarding where they

garnered their test pit data. Ms. Lockett sent a letter to the church informing them of what amendments need to be made to bring their plans into compliance with Washington State Storm Water requirements and that detention would be the method needed for this project. A copy of this letter will be attached to these minutes.

New Business:

1. (10:44) Chairman Commissioner Cairns directed administrative assistant Sue Bartkus to submit a PLDD request for small works and engineering firms Statements of Qualifications (SOQ's) to be published in the Port Townsend Leader.
2. (11:55) Chairman Cairns asked Engineer Lockett to give a brief report regarding **Senate Bill 5604** designed to fund prevention of pollutants from entering storm water runoff of NPDS Phase II municipalities that are under storm water permits. This bill places a 1% tax on salts, petroleum, pesticides and fertilizers. Ms. Lockett explained what municipalities were eligible for this funding and that unfortunately Jefferson County does not fit the criteria for this funding as it is not a Phase II permittee.
3. (17:25) Discussion was held regarding the **PLDD Website Domain** name and the cost of \$105.00 for a five (5) year fee due for registering PLDD.org., by a motion made, seconded and unanimously passed, Commissioners approved this cost. Further discussion was held about contacting Jack McKay, who has been hired to maintain the PLDD website for approximately \$100.00 per hour, and the need for him to perform updates as agreed. Chairman Cairns recently contacted Mr. McKay and asked him to update the site; this has not yet been done. Commissioner Secretary Wilcox will contact Mr. McKay to see if he is still interested in performing this task or if the PLDD will have to make other arrangements.
4. (24:48) Commissioners and Engineer Lockett noted that the **PWTFL Advance Payment Request** will arrive in May, 2011 and will be due by June 30, 2011, this for the engineering work that has been performed to date. Engineer Lockett stated that she will look on the Washington State website and find out what the PLDD balance due will be.
5. (28:31) Commissioner Cairns reported that he asked Engineer Lockett to check on whether the PLDD needed to have **Oil Water Separators** for impervious areas (such as the parking lots). Engineer Lockett reported that according to the Ecology Storm Water Manual guidelines it wasn't necessary here; only in commercial or industrial areas where there were one hundred (100) vehicles per (one thousand) 1,000 sq. feet of gross building area. Ms. Lockett quoted other guidelines that were not applicable for our area.

Commissioner Reports:

- (31:00) Commissioner Wilcox reported that he had a telephone conversation with Jefferson County Prosecutor Scott Rosencrantz regarding enforcement of the **State Storm Water Manual Mandate**. Mr. Rosencrantz informed Commissioner Wilcox that this would be almost impossible to enforce. Commissioners agreed that approaching the Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) and the Covenant & Regulations (C&R) Committee about utilizing the PLDD Tree Clearing on Vacant Lot form would be more productive.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday April 14, at 10:00 a.m., at the Beach Club in the Bay View Room.

The March 10, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 10:40 a.m.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox
Drainage District
Secretary Commissioner

Walter Cairns
Drainage District
Chair Commissioner

Lee Amundson
Drainage District
Treasurer Commissioner