

**Minutes of the 152nd Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday May 12, 2011 10:00 a.m.**

~ APPROVED~

Call to order: The 152nd 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, Treasurer Commissioner Leland Amundson, Engineer Nancy Lockett and Administrative Assistant Susan Bartkus. Guests present were Don Cooper, Sally Derrig, Marti Lewis, Ernest Lewis, Katie and Mel Smith.

Minutes: Commissioner Wilcox made a motion to approve the Meeting Minutes of April 14, 2011; motion was seconded by Commissioner Amundson and carried by Commissioner Cairns. Motion approved 3-0.

Expenses:

By a motion made Commissioner Amundson voted to approve Drainage District expenses that accrued from April 13, 2011 to May 11, 2011 for a total of \$3,039.76, motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

VOUCHER#	VENDOR	AMOUNT
11-026	SUSAN BARTKUS	206.39
11-027	GRAY & ORSBORNE	1,932.37
11-028	ANDERSON HUNTER LAW FIRM	275.00
11-029	THE LEADER	216.00
11-030	WALTER CAIRNS	180.00
11-031	VIRGINIA BROWN	230.00

District Financial Standing as of May 11, 2011:

PLDD Cash Acct	\$117,103.39
PLDD Reserve Acct	\$40,000.00
PLDD Interest Income Reserve Fund	\$6,112.43
Expenses - Mar. 2011	<u>-\$3,039.76</u>
Net TOTAL All Accts	<u><u>\$160,176.06</u></u>
Special Assessment 2011	\$167,600.00
Paid to Date	\$66,878.06
Unpaid	\$100,721.94

Public Forum:

Commissioners Cairns and Wilcox reported that Mr. Platzer, owner of 630 Pioneer, contacted the PLDD regarding curtain drains near the Kehele Park tennis courts that are not sufficiently processing drainage, thereby causing his lawn to become saturated and boggy. Commissioner Cairns noted that due to a Hood Canal Bridge closure, PLDD consulting Engineer Lockett was

delayed from getting to this day's meeting at 10:00 a.m., rather than delaying the meeting to wait for her arrival, Chair Commissioner Cairns changed the regular order of the agenda so that matters that didn't require information from Engineer Lockett could be discussed. The matter of Mr. Platzer's saturated lawn, and other matters to be set aside until reports from Ms. Lockett could be discussed.

New and Old Business in Order of Discussion:

1. (5:55) Chairman Commissioner Cairns reported on obtaining a legal opinion from the office of Anderson Hunter Law Firm regarding the **enforcement of clearing request forms**. The attorney opinion was that Jefferson County had the authority to enforce this matter but the PLDD could not enforce this issue without bringing suit and that though this is a legal request, it is not an emergency. Commissioners Wilcox and Cairns further discussed this matter and explained for the audience the lack of reporting by the Ludlow Maintenance Commission (LMC) to the PLDD, trees that had been approved by the LMC Greenbelt Committee (GBC) to be removed from greenbelt areas. Consequently, as noted by Chair Commissioner Cairns with no starting point, the PLDD could not record cumulative square feet of tree canopy area that would be lost, with 7,000 sq. ft. being the State Storm Water Manual Mandate maximum for non-permit removal in a participating county such as Jefferson County.
2. (11:00) **Budget modifications for 2011** were briefly discussed, with Baldwin Ditch piping, Forrester to Seafarer Project, and the North Bay II Condo Improvement Project being items to be prioritized. Commissioners and guests further discussed the problems that are currently occurring at the North Bay II Condo area and how the PLDD would be able to help alleviate their drainage problems. (20:30) Engineer Lockett arrived at the meeting and summarized the findings of Siew L. Tan, P.E., Principal Geotechnical Engineer, who was consulted on the North Bay II Condo as well as other matters. Ms. Lockett relayed that Mr. Tan was of the opinion that the material is fill on top of hard pan. Ms. Lockett pointed out that stabilizing the bank would be a different issue than taking care of the drainage. Ms. Derrig (representing North Bay II Condo owners) reported that everything is now flowing freely. (29:00) Katie Smith, a resident at Baldwin Lane expressed concern that water could come over Oak Bay Road and the Baldwin Lane catch basin could clog again, debris formerly cleaned out by small works contractor Joe Thompson, has come back and even increased, but that as long as the pipe stayed clear it would probably be alright. (31:06) Ms. Lockett estimated that the North Bay Condo II project would have a construction cost of \$62,000.00, with seven (7) catch basins at \$2,000.00 each and approximately 600 feet of twelve (12) inch pipe along with other costs. Ms. Lockett submitted a Construction Cost Estimate which she distributed to the audience and Commissioners, as well as a diagram of the proposed drainage improvement plan for the North Bay II Condo Project (copies will be posted with these minutes); all items were discussed by PLDD Commissioners and audience members. Further discussion of Capital Improvements occurred with cost estimates and issues surrounding each matter discussed. Chair Cairns spoke of past projects completed on behalf of owners and how the North Bay II Condo owners constituted twenty four (24) owners, representing a greater number of project benefactors than

other projects (such as Foster/Jackson Lane). (52:49) Chair Commissioner Cairns noted that a **priority of Capital Improvements** needed to be established and made a motion that the North Bay Condo II project should be number two in priority, the Seafarer/Forrester project should be number one in priority, the Baldwin Ditch number three in priority, and that the PLDD should authorize Engineer Lockett to proceed with the plans, solicit bids from contractors, and acquire permits. Commissioner Wilcox seconded the motion; motion was carried by Commissioner Amundson. Motion was approved 3-0. Engineer Lockett noted to the North Bay Condo II owners that they would be responsible to take care of the landscaping, and that once the contractors started the progression would be fairly rapid probably taking less than one week to complete.

3. (60:00) The **Rainier/Oak Bay Project** was discussed, with Engineer Lockett reporting that the Public Works Trust Fund Loan Board (PWTFL) wanted to shorten up the scope of work to make it more apt to be reviewed by Washington State Legislature, Commissioner Cairns sent a response back to the PWTF Board that the PLDD approved a change.
4. (62:39) Engineer Lockett reported that she would be present during maintenance to be done to a former PLDD project on McCurdy Lane, near resident Tom Harry's property, by small works contractor Joe Thompson. Work to be done will be to install a perforated four (4) inch pipe to the drain, graveled and covered with top soil.
5. (64:00) Regarding the **Baldwin Lane/Wolhman project** Commissioner Cairns reported receiving a call from the LMC about a transformer that was warm. Chair Cairns visited the site (between Francis Wrights home and Judi & Brad Wolhmans home on Baldwin Lane). Commissioner Cairns found that the transformer vault has something looking like iron bacteria growing around it, and flow could not continue on as material was piled up around the transformer slab, requiring excavation around the transformer. Solutions were discussed; Engineer Lockett will continue to try getting an answer from Jefferson County regarding their input.
6. (67:00) The May 5, 2011 PLDD **Montgomery Lane Site Visit** to analyze bluff erosion was discussed, with Engineer Lockett summarizing Geotechnical Engineer Siew Tans report regarding the area. A copy of Mr. Tan's written report of April 12, 2011 will be posted with these minutes.
7. (86:00) Discussion pertaining to **Libbey Court** included Ms. Lockett's finding that the asphalted ditch has been clogged with debris and Chair Cairns observation that tree roots are coming up through the ditch and blocking it.
8. (89:00) During an **Executive Session**, Chair Commissioner Cairns made a motion to increase Administrative Assistant Susan Bartkus' hourly pay to \$20.00 per hour, Bookkeeper Virginia (Ginger) Browns salary to \$300.00 per month, and to authorize Engineer Lockett to bring the **budget modification** to Judi Morris. Commissioner Wilcox seconded the motion, Commissioner Amundson carried the motion. Motion approved 3-0.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday June 9, at 10:00 a.m., at the Beach Club in the Bay View Room.

The May 12, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 11:36 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