

**Minutes of the 154<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday July 14, 2011 10:00 a.m.**

~ Approved ~

**Call to order:** The 154<sup>th</sup> 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 Richard Regan, Engineer Nancy Lockett and Administrative Assistant Susan Bartkus. Guests present were Lee Amundson, Bud Kerns and Mel Smith.

**Minutes:** Commissioner Cairns made a motion to approve the minutes of the regular June 9, 2011 Meeting; motion was seconded by Commissioner Regan and carried by Commissioner Wilcox. Motion approved 3-0.

**Expenses:** Commissioner Wilcox made a motion to approve Drainage District expenses that accrued from June 8, 2011 to July 13, 2011 for a total of \$7,063.89, motion was seconded by Commissioner Regan and carried by Commissioner Cairns. Motion approved 3-0.

VOUCHER	VENDOR	AMOUNT
11-040	GRAY & OSBORNE	5,392.88
11-041	STATE AUDITOR'S OFFICE	943.20
11-042	L&I	8.09
11-043	DWAYNE WILCOX	112.82
11-044	WALTER CAIRNS	90.00
11-045	SUSAN BARTKUS	217.00
11-046	VIRGINIA BROWN	300.00

**Financial Standing as of July 13, 2011:**

PLDD Cash Account.	\$162,981.25
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,122.31
Expenses – Current month (above)	\$ (7,063.99)
 Net TOTAL All Accounts	 \$202,039.57
 Special Assessment 2011	 \$167,600.00
Paid to Date	\$ 90,049.91
Unpaid (remaining)	\$ 77,550.09

**Public Forum:** (5:47) Commissioner Regan reported that a resident of his street asked him if the PLDD could do anything about pooling water in front of the street drain located in the Jefferson County right of way. Commissioners discussed the matter, concluding that the area was within the County's domain but that the cause was most likely overgrown vegetation.

### Old Business:

1. (7:49) Engineer Nancy Lockett brought the **Rainier to Oak Bay Project Plans**, to be reviewed by PLDD Commissioners during the workshop to be held directly after this day's meeting.
2. (8:07) **North Bay II Condo Bid Date** will due by July 21, 2011. Engineer Lockett will be meeting with Lydel and Seton representatives after this day's meeting to review specifications.
3. (15:32) Engineer Lockett reported that survey work would be done next week for the **Forrester/Trader Lane** Project. Commissioner Cairns and Ms. Lockett discussed possible solutions as well as residents that would need notification and easements to be obtained prior to the onset of work.
4. (17:08) Engineer Lockett reported that she previously met with Joe Thompson to view the maintenance work to be done near the **Harry property on McCurdy Lane**, Port Ludlow lot # 2-3-129, to resolve a clogged drain that needs clearing. The problem is being worked on and will be completed when drier weather is here.
5. (22:07) Engineer Lockett reported meeting with Monte Reinders of Jefferson County Public Works Department about the **Wohlman/ Baldwin Lane** drainage issue. Mr. Reinders agreed that some maintenance needed to be done there and that the PLDD could get a cover for the side weir plate on the west end of the culvert on Oak Bay Road. Chair Commissioner Cairns and Engineer Lockett discussed solutions.

### New Business:

- (18:00) Chair Commissioner Cairns reported that he changed the status on the **Enduris insurance** from former Commissioners Laker and Amundson, to Commissioners Regan and Wilcox. Commissioner Cairns noted that this insurance covered the PLDD pipeline facilities and is Washington State pool insurance. Commissioner Wilcox questioned the necessity of the policy, noting that he would prefer to wait on any action until after he has an opportunity to investigate it and see if it pertains to the PLDD.
- (19:30) Chair Commissioner Cairns reported that he checked with Donna Eldridge about **Commissioner Position Terms**, which will open this December. Commissioner Regan's seat (former Commissioner Amundson's position) is a four (4) year term, and Commissioner Wilcox's seat (former Commissioner Laker's position) is a six (6) year term. If only two (2) people run, there will be no opposition and therefore will be no need for an election, thereby saving the district residents \$5,000.00 in election fees.
- (28:27) Chair Commissioner Cairns asked if anyone had suggestions to **improve PLDD procedures**. Commissioner Regan noted that a Maintenance Manual may be beneficial. Chair Cairns agreed, noting that that is budgeted for and would be worked on this winter. Commissioners Cairns and Regan also noted that the detention pond is filling with foliage, the overflow on Oak Bay near the Smiths property is filled up with blackberry vines, and that the area near the Waste Water Treatment ditch is congested as well. Engineer Lockett will notify Joe Thompson to attend to these areas when he's able.

- Commissioner Wilcox commented that he would like to **visit the aforementioned areas** to gain a greater understanding of these situations. Chair Commissioner Cairns noted that this could be a workshop scheduled after the next meeting.

Commissioner Cairns made a motion to adjourn the meeting, motion was seconded by Commissioner Wilcox, motion carried by Commissioner Regan. Motion approved 3-0.

**Commissioner's Reports and Comments:**

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday August 11, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

The July 14, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 10:42 a.m.

Respectfully Submitted:  
Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Walter Cairns  
Drainage District  
Chair Commissioner

Richard Regan  
Drainage District  
Treasurer Commissioner

Dwayne Wilcox  
Drainage District  
Secretary Commissioner