

**Minutes of the 156th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday September 8, 2011 10:00 a.m.**

~ APPROVED~

Call to order: The 156th 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. Mel Smith was the only guest in attendance.

Minutes: Chair Commissioner Cairns made a motion to approve the minutes of the regular August 11, 2011 Meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Regan. Motion approved 3-0.

Expenses: Commissioner Regan made a motion to approve Drainage District expenses that accrued from August 10, 2011 to September 7, 2011 for a total of \$38,701.01, motion was seconded by Commissioner Wilcox and carried by Commissioner Regan. Motion approved 3-0.

VOUCHER	VENDOR	AMOUNT
VOUCHER#	VENDOR	AMOUNT
11-053	SETON CONSTRUCTION	25,643.28
11-054	GRAY & OSBORNE	12,318.63
11-055	SUSAN BARTKUS	349.10
11-056	WALTER CAIRNS	90.00
11-057	VIRGINIA BROWN	300.00

Financial Standing as of September 7, 2011:

PLDD Cash Acct	\$ 127,507.01
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,132.28
Expenses - Current month (above)	<u>\$ (38,701.01)</u>
Net TOTAL All Accts	<u><u>\$ 134,938.28</u></u>
Special Assessment 2011	\$ 167,600.00
Paid to Date	\$ 90,700.56
Unpaid (remaining)	\$ 76,899.44

Public Forum: (2:12) No new issues were brought to the Commissioners attention during this forum.

Old Business:

1. (2:56) Engineer Nancy Lockett provided a Formal Recommendation of Acceptance by the Project Engineer for the **North Bay II Condominiums** project. A final contract voucher was signed by

Commissioners; this will be sent it to Seton Construction who will sign and notarize the document and then send it back to the PLDD, all other documents will be sent to the State electronically by Engineer Lockett. Commissioner Regan asked if the North Bay II owners consented to an easement for the PLDD, Engineer Lockett reported that they had signed a construction easement prior to this and that what will be obtained now is a maintenance easement.

2. (10:52) Engineer Lockett showed Commissioners survey results for the **Forrester/Trader Lane Project**. Suggested solutions were discussed by Ms. Lockett and Chair Commissioner Cairns. Financial status was discussed regarding project costs and PLDD remaining reserves. Commissioner Regan pointed out that the final easement and construction easements needed to be obtained. Chair Commissioner Cairns instructed Engineer Lockett to obtain the necessary easements in preparation for next year, a twenty (20) foot construction easement and a ten (10) foot final easement.
3. (39:22) Engineer Lockett reported that she and small works contractor Joe Thompson visited the **Harry property on McCurdy Lane**, Port Ludlow lot # 2-3-129, to resolve a clogged drain that needs clearing. Ms. Lockett diagramed the area for Commissioners, explaining that a french drain that was installed years ago, by the PLDD, is higher than the Harry's property, therefore possibly helping to create a wet area on the Harry's property. Chair Commissioner Cairns pointed out that the pipe was installed probably two (2) feet higher than it needed to be. After solutions were discussed, Commissioner Regan stated that he was opposed to performing anything on private property. Commissioner Wilcox made a motion that the PLDD approve an opening into the PLDD french drain if Harry's agree to put a pipe across their property as a means to alleviate their drainage problem, Commissioner Regan 2nd the motion, Commissioner Cairns abstained. Motion carried 2-0. Engineer Lockett will notify Ms. Harry of the solution by sending a letter.
4. (57:00) Engineer Lockett reported that Joe Thompson did get direction about performing maintenance for the **Detention Pond** perimeter. Commissioner Cairns noted that there is a reverse slope along the bioswale, asking that while Mr. Thompson is removing the Scotch Broom, perhaps he could laser the area to check the elevations.
5. (59:29) Administrative Assistant Sue Bartkus reported that the **PLDD Website** is now working, but that a refund from Domain Registry of America has not yet been received. Chair Commissioner Cairns stated that the PLDD should have control of the website, not an individual who we didn't have everyday access to, and accepted the responsibility of looking into the matter.

New Business:

- (1:03:38) Commissioner Wilcox reported looking into the files and acquiring a 2002 binder of the PLDD insurance policy. Commissioner Wilcox also reported speaking with Joan Biscera of **Enduris Insurance** about coverage, noting that the policy covers \$10,000.00 in Errors & Omissions, \$10,000.00 in liability, \$10,000.00 in the event of employee dishonesty, with a \$1,000.00 deduction for each claim. Chair Commissioner Cairns reported receiving a recent binder from Enduris, which allocated \$10,000,000.00 for each category of coverage, as well as terrorist coverage. Chair Cairns did note that in the event of a catastrophe, there is no replacement coverage, for example if the concrete diffusers located on the beach were lost in a storm \$5,000.00 to \$6,000.00 wouldn't begin to cover replacement. Commissioner Cairns gave the insurance binder to Engineer Lockett to examine; along with asking her to look into what an updated replacement cost would be in actuality.
- (1:13:46) Discussion of Budget Categories:

- a) Engineer Lockett reported that \$10,000.00 was allotted for maintenance (according to Ginger, the PLDD bookkeeper) only \$180.00 has been invoiced as yet this year.
- b) For administrative support, \$5,800.00 budgeted and \$1,034.31 expended
- c) For bookkeeping, \$3,350.00 and \$2,377.20 expended

Chair Commissioner Cairns noted that the reason he brought this matter up is to see if we were negative and needed a reserve transfer. Commissioner Cairns stated that he would like to see a proposed draft and alternative Budget to qualify for the Public Works Trust Fund Loan (PWTFL) and that the PLDD met the construction requirement as previously stated to be 10%.

Commissioner’s Reports and Comments:

- (1:19:00) Commissioner Wilcox noted that regarding the Rainier to Oak Bay Project, the Trails Committee should be notified when there will be construction activity that could possibly interfere with their plans. A possible meeting with the Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) was discussed; Commissioners noted that any meetings where Commissioners would all be present would need to be published.
- (1:21:00) Engineer Lockett submitted copies to all present of questions brought up by Commissioner Regan regarding the Rainier to Oak Bay Greenbelt Improvements

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

The September 8, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 11:34 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday October 13, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

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