

**Minutes of the 161<sup>st</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday February 9, 2012 10:00 a.m.**

~ APPROVED ~

**Call to order:** The 161<sup>st</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, Engineer Leigh Nelson, and Administrative Assistant Susan Bartkus. Mel & Katie Smith were the guests in attendance.

**Minutes:** Commissioner Regan made a motion to approve the minutes of the regular January 12, 2012 Meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

**Expenses:** Commissioner Regan made a motion to approve Drainage District expenses that accrued from January 11, 2012 to February 8, 2012 for a total of \$2,380.08 motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

VOUCHER#	VENDOR	AMOUNT
12-001	LMC	218.00
12-002	SUSAN BARTKUS	245.31
12-003	WALTER CAIRNS	92.00
12-004	GRAY & OSBORNE	1,524.77
12-005	VIRGINIA BROWN	300.00

**FINANCIAL STANDING**

PLDD Cash Acct	\$ 124,906.32
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,169.07
Expenses - Current month (above)	<u>\$ (2,380.08)</u>
Net TOTAL All Accts	<u><u>\$ 168,695.31</u></u>
Special Assessment 2012 (Same as 2011)	\$167,600.00
Paid to Date	\$ 294.45

**Public Forum:**

North Bay Condominium owners sent a thank you for the recent work done by the PLDD on their behalf, specifically complementing the PLDD for their choice in consultants (Engineers Lockett and Nelson) and work crew (Seton).

**Old Business:**

1. (3:00) Chair Cairns reported that Judi Morris called him to inquire about the **State Wide Vendor** number which is a requirement for the **Public Works Trust Fund Loan**

(PWTF). Commissioner Wilcox reported that the number was applied for back in November of 2011, and the dispute about the needed number needs to be resolved between Jefferson County and Judi Morris, a call was received from Cathy Brockman from the State of Washington PWTF loan office to confirm that everything was ready. \$666,000.00 will be borrowed from the PWTF at a possible interest rate varying from .25% to 1.5%, depending on factors such as final cost, finishing times, and various other terms. Commissioner Regan inquired whether all of the funds needed to be used for the Rainier to Oak Bay project specifically, Commissioner Cairns and Engineer Lockett responded that they didn't.

2. (12:22) Commissioners and Engineer Lockett discussed the **Rainier to Oak Bay** project, with Chair Cairns noting that the bids should be opened around the 30<sup>th</sup> of April, with the job being awarded during the May 2012 meeting, thereby allowing the project to begin in early June. Chair Cairns also estimated that the project should take approximately three (3) months to complete. Commissioners and Engineer Lockett discussed project specifics that should be covered during the Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) meeting, as well as data needed to be covered during the public informational portion of the March PLDD meeting so residents will be prepared and informed about the work being done.
3. (20:34) Engineer Lockett updated the **Maintenance Manual** (M&O) draft, noting that she put together a schedule with one (1), two (2), five (5) and ten (10) year checks, depending on the area, facilities, and vegetation. Engineer Lockett also reported that the current PLDD Small Works Contractor, Joe Thompson, is planning to move out of the area, and a new contractor would be needed. Commissioner Cairns noted that a Request for Proposal (RFP) would have to be publicized if a firm was needed. Chair Cairns commented how useful the Storm Water (SW) M & O would be to a new firm and that the M&O would need to describe exactly what the inspections would entail. Discussion occurred about possible candidates for the job.
4. (28:00) Commissioner Wilcox reported speaking with Enduris Insurance agent Cheryl Brandt for **Revalue of Drainage Facilities for Replacement Insurance** coverage for all PLDD facilities. Ms. Brandt recommended that PLDD shouldn't bother insuring underground facilities, only above ground and outfall facilities because FEMA funding would cover any other catastrophic events. Engineer Lockett noted that a tidal wave wouldn't be covered by FEMA funds, Commissioner Wilcox agreed that that was true. Resident Katie Smith asked about who covered the cost when there was damage to the diffuser portions of the outfalls in the early 2000's, Commissioner Regan recalled that PLDD covered that damage, he didn't recall PLDD carrying insurance at that time. Commissioner Cairns noted that the footbridges (part of the Rainier to Oak Bay project installations), and fencing would need to be covered. Engineer Lockett, Katie Smith and the Commissioners further discussed what may be included in the insurance policy and that premiums may not be much more to cover more facilities. Commissioner Wilcox will contact Enduris for a policy cost, based on recommendations suggested by Engineer Lockett, and then compare their estimate with other carriers.

**New Business:** There was no new business discussed.

**Commissioner Comments:** Commissioners noted their upcoming absentee schedules. Commissioner Regan noted that due to scheduled surgery he would not be present for the next two (2) regular PLDD business meetings. Commissioner Wilcox will be absent from the June meeting. Commissioner Cairns may possibly be absent from the August meeting.

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

The February 9, 2012 regular meeting of the Port Ludlow Drainage District adjourned at 10:42 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday March 8, 2012 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