

**Minutes of the 162nd Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday March 8, 2012 10:00 a.m.**

~ Approved ~

Call to order: The 162nd 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, Engineer Nancy Lockett, Engineer Leigh Nelson, and Administrative Assistant Susan Bartkus. Treasurer Commissioner Richard Regan was absent from this meeting. There were 56 guests in attendance.

Minutes: Commissioner Wilcox made a motion to approve the minutes of the regular February 9, 2012 Meeting; motion was seconded and carried by Commissioner Cairns. Motion approved 2-0.

Expenses: Commissioner Wilcox made a motion to approve Drainage District expenses that accrued from February 8, 2012 to March 7, 2012 for a total of \$5,771.15, motion was seconded and carried by Commissioner Cairns. Motion approved 2-0.

VOUCHER#	VENDOR	AMOUNT
12-006	Susan Bartkus	330.22
12-007	Walter Cairns	92.00
12-008	LMC (Ludlow Maintenance Commission)	218.00
12-009	Gray & Osborne	4,793.43
12-011	The Leader	37.50

Old Business:

1. (3:00) Commissioner Wilcox reported that the **State Wide Vendor** number which is a requirement for the **Public Works Trust Fund Loan (PWTFL)** was applied for back in November of 2011, and the dispute about the needed number was resolved between Jefferson County and the State offices.
2. (3:57) Commissioner Cairns asked Engineer Nelson if the **Sewage Force Main 1 ½” Diameter pipeline relocation** for the **Rainier to Oak Bay** project had been added to the plan set, which Commissioner Cairns explained is a pressure main that carries septic effluent from Gamble to Goliath, directly through the Greenbelt, while construction occurs it may be discovered that this pipe will have to be replaced. This would need to be recognized by the contractor. Engineer Nelson responded that the plans had been received from Olympic Water & Sewer (OWS) and they have been added to the PLDD project plan set. Resident Sonny Sanzaro asked if this was a separate issue from the Rainier to Oak Bay project, Chair Cairns responded that it was part of the project.

New Business:

1. (6:30) Chair Cairns noted that he would like to address a **Billing Procedure Change** regarding how the PLDD pays for the services of the LMC (room rental, administrative support, file storage, and coffee). Instead of paying monthly, Chair Cairns consulted with LMC General Manager Brian Belmont about a different pay schedule, thereby reducing the monthly billing necessity. Mr. Belmont suggested paying twice a year, January 1st and July

- 1st. Commissioner Wilcox made a motion that the PLDD adopt that payment schedule, motion was seconded and carried by Commissioner Cairns. Motion approved 2-0.
2. (8:29) Chair Cairns noted that the Maintenance Manual is complete, but unfortunately small works contractor, Joe Thompson, who has been doing a great job completing the PLDD maintenance, has moved from the area. Commissioner Cairns informed all that a **Request for Proposal of Annual Maintenance** will need to be done. Commissioner Wilcox noted that it should be advertised in the Port Ludlow Voice, and in the Port Townsend Leader.
- (12:04) Chair Cairns introduced Nancy Lockett explaining that Ms. Lockett would be presenting the scope, cost and timing of the **Rainier to Oak Bay** project. Ms. Lockett is a Washington State Licensed Civil Engineer who has worked for the firm of Gray & Osborn for twenty two (22) years. Ms. Lockett, in addition to her PhD in Fishers holds multiple Bachelor and Master's Degrees in the fields of Environmental Engineering and Science. Chair Cairns also introduced Leigh Nelson. Ms. Nelson is a Washington State Licensed Civil Engineer who has worked for Gray & Osborn seven years. Ms. Nelson holds a Bachelor of Science Degree in Environmental Engineering and a Masters Degree in Civil Engineering. Ms. Lockett explained to the audience that the PLDD has been working on the Rainier to Oak Bay Project for nearly ten (10) years, since the formation of the District. Ms. Lockett showed on a basin map where the area in question is located, off of Rainier between Walker Way and Swansonville Road, explaining that water runoff collects in this greenbelt area but doesn't flood the greenbelt. In the upper reaches of the greenbelt it slopes and drains into areas outside the greenbelt (between Cascade and Olympic Lanes) creating sheet flows out to Walker Way. Some of the flooding was alleviated by a french drain installed by the PLDD in 2003, but the major purpose of this work will be to keep the greenbelt drainage within the greenbelt and carry it down to Oak Bay Road where it will be discharged into the Waste Water Treatment Plant ditch.

Ms. Lockett explained that the vendor number previously spoken of (above in Old Business item # 1) allowed the PLDD to obtain a Public Works Trust Fund Loan (PWTFLL) at the rate of 0.5 %, or ½ of one percent. When the PLDD originally applied for the PWTFLL, it was estimated to cost \$650,000.00, but is now estimated to be \$510,000.000 for construction. The district is not obligated to use the entire loan, whatever isn't used can be returned to the state, and the PLDD has been given until July of next year to complete the project. If done by then, the interest rate will be 0.25% or ¼ of one percent.

Resident Sonny Sanzaro asked who pays for the loan; Ms. Lockett replied that the loan is paid for through assessments from the district, so all people in the district pay for the loan. Ms. Lockett explained that all projects done by the PLDD are paid by assessments, through Jefferson County taxes. Mr. Sanzaro introduced himself, stating as a former Trustee of the LMC, he has tons and tons of questions; this project was in the works when he was a Trustee and this was supposed to be the last project that the PLDD was to do, he went online and there are two more projects. Mr. Sanzaro said the assessment will come out and we have to pay for it, he asked if it was known why the PLDD was formed. Commissioner Wilcox responded that the PLDD was voted into service by an election of the people of North Bay, to help control surface water runoff that was not being taken care of through any other means, and that thus far the PLDD has done a lot of good for a lot of people, this project was one of the original aims, and has been in the works since the beginning.

Resident Dick Jovag asked if there were any federal grant monies available that could pay for the project, Engineer Lockett stated that the only grant monies available now were world development, and that was only for low income areas, which Port Ludlow does not qualify for. Commissioner Cairns asked Engineer Lockett to address what the cost impact would be for each individual. Ms. Lockett stated the assessment is based on different

factors 1) how much land an owner has (which is calculated at 35% per acre value) 2) structures or impervious surface (calculated at 65%). For an example, an average home on an average 0.3 acre lot would average \$29.00 per year, using the assessment methodology approved by Jefferson County.

An unidentified gentleman from the audience asked about the total cost again, saying he received an email the day before this meeting stating that the project would be in excess of \$870,000.00, which was changed to \$650,000.00 and then to \$510,000.00. Ms. Lockett reiterated the information she had given above, this same gentleman asked about the sewage line replacement cost. Ms Lockett explained how the line ran through the project, and that *if* the line became exposed during construction (*if*, because the depth is not known by PLDD or by OWS), the contractor would need to be responsible for replacing the line in co-operation with OWS, as the contractor would be aware of the situation, per the plan specs as discussed in Old Business item # 1.

(27:45) Mr. Sanzaro asked if the PLDD had permission from the LMC to use our property, which is the greenbelt, for this. Commissioner Cairns noted yes. Mr. Sanzaro stated "Don't say yes, I want to see it in writing." Chair Cairns informed Mr. Sanzaro that he can see it in writing if he were to read the cover sheet of the Platte copy, on the cover sheet, he would see easements to special purpose districts and the like, and that any utility could use that corridor.

(28:00) An unidentified gentleman asked if there were other ways of mitigating the water coming down the hill without such an expensive project. Chair Cairns responded that due to the lay of the land, and the way that runoff comes down the southern side of the hill, water isn't being directed into the greenbelt.

James Rabb, a resident of Cascade Lane described the significant mud flows that come across his road, and that this project would greatly improve the situation on Cascade. Mr. Rabb was under the mistaken impression that the PLDD had sent an email (the day prior to this meeting) that quoted the project as in excess of \$870, 000.00, he noted that the tone of the email was quite hostile and that for process improvement some co-ordination was needed. Commissioner Cairns and Engineer Lockett made him aware that the PLDD was not an LMC Committee or part of the Lot Owners Association; it is a special purpose district and subject to Washington State RCWs for such activities and that the PLDD sent letters to lot owners within 300 ft. of the project.

(33:00) Resident Larry Scott noted that he is opposed to this project, because the cost quoted in the October 2011 PLDD Minutes of \$859,000.00 is exorbitant. Mr. Scott noted that the two systems of drainage off of the Lanes hasn't had clearing out of the detritus, or been maintained, and you can't tell if they would work unless that has been.

(37:00) Chair Cairns responded to Mr. Scott's statement by giving a history of drainage issues regarding the area; in 1991 a gentleman by the name of Ollie Gardner bought two lots on Resolute, building a home on this property and then occupying the home in 1992. By 1993 Mr. Gardner complained to the LMC that he was being drowned by runoff coming off of Camano. The Greenbelt Committee (GBC) under the leadership of George Wiggenton hired a contractor to dig with a backhoe, a trench past Mr. Gardner's home, no rock lining, no trench lining and no preparation was done, just earth. Another similar ditch situation happened between Oak Bay Road and Montgomery, water came down through there and incised into the hardpan about 8 feet deep and 2 feet wide, because it wasn't lined, it wasn't hydraulically suitable method for handling surface water. Time elapsed, when a trench was done to solve one person's problem, the problems transferred to people down the hill. Then Ralph Thomas bought a lot at the end of Cascade, after a wet winter, in April the contractor hired to build Mr. Thomas's house could not put the foundation in because it was so wet, the

contractor and Mr. Thomas complained to the LMC. The GBC then hired the same contractor, to put in an interceptor ditch that wound up on Cascade, the culvert that went in under Mr. Thomas's driveway was only 12 inches, it was simply nowhere near the capacity it needed to be; there will always be a problem with silt. We are trying to prevent perpetuating this, by putting in a rock lined ditch and convey that water in a manner that will resist erosion, initially there will be some siltation, but after 2 or 3 years the siltation will go away. Part of the maintenance will be to handle the silt that going to be removed from the rocks.

An unidentified gentleman complained that in the 8 years that he's lived on Resolute he's never seen the ditch cleaned out. Engineer Lockett noted that in Port Ludlow, Jefferson County is responsible for cleaning the ditches in the right of way.

(41:47) A man who didn't identify himself asked what will be done to maintain the area once the project is done. Engineer Lockett responded that the PLDD will maintain the area, as they have with all completed project areas, once the PLDD installs facilities, the small works contractor hired by the district is responsible to complete the maintenance schedule.

(42:00) A gentleman who lives on Olympic Lane asked whether the PLDD project would address any of the water that runs under his crawl space. Engineer Lockett responded that no, the district only handles surface water, but due to the increased improvement, nearby soils would not be as saturated, which could improve situations such as his.

(44:00) Mr. Sanzaro inquired whether the two projects on the PLDD website, naming Talbot as one would be as expensive as this project. Chair Cairns responded that there are no projects on Talbot; there is an upcoming one on Forrester and Trader Lane that deals with overflow from a natural wetland.

(45:40) Another unidentified man asked what the \$29.00 a year would transfer to in benefits. Chair Cairns responded that unfortunately there is no assessment methodology to address such a cost, it's not distinctive. The gentleman said if he can't see the cost benefit to his neighbors, he doesn't want to pay \$29.00. Engineer Lockett responded that improvements have already occurred, and 4 lots would be improved by moving a conveyance off these properties and moving it to the greenbelt. The same gentleman responded that if it were only the 4 lots why not just buy them. Engineer Lockett said that had been considered, but this project will address much more than just the 4 lots, work would still need to be done to alleviate runoff, and then you've purchased 4 lots on top of it.

(50:31) An unidentified gentleman asked about the \$29.00 per year that was an increase in his existing assessment, and how much more will it increase on top of that \$29.00. Engineer Lockett responded that this is the last Capital Improvement project on the PLDD docket for the Storm Water Comprehensive Plan. She did make it clear that people do come to the PLDD seeking assistance as needed, the district then determines if it's able to help, evaluating whether the problem is surface runoff, or subsurface, an individual issue or affects a number of owners, so there are always new things to address. Engineer Lockett added that the PLDD public budget meetings held in November of each year have addressed costs in 5 year projections from where assessments are today. Having said this, Ms. Lockett stated that for 2012 the budget stays the same at \$167,000.00 and drops over 5 years (due to fewer capital projects), and that the \$29.00 is part of the assessment, it is not on top of it, so the assessment would stay pretty much the same as it is now.

(52:00) Timber and environmental impact questions were asked. Engineer Lockett responded that some trees will be reused as check dams. She noted that the LMC mentioned that they wanted the timber that wasn't used, which the contractor will cut and stack for LMC, trees that are removed will be replaced with like trees. Engineer Nelson commented that she has tagged the trees for removal, bright green for trees just to be cut, orange for trees

to be re-used; removal is estimated to be approximately 100 trees, though she isn't done tagging them as yet.

(54:00) An unidentified woman commented that she was concerned that her sister who lives on Resolute would have to give access for the project from her private property and three very large trees would have to be removed. Engineer Nelson noted that only trees that are within the easement will be cut down, and for any access that might possibly be needed in addition to the easement area, the contractor would have to obtain an easement from any property owner two weeks prior to when they would like to go onto the property. There are 6 access areas on the plan, the contractor may or may not need to use them all. Commissioner Cairns responded that if any damage occurred to private property the reparations would be taken care of the project contractor who must be a licensed through the State of Washington, as well as being bonded and insured. Engineer Lockett noted that as a Public District, any contractor chosen is subject to Washington State RCWs and requirements, including licensing, and would be fully vetted by the PLDD. By law, the PLDD is required to choose the lowest bidder, as long as they're qualified and have good references and credentials.

(1:00) An unidentified woman residing on Cascade Lane, asked about the project timeline and whether the area will be covered or open. Engineer Lockett responded that the project is scheduled to have a contractor signed by June, taking 3 to 5 months to complete during dryer weather which is important.

(1:00:32) Engineer Nelson noted that the area will not be fully rock lined, but it won't be just earth, there will be vegetation, it will look like a stream, but it won't be a stream because it's storm water. Engineer Lockett noted that it won't be deep; it will be a shallow slope so it won't migrate and incise. (1:03:00) Commissioner Wilcox noted that a construction and maintenance easement will be worked out with the LMC.

(1:06:11) A man who did not identify himself asked what restrictions there would be on using the trail during construction. Engineer Lockett responded that there will be times that it will not be safe to use the trail, but that will be clearly indicated by the contractor 48 hours prior to the trail closure, after completion there will be two foot bridges installed (similar to the trail near the Beach Club that leads to Montgomery). Engineer Nelson noted that the trail would be re-routed for 200 feet.

(1:09) Mr. Sanzaro asked that there be another two or three meetings with specific costs, not estimates. Commissioner Wilcox noted that the PLDD regular meetings are the second Thursday of every month, at the Beach Club in the Bay View room at 10:00 a.m., where this project and any other drainage issues are discussed, and the public is always welcome.

(1:10:05) Mr. Sanzaro asked where the third Commissioner was. Commissioner Cairns noted that he was on medical leave, scheduled to have surgery.

(1:11:14) Engineer Lockett addressed the question Mr. Sanzaro asked of cost, stating that this is a publicly bid project, required by law to be advertised twice, in Daily Journal of Commerce and in the local paper of record (The Port Townsend Leader). There will be a bid opening meeting, open to the public and then a review of the bids, to be done during the next regular PLDD meeting when a contract will be awarded.

(1:12:11) A resident who didn't identify himself, commented that he appreciates the information and that the Engineers did a great job, but asked why the PLDD couldn't give more detail over time through the mail or by phone. Why can't we get more detail from your group telling us in detail about what's going on. What we're getting is politically correct rhetoric. A lot of people couldn't be here today. We got an email telling us we're going to get you for \$859,000.00, that's garbage. What we need is good actual factual information.

Commissioner Cairns noted that the Port Townsend Leader is the poster of all legal notices, and the PLDD utilizes it regularly, even when not required as with this meeting, also the PLDD has a bulletin board here at the Beach Club with posted minutes and meeting agendas, and he further restated that all PLDD meetings are open to the public

(1:18:52) An unidentified gentleman asked about the rock being used, which kind it would be. Engineer Lockett responded that it has been specified to be rip rap which is heavier; it can be specified to not be basalt which the contractor would have to comply with, but concern is more about the heft to slow down velocity.

(1:20:30) Engineer Lockett did address the prior comment about political rhetoric, stating that she and Engineer Nelson were prepared with specifics; they were not just politically expedient, things got caught up into the cost and the whole email issue.

(1:21:50) Engineer Nelson demonstrated on a basin map where the area in question is located, off of Rainier between Walker Way and Swansonville Road, explaining that water runoff collects in this greenbelt area but doesn't flood the greenbelt. In the upper reaches of the greenbelt it slopes and drains into areas outside the greenbelt (between Cascade and Olympic Lanes) creating sheet flows out to Walker Way. Some of the flooding was alleviated by a french drain installed by the PLDD in the early 2000's, but the major purpose of this work will be to keep the drainage in the greenbelt into the greenbelt and carry it down to Oak Bay Road where it will be discharged into the Waste Water Treatment Plant ditch. A man from the audience asked a variety of questions regarding who would oversee the bidding. Engineer Lockett explained the process once again, in detail, explaining that Gray & Osborne Engineering Firm specializes in these matters and adheres to Washington State Laws for these things.

(1:29:30) At the request of many audience members for maps diagramming the project area, Commissioner Cairns and Engineer Lockett announced that plans would be posted for everyone to review, and that after project is awarded, more details will be provided at the front desk.

(1:33:00) Engineer Lockett answered a variety of questions from the audience regarding maintenance and past PLDD projects.

(1:40:00) A gentleman, unidentified other than to state that he was from the Trails Committee, expressed that he was concerned it would ruin the environment. Engineer Lockett commented that the goal is to have a very nice looking facility. Tree replacement was also discussed with it being made known that trees will be replaced type for type with 3 to 5 foot trees. Commissioner Cairns addressed the concern that some expressed about damage and ruining the look of the trail, stating that it would take two to three years to heal, but it will look nice and over time you won't even be able to tell how much activity went on there.

(2:00:00) A gentleman who didn't identify himself reiterated that he would appreciate more information being distributed on a regular basis. A sentiment repeated by many audience members. Another man asked what the cost of engineering design had amounted to thus far; Ms. Lockett reported that it had been approximately \$45,000.00.

Commissioner Comments: Commissioner Cairns thanked the audience for coming, duly noting everyone's comments about information being distributed better and promising to strive to do better.

Commissioner Wilcox made a motion to adjourn the meeting; motion was seconded and carried by Commissioner Cairns. Motion approved 2-0.

The March 8, 2012 regular meeting of the Port Ludlow Drainage District adjourned at

12:05 p.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday April 12, 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