

**Minutes of the Port Ludlow Drainage District
Workshop Meeting
Thursday September 25, 2013 at 10:00 a.m.
~ Approved ~**

Call to order: The September 25, 2013 workshop meeting of the Port Ludlow Drainage District (PLDD) was called to order by Commissioner Elizabeth Van Zonneveld at 10:25 a.m.

Attendance: Present were Commissioner Dwayne Wilcox, Commissioner Elizabeth Van Zonneveld, Commissioner Allen Uyeda, Engineer Nancy Lockett and Administrative Assistant Sue Bartkus. No guests attended this meeting

Outline: No actions were taken by the Commissioners. Commissioners and Engineer Lockett discussed completed Capital Improvement Projects and upcoming projects to better prepare for the 2014 budget. Engineer Lockett noted four upcoming projects as follows

Capital Improvements

1. **Olympic Cross Culvert**, on Olympic Lane. Improvement of drainage for properties between Rainer and Olympic Lanes will be incorporated into the Cascade Lane Improvement project to facilitate access and minimize cost. Engineer Lockett has spoken with Monte of Jefferson County, he is amenable to this. Engineer Lockett will walk through the area with David Wayne Johnson.
2. **Montgomery/Grove Diversion** redirection of the water that comes down Montgomery Lane from the east to the west side. Engineer Lockett will work on an estimate.
3. **Waste Water Treatment Plant Ditch** area will be identified and put onto a watch list for small works contractor Yard Dog to maintain and review on a regular basis.
4. **Oak Bay Road Cross Culverts** water goes across Oak Bay to north Baldwin lane and disperses onto private property. A berm that was previously installed by the PLDD was taken out by Jefferson County. Engineer Lockett will speak with them about the area and see if the french drains could be removed. This will be put onto a watch list.
5. **Marina Outfall** area, some degrading has been noticed, this will be put onto a watch list.
6. **Estimates** for the 2014 Budget will be worked on by Commissioners and Engineer Lockett. Some changes will be made, notably a \$25,000.00 budget allowance to update the Comprehensive Plan will be eliminated. Engineer Lockett reported that many other Districts update yearly with a review memo of changes, she will prepare this.
7. Commissioners discussed Administrative Assistant duties with Sue Bartkus, asking her to calculate hours for next year, update her job description, provide a schedule of meetings and send email notifications 10 days prior to meetings.

The workshop meeting adjourned at 11:35 a.m.

Approved

Approved:

Approved:

Elizabeth Van Zonneveld
Drainage District
Commissioner

Dwayne Wilcox
Drainage District
Commissioner

Allen Uyeda
Drainage District
Commissioner

Respectfully Submitted: Susan Bartkus, Administrative Assistant