

Minutes of the 197th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday January 8, 2015 10:00 AM
~ Approved ~

The January 8, 2015 PLDD Meeting was Called to Order in the Bay View Room at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:09 a.m. by Chair Commissioner Dwayne Wilcox.

Roll Call: Chair Commissioner Wilcox, present. Commissioner Uyeda, present. Commissioner Boyer, absent due to illness. A quorum was reached.

Attendance: Administrative Assistant Sue Bartkus. Engineer Nancy Lockett. Guests included: Brian Belmont, Lyle Newlin, and Katie & Mel Smith.

Minutes: Commissioner Wilcox made a motion to approve the minutes of the December 11, 2014 Regular Meeting. Commissioner Uyeda seconded the motion. Motion approved 2-0.

Expenses: Commissioner Wilcox reviewed expenses, explaining each charge for guests. Commissioner Wilcox made a motion to approve the vouchers from December 8, 2015 to January 5, 2015 for a total of \$7,228.07. Motion was seconded by Commissioner Uyeda. Motion approved 2-0.

Consent Items:

Voucher Number	Item Description	Amount
15-001	Susan Bartkus	300.60
15-002	IRS (Payroll Taxes for 2014)	825.74
15-003	IRS (Fed. Unemployment Tax 2014)	32.38
15-004	Dept. of Labor & Industries	13.44
15-005	Gray & Osborne	3,257.12
15-006	Yard dog Landscaping	1,270.36
15-007	Seaman Law Firm	1,435.00
15-008	Glessing & Associates	93.43

Review of Financial Summary: No new data was provided by Jefferson County

New Business: No new business was discussed this day

Old Business:

1. Engineer Lockett provided revised plans for the **Trader Lane** project area. Showing a drain pipe from the easement, along the southwest corner of Robert and Audrey Mackey's property to the Jefferson County culvert. A catch basin with a beehive grate will discharge to an eight inch pipe to the ditch, under the driveways, and then the ditch will be re-graded down to Fleet Drive. Engineer Lockett estimates the cost to be approximately \$25,000.00. The plans and the easement for the Mackey's have been prepared and Engineer Lockett will send the specifications out to the three businesses on the PLDD Small Works Roster. A Ludlow Maintenance Commission (LMC) easement document will be needed for construction and maintenance, Engineer Lockett will mail an easement agreement to LMC General Manager, Brian Belmont, for him to present to the LMC Board of Trustees. Ms. Lockett noted that she would be willing to attend an LMC Board meeting to explain the project to the LMC Board. Katie Smith commented that this project appears to only

benefit one or two residents. Commissioners Wilcox and Uyeda noted that this would be correcting the runoff that comes down from Swansonville onto common property, discharging onto these properties and creating issues. Commissioner Wilcox stated that the PLDD is contracting with the owners for them to repay for the paving costs of their driveways, and that he would obtain a contract from PLDD attorney Seaman. Commissioner Uyeda made a motion to approve the Trader Lane plans and have Engineer Lockett send the plans to the Small Works Roster participants for bid. Commissioner Wilcox seconded the motion. Motion approved 2-0.

2. Brian Belmont stated that he had received a call from David Wayne Johnson of Jefferson County asking that an email notice be sent out to the residents of North Bay stating that the LMC is the applicant for the **Cascade Lane** project, since it is being done on LMC common property, but that the project is being done by the PLDD. Engineer Lockett noted that the application is only for the SEPA determination; the Stormwater Permit has already been obtained. Brian noted that Mr. Johnson will revise the pending SEPA notice, he was satisfied that a LMC email notice would be adequate. Engineer Lockett noted that the specifications are done. The steps left would be advertising and revising the plan to take out every other rock check dam, but the County would prefer that they stay in. Engineer Lockett recommended that the project be advertised at the end of March, with the bid opening in April and the work to begin in June.
3. Chair Wilcox noted that per Bob Hamlin, the Jefferson County Emergency Preparedness training would be starting again and he would be sending documentation to the PLDD for participation.
4. Chair Wilcox noted that it would be beneficial to have attorney Shane Seaman come to a meeting to educate the PLDD on Washington State requirements (RCW's) for the **Small Works Roster (SMW)**. Engineer Lockett noted that the PLDD had not been remiss about State RCW's concerning the SMW until the recent Trader Lane advertisements. Katie Smith asked if that wasn't part of what was covered last year with all of the PLDD Workshop meetings, and that when the PLDD relied on Gray & Osborne for advice rather than on volunteers, everything was done correctly, there weren't any errors like the recent Budget and Assessment mistakes.
5. Commissioner Wilcox read a letter response from Jefferson County Engineer, Monte Reinders, regarding a Public Records request submitted by PLDD Commissioner Jim Boyer. Commissioner Boyer had asked for copies of permits for recent clearing and work that was done in the North Bay area by Jefferson County. Mr. Reinders responded by informing the PLDD that permits were not drawn for those areas as they were within Jefferson County Right of Ways. Engineer Lockett noted that there has never been a cost to the PLDD to perform work within Jefferson County Right of Way, only the necessity to obtain a permit.

Public Forum:

Guest Katie Smith stated that she appreciated Lyle Newlin's work with the Budget and the Assessment, but felt the process was more involved and required a lot more meetings than should have been necessary. She asked who would determine the impervious surfaces for Ludlow Cove II, and for the new construction on Condon Lane, neither of which were changed for the 2015 Assessment. She stated that the Budget & Assessments should be done by an Engineer and that the above mentioned sites should be re-adjusted or that her assessment (and everyone else's) should be waived. She asked how this would be corrected, also asking if it was the taxpayer's responsibility to pay for elected officials, such as the PLDD Commissioners, to be educated, or to pay for and rely on a professional

Engineer's advice and services. She noted that using volunteers was a false economy. Brian Belmont asked if the errors & omissions policy would cover the volunteer who prepared the Budget and Assessment, adding that using professionals gives peace of mind to the PLDD and residents. Chair Wilcox responded that that was why the Commissioners were consulting with attorney Seaman more often, and that they do plan to rely on professional advice, but that this past year had been a learning curve. Engineer Lockett noted that Ludlow Cove II has been platted, therefore each lot should be re-assessed.

Commissioner Wilcox made a motion to adjourn the January 8, 2015 PLDD Regular Meeting at 10:55 a.m., Commissioner Uyeda seconded the motion. Motion approved 2-0.

The next regularly scheduled meeting of the PLDD will be held on Thursday, February 12, 2015 in the Bay View room at the Beach Club.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox
Drainage District
Commissioner

Allen Uyeda
Drainage District
Commissioner

Jim Boyer
Drainage District
Commissioner