

Minutes of the 199th Port Ludlow Drainage District
 Regularly Scheduled Meeting
 Thursday March 12, 2015 10:00 AM
 ~ Approved ~

The February 12, 2015 PLDD Meeting was Called to Order in the Bay View Room at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 a.m. by Chair Commissioner Jim Boyer.

Roll Call: Chair Commissioner Boyer, present. Commissioner Uyeda, present. Commissioner Wilcox, present. A quorum was reached.

Attendance: Administrative Assistant Sue Bartkus. Engineer Nancy Lockett. Guests included: Brian Belmont, Ron Gregory, Joe Klinker, Mike Nilssen, Lyle Newlin, Katie & Mel Smith, and Mark Torres.

Minutes: Commissioner Boyer made a motion to approve the minutes of the February 12, 2015 Regular Meeting. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

Expenses: Commissioner Boyer reviewed expenses, explaining each charge for guests. Commissioner Wilcox made a motion to approve the vouchers from February 6, 2015 to March 7, 2015 for a total of \$5,604.14. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Voucher Summary:

Voucher Number	Item Description	Amount
15-017	Susan Bartkus	786.86
15-018	Gray & Osborne Inc.	3,010.92
15-019	Seaman Law Firm	410.00
15-020	Yard Dog Landscaping	1,270.36
15-021	Glessing & Associates	126.00

Financial Summary:

PLDD CASH ACCOUNT	\$281,205.48
PLDD RESERVE ACCOUNT	\$ 40,000.00
PLDD INTEREST INCOME RESERVE FUND	\$ 6,353.47
EXPENSES – CURRENT MONTH FROM ABOVE	\$ (5,604.14)
 NET TOTAL ALL ACCOUNTS	 <u>\$321,954.81</u>
 SEPCIAL ASSESSMENT 2015	 \$123,000.00
PAID TO DATE	<u>\$ (3,233.35)</u>
 UNPAID (REMAINING)	 \$119,766.65

New Business:

1. Mr. Joe Klinker, Olympic Ridge, Inc., a contractor working on the Kay/Shaw residence at 41 **Libby Court** (lot # 2-1-046), attended this day's meeting to discuss work to fix a culvert that was installed in the nearby Greenbelt area, on top of the root system of a large tree, thereby

preventing the drainage from discharging properly down the ditch, and making it overflow onto 41 Libby Court. To fix this he will he will cut down a large tree, clean out the roots and install a new pipe to remediate the surface water runoff, which affects property all along the court. Commissioner Wilcox noted that the property to be worked on is part of the Ludlow Maintenance Commissioner (LMC) Greenbelt area. Discussion was held among LMC Manager, Brian Belmont, Engineer Lockett, PLDD Commissioners, Mr. Klinker, and many others present. Commissioners agreed that since the runoff in the area in question affected a number of properties, the PLDD should contribute financially to the repairs, as had been done with previous projects. Commissioner Boyer made a motion to authorize Joe Klinker to undertake the repairs and then bill the LMC. In turn, upon billing, the PLDD will compensate the LMC for the remediation work performed for a sum not to exceed \$1,000.00. Motion was seconded by Commissioner Wilcox. Motion was carried by Commissioner Uyeda. Motion approved 3-0.

Old Business:

1. Engineer Lockett reported that the Construction Easement requests for the **Cascade Lane** project had been sent to the property owners. She will be meeting with Kim Torres; one of the owners after this day's meeting to address questions. Ms. Lockett also reported that the Washington State Stormwater permit application would need to be signed and approved by the Department of Ecology, also needed is the Jefferson County License Stormwater report. She noted that the specs are ready and the project could open for bid by April, for a two to three week period, with the Construction Bond attainment needing about a month, the Notice to Proceed could be given in June/July. Engineer Lockett also noted that they were setting the project up in two schedules, if it became necessary to wait for funding until after assessments were collected in the fall.
2. The only submitted bid for the **Trader Lane** project was for \$38,749.50 from Nordland Construction (a PLDD Small Works Roster company). Nancy noted that she would check their references; license, and LNI Insurance. If all checked out, Gray & Osborne would then make a recommendation to award upon confirmation of the contractor, Thomas Johnson. She would then prepare the contract, for the Commissioners to award, and for the contractor to sign. Commissioner Boyer made a motion to accept the bid contingent upon the references being confirmed. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.
3. At the administrative assistants request for a PLDD laptop computer, scanner, Microsoft Office program, antivirus software, and protection insurance for the computer, Commissioner Boyer made a motion to approve these purchases up to \$1,350.00. Commissioner Uyeda seconded the motion. Commissioner Wilcox carried the motion. Motion approved 3-0.
4. Discussion was held regarding Public Meeting Transparency. LMC Manager Belmont noted that according to the Open Meetings Act, anytime the Commissioners meet or act, it could be considered a meeting and would be subject to State requirements. Engineer Lockett noted that sending out information via email was okay, but that responding back constitutes a meeting.

Public Forum:

Mike Nilssen, resident of 51 Harms Lane, asked about the Trader Lane Easement documents, and that to be notarized it was an expense to those owners. Commissioners noted that PLDD administrative

assistant Bartkus could notarize for them at no cost, but not during hours that she works for the LMC in a hostess capacity, her telephone number was given so people could call her to set up an appointment.

Mark Torres, one of the residents requested to sign an easement document for the Trader Lane project, asked if the property that had been disturbed by the project would be restored. Engineer Lockett assured him that is the intent; the contractor would take before and after photos and try to restore the area back to the original appearance as much as possible. Mr. Torres also expressed concern regarding the connection point and whether he would have to pay for a new line. Engineer Lockett informed him that his french drain will be reinstated.

Commissioner Wilcox reported that the PLDD insurance carrier, Enduris was changing their registration policies and would like one of the Commissioners to meet with them. He will contact them.

Commissioner Wilcox made a motion to adjourn the March 12, 2015 PLDD Regular Meeting at 11:10 a.m., Commissioner Boyer seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

The next regularly scheduled meeting of the PLDD will be held on Thursday, April 9, 2015 in the Bay View room at the Beach Club at 10:00 a.m.

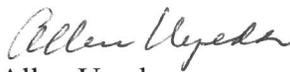
Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:



Dwayne Wilcox
Drainage District
Commissioner

Approved:



Allen Uyeda
Drainage District
Commissioner

Approved:



Jim Boyer
Drainage District
Commissioner