

Minutes of the 203rd Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday, July 9, 2015 10:00 AM
~ Approved ~

The July 9, 2015 Port Ludlow Drainage District (PLDD) Meeting was Called to Order in the Bay View Room at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:05 a.m. by Commissioner Jim Boyer.

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

Announcement: Commissioner Wilcox informed those present that as of today he would be resigning as PLDD Chair but will still act as a PLDD Commissioner. Commissioner Boyer agreed to accept the position of Chair Commissioner for the District.

Attendance: Engineer Nancy Lockett, Administrative Assistant Sue Bartkus. Guests included: Brian Belmont, Walt Cairns, and Lyle Newlin.

Minutes: Commissioner Boyer made a motion to approve the minutes of the June 11, 2015 Regular Meeting as written, and the Amended Minutes Excerpt of the 200th Port Ludlow Drainage District Regularly Scheduled Meeting of Thursday April 9, 2015 10:00 AM 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 June 7, 2015 to July 7, 2015 for a total of \$9,865.25. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Voucher Summary:

Voucher Number	Item Description	Amount
15-043	Susan Bartkus	\$392.62
15-044	Department of L&I	\$11.87
15-045	Glessing & Associates	\$60.00
15-046	Daily Journal	\$460.20
15-047	Dwayne Wilcox	\$606.23
15-048	Jim Boyer	\$1,074.30
15-049	Allen Uyeda	\$456.00
15-050	Artemis Computing	\$225.00
15-051	Gray & Osborne	\$3,187.78
15-052	Port Townsend Leader	\$181.25
15-053	Symplified Technologies	\$139.95
15-054	Yard Dog Landscaping	\$1,270.36
15-055	Nordland Construction	\$1,799.69
Total		\$9,865.25

Financial Summary:

PLDD CASH ACCOUNT	\$281,932.69
PLDD RESERVE ACCOUNT	\$ 40,000.00
PLDD INTEREST INCOME RESERVE FUND	\$ 6,371.55
EXPENSES – CURRENT MONTH FROM ABOVE	\$ (9,865.25)
NET TOTAL ALL ACCOUNTS	<u>\$318,438.99</u>
SEPCIAL ASSESSMENT 2015	\$123,000.00
PAID TO DATE	<u>\$(68,965.70)</u>
UNPAID (REMAINING)	\$ 54,034.30

Old Business:

1. Engineer Lockett reported that the lowest bid submitted on Wednesday July 8, 2015 for the **Cascade** project was \$237,115.88 from Seton. Gray & Osborne Inc. (G&O) recommends that the PLDD award to Seton, with G&O overseeing the project as Construction Management for approximately two days per week during construction, she will forward a letter proposal with the estimated cost. Commissioner Wilcox made a motion to award the Cascade Lane Project to Seton. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0. Commissioner Boyer made a motion that the Construction Management be overseen by G&O. Commissioner Wilcox seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. Nancy reported that she sent an email with the Arborist’s recommendations, and an addendum showing the new owners were amenable to the project. Nancy asked if she could drop a copy of the report to the Torres family, the Commissioners agreed. Commissioners expressed how glad they were that the project would be finally moving forward.
2. Commissioners agreed that release of the \$1,799.69 retainage for the **Trader Lane** project could be done. This project is now complete.
3. Commissioner Boyer read Resolution 2015-01 into the record as follows:

RESOLUTION Number 2015 – 01

Port Ludlow Drainage District Commissioners determined on this day July 9, 2015 that Condominium owners residing within the Port Ludlow Drainage District shall be recognized as qualifying Washington State taxpayers for all purposes, in Accordance with Washington State RCW 85.38.010. Including eligibility to run for election to the Port Ludlow Drainage District Board of Commissioners, and being appointed, to hold that office on the Port Ludlow Drainage District Board of Commissioners. It has been determined by a motion made by Commissioner Wilcox. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion Approved 3-0.

Subsequently, Commissioner Wilcox made a motion to have Commissioner Boyer and volunteer, Lyle Newlin, meet with the Jefferson County Assessor and Elections Board about the voting process, which shall be as the Assessor determines, prior to October. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0..

New Business:

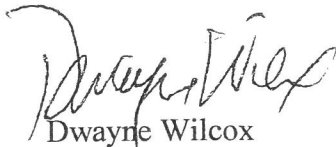
1. Commissioner Wilcox announced that he would be stepping down as Chair Commissioner and made a motion to have Commissioner Boyer assume the duties as Chair. Commissioner Uyeda seconded the motion. Commissioner Boyer abstained from the vote. Motion approved 2-0.
2. Commissioners and Engineer Lockett reviewed a letter that Mr. Macki, a resident of Navigator Lane, wrote to Commissioners stating that he had cleared out a pipe on his property that PLDD had installed many years ago.
3. Commissioners asked Engineer Lockett about a general notification received from the Department of Ecology about changes to Construction Stormwater Permitting process. She explained that anyone who disturbs more than 1 acre of land needs a permit, and that PLDD has this for the Cascade Lane project. The project will be complete prior to the permits expiration, which will be December 1, 2015. She offered to do a follow up report if the Commissioners wanted it. Commissioner Boyer made a motion to have Nancy prepare the report. Commissioner Uyeda seconded the motion. Commissioner Wilcox carried the motion. Motion approved 3-0.
4. Commissioner Boyer announced that a dormant email regarding mandatory State Auditor training for Commissioners and some employees of Utility Districts had been found. Commissioner Boyer has contacted the State Auditor's office to arrange this.

Commissioner Wilcox made a motion to adjourn the July 9, 2015 PLDD Regular Meeting at 10:42 a.m. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the Motion. Motion approved 3-0.

The next regularly scheduled meeting of the PLDD will be held on Thursday, August 13, 2015 in the Bay View room at the Beach Club at 10:00 a.m.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:



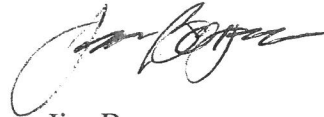
Dwayne Wilcox
Drainage District
Commissioner

Approved:



Allen Uyeda
Drainage District
Commissioner

Approved:



Jim Boyer
Drainage District
Commissioner