

**Minutes of the 211<sup>th</sup> Port Ludlow Drainage District**  
**Regularly Scheduled Meeting**  
**Thursday, March 10, 2016 10:00 AM**  
~ Approved ~

The March 10, 2016 Port Ludlow Drainage District (PLDD) Meeting was Called to Order in the Bay View Room at the Ludlow Maintenance Commission (LMC) Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:01 a.m. by Chair Commissioner Jim Boyer.

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

**Attendance:** Administrative Assistant Sue Bartkus. Guests included: Brian Belmont, Walt Cairns, Ronald Kletti, James Martin, Lyle Newlin, and Mel & Katie Smith.

**Minutes:**

Commissioner Wilcox made a motion to approve the **Amended Minutes of the January 14, 2016 Regular Meeting**. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

Commissioner Uyeda made a motion to approve the **February 11, 2016 Regular Meeting Minutes** as written. Commissioner Wilcox seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

Commissioner Wilcox made a motion to approve the **February 25, 2016 Workshop Meeting Minutes**. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

**Expenses:** (Commissioner Boyer reviewed expenses at 10: 50 a.m. after other matters were discussed, just prior to the adjournment of the meeting). Commissioner Wilcox made a motion to approve the vouchers (as listed below) from February 8, 2016 to March 14, 2016 for a total of \$4,311.35. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

Voucher Number	Item Description	Amount
16-018	Susan Bartkus	\$ 873.77
16-019	Artemis Computing	\$ 300.00
16-020	Gray & Osborne, Inc.	\$ 1,362.76
16-021	Yard Dog Landscaping	\$ 1,270.36
16-022	Port Townsend Leader	\$ 127.50
16-023	Glessing & Associates	\$ 376.96
Total		\$ 4,311.35

PLDD Cash Account	\$183,019.03
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,423.91
Expenses – Current Month from above	\$ ( 4,311.35)
NET TOTAL ALL ACCOUNTS	\$225,131.59
Special Assessment * No information provided on County Reports	
PAID TO DATE	\$ (3,371.29)
UNPAID (REMAINING)	\$ (3,371.29)

**Correspondence:** Chair Boyer summarized and/or read email and letter inquires as follows.

1. Commissioner Boyer noted that he spoke with Mr. Regan about the following letter and recommended that he speak with Beach Club Manager Brian Belmont for further advice.

I live on Woodridge drive on the Northeast side of Teal Lake Road. We've been working to get approval from the Olympic Terrace community (Other side of Teal Lake Rd) to top trees to restore our view of the Olympic Mountains. The trees are in the common greenspace along Teal Lake Rd adjacent to home owners in Olympic Terrace community.

We have verbiage in the CCNR's for both communities that allow us to trim the trees to maintain our view; an easement if you will. The Olympic Terrace board is prepared to approve the project if we can provide proof of adequate above and beyond what the Woodridge community and the tree trimming vendor have.

Mark Torres (Mgr at the Bay Club) mentioned that he'd worked with you on a drainage project adjacent to his property last year and thought you guys might be able to provide advice on how you manage easements and insurance requirements for projects on common community property. We don't and won't drag you into this project; we're just looking for advice.

Can I call you to discuss or can you refer me to someone on your team? Thanks! Jeff Regan

2. Chair Boyer summarized an email report from Engineer Lockett regarding Walker Way. Commissioner Uyeda added his comments to further expound the matter. Below is the whole email.

Sue,

Please pass this along to Jim, Allen and Dwayne.

Allen Uyeda and I walked down Walker Way from Helm Lane to Gamble Lane on February 11, 2016 to evaluate the drainage issue at Walker Way and Helm Lane and at Walker Way and Gamble Lane that were reported as a result of the heavy rainfall on January 21, 2016.

Walker Way and Helm Lane: Brian Belmont reported that during the heavy rainfall the greenbelt area on the north side of Walker Way, to the east of Helm Lane, was inundated and a large pond had formed. At the time of our visit there was water flowing through the culvert across Helm Lane. Approximately 5 feet east of the culvert the flow was not visible and may have been travelling under the forest debris, roots, etc., in the greenbelt. The greenbelt is lower than the road and forms a depression that is significantly below the road grade and the surrounding lots. We could not tell if there is a private undeveloped lot to the north of the greenbelt. It appears that the depression has had either standing water or moving water in the past since it is devoid of plant material and appears to have connection with the downstream diffuse channel. The flow pattern in the greenbelt is not well defined and the greenbelt has a great deal of forest debris that obscured our line of sight. The total rainfall on January 21, 2016 was 3.23 inches (KWAPORTL24 personal weather station). The estimated 100-year flow for Port Ludlow is 3.5 inches (Ecology Stormwater Management Manual for Western Washington). It did not appear that ponding of water in the depression in the greenbelt would have been unexpected during the heavy rainfall amounts experienced on January 21, 2016 based on the topography of the greenbelt.

Walker Way and Gamble Lane. Water was observed to be ponded at the upstream side of the culvert at Gamble Lane on January 21, 2016. A minor amount of water was flowing

through the culvert on the day we visited and no there was no ponding upstream of the culvert. The interior of the culvert was unobstructed. The downstream side of the culvert discharges approximately 2 feet above the channel bed which would allow free flow out of the culvert. Pictures of the upstream side of the culvert taken on January 21, 2016 showed standing water with little evidence of flow into the culvert – the culvert was not visible, there were no eddies or leaves flowing into the culvert. The channel downstream of the culvert was carrying a significant amount of flow. It would appear that the culvert was functioning however; there may have been debris over the inlet side of the culvert which limited flow into the culvert. There is a considerable amount of forest debris in the greenbelt upstream of the culvert which may have caused a problem on that day.

Please let me know if you have any questions regarding these issues. Nancy

3. An email exchange thread from Katie Smith was read

Sue,

The June-2008 #117<sup>th</sup> Meeting Minutes for PLDD reference "*a preconstruction conference checklist, which will be posted with these minutes.*" Is it possible to include this exhibit with the Minutes posted on the website?

These same Minutes also reference "*minutes of the Special Open House May 07, 2008 meeting were approved as submitted.*" Could the May 7 minutes also be posted?

Thanks so much !! **Kati**

*Hi Nancy,*

*Katie Smith asked if I could post the pre-construction checklist that was referred to in the June 2008 PLDD Meeting Minutes (Montgomery/Condon Lane project). I don't have an electronic or hard copy for that. Would you by chance have one that you could forward? Thanks!~Sue Bartkus*

To: 'Sue B'                      Subject: RE: [Fwd: 2008 Preconstruction Checklist] Here you go

Thank you, Sue, & Nancy - - - what would we do without G&O !! Thanks so much !! **Katie**

4. An email exchange between Katie Smith and Sue was summarized regarding February meeting recordings. Katie had noted that the meeting opening comments were cut off and portions in the middle were missing. Sue explained that she didn't get the recorder started fast enough, and that there were two parts. The reason being is that the meeting ran to approximately 95 minutes, currently the recorder that the Districts owns and its capability for burning the data will only burn to 80 minutes on a disc.

**New Business:**

1. Commissioner Boyer reported that some photographs were sent via email regarding drainage on **Gamble Lane**, from Annette Isaksen. Ms. Isaksen took a number of photographs of the storm water runoff collecting in the ditches during recent heavy rains on January 21, 2016. She spoke of her and her neighbors concerns about the amount of water coming from the upper side of the road, then pooling over onto the lower properties, including hers at 50 Gamble Lane. Ms. Isaksen explained that she and Gary Martin have 3 vacant lots between them, and that runoff water pools right next to her property near her septic drainfield and around the top of her tank. Ms. Isaksen related that she had the system pumped in December of 2015. It was inspected by Tim Johnson, who found that no storm water was collecting into it. Ms. Isaksen's concern is that some drains/ditches on Gamble Lane have some growth (and sometimes rock) over them, blocking the flow and creating standing surface water which spills over. She explained that Commissioner Uyeda had come and looked at the area and spoke with her. Within the packet of photographs Ms.

Isaksen had taken, were some of the new drain on Cascade that is flowing very well. She asked on behalf of herself, and other neighbors who couldn't attend meetings, that the Drainage District help them to get the water to flow on their street like it does on the others streets that go out to Walker Way.

Chair Boyer noted that the PLDD had been concerned with Gary Martin's drainage problems, spending some time with him analyzing the problem. PLDD planned a follow-up meeting with Jefferson County about a Memorandum of Understanding (MOU) between the County and PLDD. Monte Reinders, Jefferson County's Engineer, walked the area with Gary Martin. Jefferson County Commissioner Kathleen Kler has been up to look at the area too. The County owns the property for 30 feet from the center line. The PLDD is trying to wind down its projects. At the end of this month, we have scheduled a workshop to try and address the MOU. We will discuss this with them.

Commissioner Uyeda noted that he had met with Ms. Isaksen and discussed this, and that the PLDD will have to work it out with the County. He noted that this winter has been much wetter than most, he had spoken with Ms. Isaksen about how to alleviate the water going into her drain field, but that part of the problem is that the neighbors' across the street have covered their ditches. The County will have to deal with that...we can have a discussion and we will have to ask them to deal with it.

Ms. Isaksen asked if the County would send out letters. Commissioner Boyer commented that he would like to see both the County and PLDD address this matter. Ms. Isaksen noted that there are three neighbors on the upper side of Gamble Lane that she would like to invite to the workshop meeting so they could be made aware of the situation. Commissioner Boyer said they would be welcome; the meetings are open to everyone.

Chair Boyer noted that normally roads such as Gamble Lane are engineered to slope toward the upper ditch, but that Gamble does not do that. We will work with Jefferson County to find a solution

2. Commissioner Wilcox noted that during the last PLDD meeting, the Commissioners had talked about maintenance work, with each Commissioner walking the area (in turn) with Russ of **Yard Dog Landscaping** (the PLDD Small Works contractor currently in charge of the maintenance schedule) monthly, to see how things are done. Commissioner Boyer said that the long term goal is to detail and explain the work and maintenance on PLDD facilities. Russ will be invited to the next workshop and be asked if he could speak with one of the Commissioners.
3. It was noted that it was time for the District to advertise for the **Engineering and Small Works Rosters**, required every two years by State laws. Former Commissioner Walt Cairns noted that engineers use The Daily Journal of Commerce on a regular basis and send their Statement of Qualifications (SOQ's) to entities that advertise there. He added that the ad should also be placed into the publication of record for the District – the Port Townsend Leader. Commissioner Wilcox made a motion to have Nancy advertise for the Engineering Roster in the Daily Journal of Commerce and to have Sue place the ad in the Port Townsend Leader for the Small Works and Engineering Rosters. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

**Old Business:**

4. Commissioner Boyer expects to have a meeting with Jefferson County representative Morley, and David Alvarez regarding the **MOU** Draft.
5. Chair Boyer noted that a **Budget Coding Resolution** had been prepared, per the Jefferson County Auditor, Rose Ann Carroll's suggestions. He noted that during the February 25, 2016 Workshop Meeting, Auditor Carroll and PLDD Accountant Kathy Glessing had attended, giving the Commissioners advice on Budget Coding and simplifying the categories that the PLDD uses (to six rather than 29), per the Washington State Auditors recommendations. Chair Boyer read the prepared Resolution, noting that since the power was out today, the date would be handwritten in, but copies could not be made. After some discussion, Commissioners decided to table adopting the Resolution until the cited RCW, and Washington State Budget Accounting and Reporting System (BARS) codes were double checked by Attorney Seaman, if he recommends taking it to the State Auditor, that's what will be done.  
(50:38)Katie Smith stated that she listened to the minutes recording a couple of times, since she and her husband weren't able to be at the meeting, and heard Auditor Carroll suggest that the Board go to the State Auditor's office, in writing, with what you plan to do, and get their written approval. (50:54) Sue Bartkus said, no, she (Ms. Carroll) said to contact them. (50:56) Commissioner Boyer added that they (State Auditor) directed us to do it this way. Commissioner Wilcox: That's right. Sue Bartkus: They're the ones that told Jim they wanted it simplified. She (Carroll) recommended contacting them and to get a written confirmation of that. But yes, because they had told him verbally, she said to get it in writing. Chair Boyer reiterated that the Resolution would be sent to the Attorney.
6. Commissioner Boyer noted that as discussed during the February 25, 2016 Workshop meeting regarding the **PLDD Website** the Commissioners approve of the recommendations of Diane Allen, of Artemis Computing and authorize that she move forward with her recommendations for changes. These changes are detailed in the February 25, 2016 Workshop Meeting Minutes.
7. Commissioners discussed that so far, the work that has been completed on **Cascade Lane** is operating well; the project just needs the final touches and will be completed when the contractors have a few days with good weather to enable them to mobilize their equipment.
8. There have been no further developments as yet for **Condon Lane**. No further complaints have been made, but Commissioners noted that Dr. Babian hasn't been in the area lately.
9. At this time the Commissioners completed voting on the PLDD Vouchers, with the Voucher details and financial information listed at the beginning of these Minutes.

Commissioner Wilcox made a motion to adjourn the meeting at 10:58 a.m. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

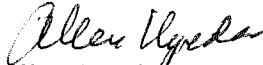
The next regularly scheduled meeting of the PLDD will be held on Thursday, April 14, 2016 in the Bay View room at the Beach Club at 10:00 a.m.


Respectfully Submitted by: Susan Bartkus, Administrative Assistant

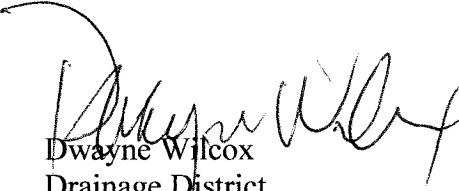
Approved:

Approved:

Approved:

  
Allen Uyeda  
Drainage District  
Commissioner

  
Jim Boyer  
Drainage District  
Commissioner

  
Dwayne Wilcox  
Drainage District  
Commissioner