

Port Ludlow Drainage District (PLDD)
P.O. Box 65261, Port Ludlow, WA 98365

Minutes for Commissioners' Regular Meeting # 0223
Thursday, March 09, 2017 at 10:00 AM
Held at the Beach Club
121 Marina View Drive, Port Ludlow, WA. 98365

Call to Order: Meeting was called to order by Chair Commissioner Uyeda at 10:00 a.m. in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington 98365

Roll Call: Commissioner Allen Uyeda present. Commissioner Katie Smith present. Commissioner Don Forbes present. No absences. Engineer Nancy Lockett, Assistant Sue Bartkus.

Guests: Walt Cairns, Deborah Helleson, Tim & Leesan Marlatt, and Mel Smith.

Commissioner Forbes noted that Resolution # 2017-02 to Establish an Approval Process by Way of Consent Agenda was on this day's agenda as item # 2 under Old Business. He suggested, and Commissioners Uyeda and Smith concurred, that they should review this matter prior to voting on consent items. Commissioner Smith prepared the drafts and had PLDD Attorney Summerfield review all three of the Resolutions on this day's agenda. Commissioner Smith read Resolution # 2017-02 aloud. In summary, this resolution adopts as pro forma the practice of passing all consent items with one motion. Commissioner Smith made a motion to pass **Resolution # 2017-02 Establish an Approval Process by Way of Consent Agenda**. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. A copy of this resolution will be attached to these minutes.

Consent Items: Commissioner Forbes made a motion to approve this day's consent items together in one motion. Commissioner Smith seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

1. Approval of the February 9, 2017 Regular Meeting Minutes
2. Approval of Payroll Warrant Transaction #17-P05 in the amount of \$573.49
3. Approval of the Other Voucher/Warrants #17-015 - #17-018 from February 03, 2017 to March 01, 2017 in the amount of \$4,453.79
4. Overall Payroll Warrant and Voucher Warrants in the total amount of \$5,027.28

Payroll/ Warrant Transactions	Vendor	Vouchers (Warrant)	Payroll Warrant	Description	Total
17-P05	Susan Bartkus (Payroll)		\$573.49	27 hours wages	\$ 573.49
Voucher/Warrant					
17-015	Artemis Computing	\$445.00		Project Work, Website Maint.	\$ 445.00
17-016	Glessing & Associates	\$120.00		Accounting Services: 2/2 1.1 hr., 2/3 .3 hr., 2/6 .5 hr., 2/8 .1 hr.	\$ 120.00
17-017	Gray & Osborne Inc.	\$2,445.83		February Invoices – Projects: include survey company work, General Engineering (mtg. & atty. Interviews), 2 project reviews	\$2,445.83
17-018	Yarddogs Landscaping, Inc	\$1,442.96		Inspect & service all sites as needed. Emergency inspection and troubleshooting, 81/111 Condon Lane	\$1,442.96
Total Payroll/Vouchers		\$4,453.79	\$573.48		\$5,027.28

Financial Information:

PLDD Cash Account	\$104,582.10
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,657.93
Expenses – Current Month from above	\$ (5,027.28)
NET TOTAL ALL ACCOUNTS	\$146,212.75
Special Assessment	
PAID TO DATE	(3,539.57)
UNPAID (REMAINING)	(3,539.57)

Expenses – Calendar Year to Date (2017)	\$30,750.41
Expenses – Budget Year to Date (Jan 23 – Mar 2017)	\$ 13,120.31

Public Forum:

Tim & Leesan Marlatt, owners of lot #'s 2-3-172 and 2-3-173 Explorer Lane brought to the Commissioners attention their concerns with the Drainage Plan for a new home proposal for lot # 2-3-147 on Explorer Lane, belonging to Michael Casal. Engineer Lockett went over the drainage for the proposed construction and the Marlatts' concerns that Mr. Casal's tie-in was to an old existing curtain drain that they didn't know where it exited to. Nancy reported that she hadn't seen it herself, but that Mr. Casal told her that he had run a dye test which determined that the water from the proposed tie-in would drain out into the Jefferson County ditch on Fleet. Nancy then encouraged them to contact Mr. Casal and see if he would repeat the test for them as he seemed very interested in having everything done properly. Ms. Lockett also confirmed to Mr. & Ms. Marlatt that the PLDD reviews drainage plans in an advisory capacity for Jefferson County, but the District does not grant approval or disapproval to drainage plans; that is solely the County's responsibility. She also encouraged them to notify David Wayne Johnson of their concerns. Her comments to Jefferson County regarding the proposed plans included that Mr. Casal needed to have a plan that did not impact anyone else per Washington State Storm Water Regulations. Mr. Johnson's and Mr. Casal's telephone numbers were given to Mr. & Ms. Marlatt.

Correspondence:

Correspondence matters were discussed within the context of Old Business, New Business, and Commissioner Comments and Reports. A log book with a list and copies of all correspondence was available at the meeting for all interested parties to view.

Old Business:

1. Discussion was held regarding the **Waste Water Treatment Plant (WWTP) Project for Overflow Containment / Easement**. Engineer Lockett reported that she was meeting with Greg Rae, the Olympic Water & Sewer, Inc. (OWSI) and Port Ludlow Associates (PLA) Operations Supervisor Engineer, and PLA Vice President Larry Smith at the treatment plant this day at 11:30 a.m. to walk the proposed project area and look at some rockery that was found under some vegetation during the survey. Chair Commissioner Uyeda stated that he would like to attend as well and would meet her there after the meeting adjourned.

2. Commissioner Smith read aloud **Resolution # 2017-01 Schedule for Payment of Commissioner Compensation**. This resolution, at the request of Jefferson County Auditor Rose Anne Carroll to Chair Uyeda and to Commissioner Smith earlier this year, was to put in writing the schedule for payment of commissioner compensation. The resolution establishes that PLDD Commissioners will submit their vouchers for payment on a quarterly basis during the months of April, July, October, and January of each year. Commissioner Forbes made a motion to approve Resolution # 2017-01. Commissioner Uyeda seconded the motion. Commissioner Smith carried the motion. Motion approved 3-0. A copy of this resolution will be attached to these minutes. It will also be recorded with the Jefferson County Auditor's office.

3. Commissioner Smith read aloud **Resolution #2017-03 Agent to Receive Claims for Damages**. This resolution is an update to Resolution # 5 which was passed on March 08, 2007. Per RCW 4.96 this resolution names an agent, a regular business address, and regular business hours. The former resolution appointed the Secretary (Commissioner) of the PLDD Board as agent to receive claims. As there is no longer a Secretary Commissioner designation the new resolution names the PLDD Chair Commissioner as the Agent to receive claims for damages. The Office Address is the Beach Club, 121 Marina View Drive, Port Ludlow, WA. 98365, commish@pldd.org, and the business hours as 10:00 – 11:30 a.m. on the Second Thursday of each Month. Commissioner Smith made a motion to pass Resolution # 2017-03. Commissioner Forbes seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0. A copy of this resolution will be posted with these minutes. It will also be recorded with the Jefferson County Auditor's office.

New Business:

Chair Commissioner Uyeda gave a synopsis of his site visit on Saturday, February 11, 2017 to 81 and 111 Condon Lane at the request of Dave & Anita Weakley and their neighbor Marilynne Gates. He observed water seeping between their property lines halfway between the street catch basin and the site of Condon Lane Outfall (Project #9). He asked the District's maintenance crew manager, Russ Lowry, to go and dig in the area to find the source of the leak (which Yard Dogs did on Monday February 13, 2017). The source of the leak was from the Condon catch basin connection to a pipe. Commissioner Uyeda called Engineer Lockett to find out more about the area and to let her know what had been found. Commissioner Smith took pictures of the crew while digging to find the source of the leak, and took photos of the area in question. Engineer Lockett when reviewing these photos noted that an area above the leak (uphill) around the corner of the house, that may indicate that there was water coming from another source and that the owners should be made aware of this. Nancy explained that the existing CMP culvert was used as a carrier pipe for the new HPDE pipe to minimize impact to the property as much as possible. A section of the CMP pipe was removed near the house in an area that minimized impact to the landscaping. The HDPE pipe was inserted to the east and west from this opening. A concrete collar was installed around the HDPE pipe to secure the pipe. Commissioners determined that because evidence indicated this has been going on for some time, this was not an emergency and that a repair at the catch basin/ pipe connection will be done when dry weather allows.

Engineer Reports:

Engineer Lockett noted that the February 08, 2017 site plan reviews that she did for permit applications 17-00047 lot 27, 17-00043 lot 12, 17-00040 lot 34, and 17-00035 lot 22 were all Ludlow Cove II bungalows. She noted that each of these lots build off the Storm Water plan for the development and discharged roof drainage to a rock-lined dispersion pad. Once the last house (the 42nd) is built, the PLDD will be performing maintenance on catch basins for the area. The site plan review for lot 2-3-147 on Explorer Lane was discussed during the Public Forum portion of this meeting.

Commissioner Reports and Comments:

1. Commissioner Uyeda reiterated that he informed Anita and Dave Weakley that PLDD would patch the leak in the pipe near their property (item # 1 in New Business) during dry weather.
2. Commissioner Smith noted that she was concerned with Commissioners giving advice or answers to owners and the potential for liability, noting her concern with a site visit without documentation, and the need for written reports of discussions. Commissioner Forbes commented that it seemed a reasonable thing for Commissioners to do, to direct owners and give them direction, always being clear up front that it is an opinion – and that we shouldn't be so afraid of litigation that we are unable to help or talk to people because of fear of risk. Commissioner Uyeda noted that he always tells owners that PLDD is not an entity to grant approval or disapproval, that is Jefferson County's jurisdiction. He added that when he visits or speaks with someone regarding their requests, he always prefaces his comments with "in my opinion" or he refers them to our Engineer Nancy Lockett. Commissioner Smith stated that just having completed the renewal of District risk pool liability coverage and the annual audit, it brought to focus the District's need for risk management, and the need to be aware of liability and risk management issues.
3. Commissioner Smith noted that she attended a State Auditor's Office (SAO) Online Filing Workshop in Port Townsend the day prior to this meeting. Under supervision of SAO staff, filing of the PLDD Annual Report for 2016 was completed during the meeting.
4. Engineer Lockett excused herself from the meeting at 11:25 a.m. to meet with PLA representatives at the Waste Water Treatment Plant.
5. Deborah Helleson, owner of 192 Montgomery Court, introduced herself and asked to be placed on next month's agenda for the Commissioners' advice and opinions regarding issues that she is having with runoff on her property. After viewing an aerial map, Ms. Helleson pointed out where her property was and a catch basin on it that seemed to just fill up and then overflow. Previously, she had walked the property and a greenbelt area adjacent to her property with Larry and Greg from PLA-owned company Olympic Water and Sewer, Inc. (OWSI). They observed a pipe there that collected runoff and advised her to contact PLDD, as the pipe was not an OWSI PLA pipe. Commissioners and former Commissioner Walt Cairns noted that there were no PLDD facilities in that area, but that Cairns seemed to recall some prior discussion about the area before the formation of the PLDD. Moving forward, Commissioners will observe the site, have Engineer Lockett review the matter, and also ask former Commissioner Richard Regan if he could provide any insight or documentation from the late 1990's Drainage Committee, which was a Ludlow Maintenance Commission committee that worked on these types of issues prior to the formation of the PLDD.

6. Commissioner Forbes noted that he would be meeting with David Wayne Johnson this coming Friday to discuss the PLDD and Jefferson County relationship. Commissioner Smith asked him if he had considered asking Engineer Lockett to join them, Commissioner Forbes commented that he wanted to be respectful of her time, but that he will ask her if she'd like to join him for the next meeting.
7. Commissioner Smith noted that she would be working with the Attorney on an update for the Public Records Policy.

Commissioner Uyeda made a motion to adjourn the meeting at 11:54 a.m. Commissioner Smith seconded the motion. Commissioner Forbes carried the motion. Motion approved 3-0.

The next regularly scheduled meeting of the PLDD will be held in the Bay View Room of the Beach Club, 121 Marina View Drive, on Thursday April 13, 2017 at 10:00 a.m.

Approved:

Approved:

Approved:



Allen Uyeda, Chair
Drainage District
Commissioner 3



Don Forbes
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1