

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

Minutes for Board of Commissioners' Regular Meeting # 0235

Thursday, March 8, 2018 at 10:00 AM

**Held at the Fire Hall –Training Room
7650 Oak Bay Road, Port Ludlow, WA. 98365**

Call to Order: Meeting was called to order by Chair Commissioner Forbes at 10:04 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

Roll Call: Commissioner 1- Katie Smith present. Chair Commissioner 2- Don Forbes present. Commissioner 3 -Deborah Helleson present. No absences. In attendance: Engineer Nancy Lockett.

Guests: Walt Cairns, and Mel Smith. David Wayne Johnson attended afternoon session.

Consent Agenda: (Items approved in a single motion)

1. Approval of February 8, 2018 Regular Meeting Minutes
2. Approval of Voucher/Warrants #18-015 - #18-018 from February 1, 2018 through February 28, 2018 in the amount of \$ 4,034.03 (Voucher detail and Financial Information included with these minutes)

Commissioner Smith made a motion to approve the Consent Agenda items as presented;
Commissioner Helleson seconded; Motion carried 3-0.

Public Forum: No drainage issues were brought to the Commissioners' attention.

Correspondence Log: Chair Commissioner Forbes noted the correspondence log is available for review. Summaries are available at the sign-in table with the Agenda. Commissioner Smith noted a public records data request from American Transparency for 2017 employee information; response was sent within the required 5-day response time, as was done last year.

Old Business:

1. **2002 LMC Agreement with PLDD – Memorandum of Understanding:** Commissioner Helleson reported on her visit with LMC Board of Trustees, in their regular monthly meeting February 15, requesting a delay of termination of the existing 2002 Agreement, until a memorandum of understanding can be developed. Commissioner Helleson said a motion was made by LMC to terminate the Agreement; motion was then tabled to be considered at a future meeting. Commissioner Smith noted that once LMC provides a notice of termination, there will be 90 days before termination becomes effective. Chair Forbes suggested that the board utilize remaining time of this meeting, morning and afternoon, to develop a draft of what we want to see and by the end of this day have a rough form that summarizes key areas in a draft so that by the next meeting, the board can take action.
2. **Drainage on Libby Court Trail:** No new activity relating to LMC removal of fir tree in the Greenbelt. Brief discussion was held regarding a potential open ditch vs. pipe, once tree is removed.

- 3. Condon Lane/Pope Way Catch Basin, Pipe to Bluff:** Engineer Lockett provided background of the issue of water leakage, along the outfall alignment east of the last catch basin at Condon Lane/Pope Way, first noticed last year Feb-2017. Water has again surfaced in the utility easement, downhill between the two homes at 81 and 111 Condon Lane. The grout repair made last year inside the catch basin appears to have separated from the pipe and according to YardDogs visual inspection of the catch basin the pipe exiting the catch basin appears to have moved away from the catch basin. Engineer Lockett will meet with the maintenance crew at the site during the noon break of this meeting to investigate.

New Business:

- 1. Maintenance Easements:** Engineer Lockett will review the existing maintenance areas and determine the existence of appropriate easements for access.
- 2. 40 McCurdy Lane – Assessment Payment under Protest:** A copy of the payment under protest of the \$68.60 PLDD assessment for 40 McCurdy Lane was received from the County Treasurer; no District action is required. Payment of the full 2018 County taxes and assessment was received by the County, with the PLDD portion paid under protest, which allows the property owner the right to future action.

Engineer Reports:

- 1. Goliah Lane Lot 92:** Site Plan Review was received by Engineer Lockett from the County; the County plans to visit the property later today after this meeting to review the County requirement of a 75' buffer from the "NS stream" to the building site.

Commissioners' Reports and Comments:

- 1. 690 Pioneer –homeowner request:** Chair Forbes reported having met with homeowners O'Neil early this month to review water issues around foundation on the property and the potential need for a curtain drain, recommended by their contractor.
- 2. OPMA: Special Meetings and Executive Sessions:** Commissioner Helleson summarized her understanding relating to potential special meetings and that these are possible. Commissioner Smith noted legal confirmation that 24 hours posting of agenda, at the meeting site, would be required for special meetings.
- 3. Records Retention and Retrieval:** Extensive discussion was held regarding the District's files and the limited access currently available. Commissioner Helleson asked for access to the files; Commissioner Smith will provide a second set of keys to the file cabinets. Chair Forbes asked that this topic be brought back in a future meeting.
- 4. County report on Ludlow Cove II, Feb 23:** Commissioner Helleson asked that this topic, originally under the County afternoon section – but then deleted at the County's request, be brought up at this point of the meeting. Engineer Lockett has clarified to the County that the District is not responsible for upgrading, repair, or replacement of the design. The District agreement only relates to maintenance of vegetation.

Commissioner Helleson made a motion to recess; Commissioner Smith seconded, motion carried 3-0. Meeting was recessed at 11:30 AM.

12:00 PM - Noon Recess

**1:00 PM : Discussion with Jefferson County Dept. of Community Development (DCD),
David Wayne Johnson, Associate Planner – Port Ludlow Lead Planner**

Chair Forbes set forth the goals of this discussion:

1. **Overview of activities that require a stormwater permit:** County Associate Planner David Wayne Johnson noted that development will start increasing again, especially as PLA begins development of Admiralty III, and more development in the resort complex. Land disturbing activities, clearing native vegetation and grading, over 7,000 sq.ft. requires a stormwater permit; New impervious surfaces over 2,000 sq.ft requires a stormwater permit; Harvesting timber over 2 acres or >5,000 board ft of merchantable timber requires a stormwater permit with SEPA review and a DNR Class 4 General Forest Practice Application (FPA), to convert from forestry to residential use. Local jurisdictions do not have review authority or permit issuance over FPA. County can utilize parcel tag feature to notify PLDD of any development adjacent to the District boundaries. Coaching Service is available every day at DCD for prospective applicants, plus the Resource Center.
2. **Step-by-Step Process of County Administrative Project Review:** Engineer Lockett asked if there are resubmittals of stormwater-related portions of a permit application, in response to DCD comments, please send the resubmitted information to the district.
3. **Inspection/Follow-up:** County checklist for inspection will be revised to note more attention to review of stormwater facilities, prior to approval.
4. **Does LMC/ACC review have bearing on County permit process?** County does not have direct interaction with ACC during permit issuance. Any vegetation removal in critical areas does need review by the County, such as the bluff. Critical areas and buffer zones must remain naturally vegetated. Under the Port Ludlow MPR, because the lots are so small the County allows 45% impervious surface coverage per lot, a greater percentage of coverage than in the County which is limited to 25%.

10 minute Break

2:50 – 3:00 PM

Resume Discussion of Old Business No. 2:

2002 LMC Agreement with PLDD – Memorandum of Understanding: Commissioner Helleson stated this is not a contract, no enforceable elements, no punitive damages. If LMC wants to create a new agreement rather than editing or amending this, she does not have an issue with that, but wants to make sure we can create something that makes them happy. Commissioner Helleson feels it is easier to look at this agreement to decide what is pertinent rather than drafting something new. Chair Forbes suggested that we start from the perspective of whether the general relationship is what we want, or how do we want to interact. In response to the Chair's question of key areas, Commissioner Smith replied "vegetation." Commissioner Helleson suggested it may also include some smaller projects, and offered to draft upfront language, and have Engineer Lockett prepare some bullet points.

Meeting Adjournment:

Commissioner Smith made a motion to adjourn the meeting. Commissioner Helleson seconded the motion. Motion carried 3-0.

The March 8, 2018 regular meeting of the Port Ludlow Drainage District adjourned at 3:25 p.m.

The next regularly scheduled meeting of the PLDD will be held in the Training Room of the Port Ludlow Fire and Rescue Station, 7650 Oak Bay Road, Port Ludlow, on Thursday, April 12, 2018 at 10:00 a.m.

Approved:

Approved:

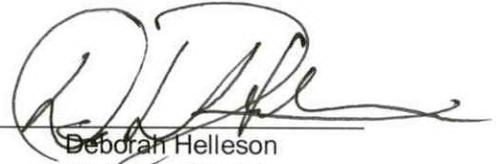
Approved:



Don Forbes, Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1



Deborah Helleson
Drainage District
Commissioner 3

VOUCHER SUMMARY 3/8/2018

VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
18-015	GLESSING & ASSOCIATES, CPA, INC. PS Accounting Services for February 1.6 hrs	\$ 96.00	\$	96.00
18-016	GRAY & OSBORNE INC. General Engineering Services ending Feb 3 (8.5hrs); meeting, memos, replacement costs	\$ 1,395.87	\$	1,395.87
18-017	OGDEN, MURPHY & WALLACE, ATTORNEY Legal services for Jan; 4.30 hrs; OPMA compliance, public records, contract review	\$ 1,271.80	\$	1,271.80
18-018	YARDDOGS LANDSCAPING Monthly Maintenance Services for February; Inspect & Service all sites	\$ 1,270.36	\$	1,270.36
TOTAL VOUCHERS		<u>\$ 4,034.03</u>	<u>\$ -</u>	<u>\$ 4,034.03</u>

PLDD Financial Information

PLDD Cash Account-010 - February 28, 2018	\$ 53,433.26
Expenses - Current Month from Above	\$ 4,034.03
PLDD Cash Account-010 - Subtotal	\$ 49,399.23
PLDD Investment Account - 010	\$ 100,000.00
PLDD Investment Account - 010 Interest (incl.on Line 1)	\$ 107.33
PLDD Reserve Account - 040	\$ 46,800.00
PLDD Reserve Account - 040 Interest (BAL. 02/28/2018)	\$ 259.84
Net TOTAL All Accounts	\$ 196,566.40
2018 Assessment	\$ 87,000.00
Paid to Date (incl. on Line 1)	\$ 3,216.50
Unpaid 2018 Assessment (remaining)	\$ 83,783.50

Expenses - Calendar Year to Date	\$ 13,602.16
Expenses - County Budget Year to Date (Jan 22 -Feb 8, 2018)	\$ 5,986.59