

**Minutes of the 155th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday August 11, 2011 10:00 a.m.**

~ Approved ~

Call to order: The 155th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Walter Cairns at 10:00 a.m.

Attendance: Present were Chair Commissioner Walter Cairns, Secretary Commissioner Dwayne Wilcox, Treasurer Commissioner Richard Regan, Engineer Nancy Lockett and Administrative Assistant Susan Bartkus. Guests present were Mike & Sally Derrig, Bud Kerns, Marti Lewis, and Mel & Katie Smith.

Minutes: Commissioner Wilcox made a motion to approve the minutes of the regular July 14, 2011 Meeting; motion was seconded by Commissioner Cairns and carried by Commissioner Regan. Motion approved 3-0.

Expenses: Commissioner Cairns made a motion to approve Drainage District expenses that accrued from July 13, 2011 to August 10, 2011 for a total of, motion was seconded by Commissioner Wilcox and carried by Commissioner Regan. Motion approved 3-0.

VOUCHER	VENDOR	AMOUNT
11-047	ENDURIS WASHINGTON	2,708.00
11-048	DWAYNE WILCOX	112.82
11-049	GRAY & OSBORNE	25,414.08
11-050	WALTER CAIRNS	90.00
11-051	LMC	436.00
11-052	VIRGINIA BROWN	300.00

Financial Standing as of August 10, 2011:

PLDD CASH RESERVE	156,314.14
PLDD RESERVE ACCT.	40,000.00
PLDD INTEREST INCOME RESERVE FUND	6,127.25
EXPENSES – CURRENT MONTH (ABOVE)	<u>(29,060.90)</u>
NET TOTAL ALL ACCTS.	<u>173,380.49</u>
SPECIAL ASSESSMENT 2011	167,600.00
PAID TO DATE	90,049.91
UNPAID (REMAINING)	77,550.09

Public Forum: (2:12) No new issues were brought to the Commissioners attention during this forum.

Old Business:

1. (2:56) Engineer Nancy Lockett reported that Seton Construction submitted a bid of \$28,831.59 for the work to be done at the **North Bay II Condominiums**, and that Gray & Osborne recommends that the PLDD award the contract to them. Engineer Lockett explained the plans at Commissioner Regan's request, clarifying that the Condo Association had already excavated and exposed the pipe. Commissioner Cairns noted that one big change made was to increase the pipe to contain the two parking lot runoff drains. Commissioner Cairns also pointed out that the Condo Association is aware that the PLDD will only be taking care of storm water, not groundwater. Commissioner Wilcox asked North Bay II Condominium representatives present at this meeting for their opinions and if they would like to review the plans. Mike & Sally Derrig commented that they trusted and appreciated the PLDD involvement and were pleased that the bid was so reasonable. Commissioner Cairns made a motion to award the North Bay II Condominium contract to Seton, motion was seconded by Commissioner Wilcox, and motion was carried by Commissioner Regan. Motion approved 3-0.
2. (18:31) Engineer Lockett showed Commissioners plans for the **Forrester/Trader Lane Project**, and suggested that a shallow ditch should go through the Greenbelt which will require that the PLDD get an easement from the Ludlow Maintenance Commission (LMC) for this remedy to be put into place. After Commissioner Cairns reviewed the matter and what needed to be done, Engineer Lockett noted that more survey work was required and that she would schedule this.
3. (27:29) Engineer Lockett reported that small works contractor Joe Thompson hasn't gotten to the **Harry property on McCurdy Lane**, Port Ludlow lot # 2-3-129, to resolve a clogged drain that needs clearing as he was waiting for her to tell him what needs to be done. Ms. Lockett also noted that she would talk with Ms. Harry to see what fill she wanted after the drain was worked on.

New Business:

- (30:00) Commissioner Cairns reported receiving a copy of a letter to the LMC Greenbelt Committee from Barry & Stan Gustin, residents near the intersection of Pioneer & Foster Lanes, explaining that they want to remove Greenbelt trees on the uphill side. Commissioners reviewed the correspondence and concluded that it was out of the PLDD purview. Chair Cairns noted that action isn't required by the PLDD as he had spoken with Greenbelt Committee Chair Jerry Purdy.
- (41:37) Commissioner Wilcox reported that after reviewing the PLDD policy with Enduris, his opinion is that **Enduris Insurance** is a quasi insurance operation sponsored primarily by the State of Washington to support all the special districts, noting that Enduris can be used or another private company. Commissioner Wilcox noted that the current policy only provides coverage for employee dishonesty, not for coverage of liability. Commissioners all noted that more coverage was needed. Commissioner Wilcox accepted responsibility for investigating this matter.

- (54:29) Administrative Assistant Sue Bartkus reported speaking with Jessica at the Domain Registry of America, and was assured that the April 18, 2011 payment to this company would be refunded to the PLDD, as this was not the company that the PLDD registered its website with. The website was registered with Tucows and a renewal notice was not received by this company. After discussion, Commissioner Cairns made a motion to have Sue contact a Port Townsend Website Design Company to get an estimate to redesign the PLDD website (subject to the Commissioners approval), motion was seconded by Commissioner Regan, and carried by Commissioner Wilcox. Motion carried 3-0.

Commissioner’s Reports and Comments:

- (65:00) Commissioner Cairns noted that a certified letter was sent by Gray & Osborn to the local Tribal leader, Jeromy Sullivan, notifying him of the work to be done for the **Rainier to Oak Bay Project**. Engineer Lockett noted this action is a requirement of the Public Works Trust Fund (PWTF) Board and has to do with notifying cultural resource concerns. If the tribe doesn’t comment within thirty days, work may proceed. Ms. Lockett also noted that she had an energy audit form for the Commissioners to sign and mail back to the PWTF Board.
- (1:10) Commissioner Regan reported that he reviewed the **Rainier to Oak Bay Project Plans**, he expressed concern about the steep grade, and the new channel overflowing into the old channel during heavy rains, noting that it may be better to get easements from the adjacent property owners and relocate the proposed channel. Commissioners Regan, Cairns and Wilcox further discussed these plans. Engineer Lockett asked Commissioners permission to contact the PWTF Board and extend the design loan period

Commissioner Cairns made a motion to adjourn the meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Regan. Motion approved 3-0. The August 11, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 11:24 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday September 8, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved:

Walter Cairns
Drainage District
Chair Commissioner

Approved:

Richard Regan
Drainage District
Treasurer Commissioner

Approved:

Dwayne Wilcox
Drainage District
Secretary Commissioner

