

**Minutes of the 159<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday December 8, 2011 10:00 a.m.**

~ Approved~

**Call to order:** The 159<sup>th</sup> 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. Eve McDougall and Mel & Katie Smith were the guests in attendance.

**Minutes:** Commissioner Regan made a motion to approve the minutes of the regular November 10<sup>th</sup>, 2011 Meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

**Expenses:** Commissioner Regan made a motion to approve Drainage District expenses that accrued November 9, 2011 to December 7, 2011 for a total of \$5,969.63, motion was seconded by Commissioner Wilcox and carried by Commissioner Cairns. Motion approved 3-0.

<u>VOUCHER#</u>	<u>VENDOR</u>	<u>AMOUNT</u>
11-070	LUDLOW MAINTENANCE COMM.	436.00
11-071	THE LEADER	178.20
11-072	RICHARD REGAN	630.00
11-073	ANDERSON HUNTER LAW FIRM	61.50
11-074	GRAY & OSBORNE	3,341.62
11-075	SUSAN BARTKUS	245.31
11-076	WALTER CAIRNS	180.00
11-077	VIRGINIA BROWN	300.00
11-078	DWAYNE WILCOX	567.00

**Financial Standing as of December 7, 2011**

PLDD Cash Acct	\$ 132,671.10
PLDD Reserve Acct	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,160.24
Expenses - Current month (above)	\$ (5,939.63)
Net TOTAL All Accts	<u>\$ 172,891.71</u>
Special Assessment 2011	\$ 167,600.00
Paid to Date	\$ 166,186.07
Unpaid (remaining)	\$ 1,413.93

**Public Forum: (1:06)**

- Resident Mel Smith brought to the Commissioners attention that the grate cover at the north side of Baldwin (the one that goes under Oak Bay) was covered with debris and that he spent approximately one hour clearing it. Chair Commissioner Cairns

volunteered to inspect the area during heavy rains. Commissioner Wilcox offered to inspect it as well.

- Chair Cairns reported being approached by a member of the Ludlow Maintenance Commission (LMC) regarding the Beach Clubs failing **Roof Drain** system. Design of a new system will be done by Jack Rikken. Commissioners discussed the matter and opted to wait until such a time as they are consulted by the LMC Trustees before addressing the issue further.

#### **Old Business:**

1. (10:42) Engineer Lockett reported that the **Maintenance Access Easement** for the **North Bay II Condominiums** has been signed and notarized and that she will record this with Jefferson County.
2. (12:00) Commissioner Chairman Cairns reported that Ms. Wolman complained about water under her house, he noted that tree cutting that has taken place at Pioneer & Rainier by the Greenbelt Committee (GBC) may have resulted in decreased absorption. It is unclear whether her problem is due to groundwater or runoff, but he and Commissioners Regan and Wilcox agreed that the PLDD has done all within their power by installing a **Culvert Plate at Baldwin and Oak Bay** to alleviate the matter. Chair Cairns directed Engineer Lockett to write a letter to Ms. Wolman to let her know that the PLDD has done the most it could as far as surface water and that she may want to install a deeper drain or put a bigger pump in.
3. (14:31) Engineer Lockett reported that Engineer Nelson had flagged the limits of clearing for the **Rainier to Oak Bay Road** project. Engineer Lockett showed the plans to the Commissioners; they conferred at length about amendments to be made prior to the onset of construction. Chair Cairns expressed that he thinks an engineered ditch is needed and suggested that the revisions should be discussed during the next PLDD meeting. Ms. Lockett noted that the plans need to be done by March of 2012.
4. (34:00) Chair Cairns reported that Engineer Lockett will obtain a revalue of insurance **Replacement Value** coverage for all PLDD facilities.
5. (36:07) Commissioner Cairns reported that Joe Thompson did a laser survey of the **Detention Pond Bioswale** to check the elevations, noting that both the north and south sides of the walking trail were lasered. Engineer Lockett will have Mr. Thompson level the area.

#### **New Business:**

1. (40:33) Engineer Lockett reviewed with Commissioners the **PLDD Maintenance Manual** draft that she prepared.
2. (44:06) Engineer Lockett reported that she had an application for Brian Belmont, for the **Tree Clearing on the Greenbelt between Ames and the RV Storage Area Drainage Design**, noting that the increase will be less than .0636 Cubic Feet per Second (CFS), and the cut off requirement is .0992, meaning that according to the standards, nothing needs to be done. Ms. Lockett noted that the LMC will have to do some erosion sediment control and make sure that its vegetated and not open ground; she will give Mr. Belmont the information.
3. (48:05) Engineer Lockett reported that the **2012 Assessment** role will be sent to Jefferson County the day after this meeting. It was noted that the RV Storage area

was previously assessed by Jefferson County at .2 acres, but that the County has now changed the area to 30 acres. At Chair Cairns request, she will speak with Pat Perrimen of Jefferson County to obtain the County's basis for the re-evaluation, so that the LMC may be given an explanation for the change.

Commissioner Wilcox made a motion to adjourn the meeting; motion was seconded by Commissioner Cairns and carried by Commissioner Regan. Motion approved 3-0. The December 8, 2011 regular meeting of the Port Ludlow Drainage District adjourned at 10:55 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday January 12, 2012 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:  
Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Walter Cairns  
Drainage District  
Chair Commissioner

Richard Regan  
Drainage District  
Treasurer Commissioner

Dwayne Wilcox  
Drainage District  
Secretary Commissioner