

**Minutes of the 170th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday November 8, 2012 10:00 a.m.**

~ Approved ~

Call to order: The 170th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Dwayne Wilcox at 10:01 a.m.

Attendance: Present were Chair Commissioner Dwayne Wilcox, Commissioner Elizabeth Van Zonneveld, Commissioner Allen Uyeda, Engineer Nancy Lockett, and Administrative Assistant Sue Bartkus. Guests in attendance were Bud Kerns and Katie & Mel Smith.

Minutes: Commissioner Van Zonneveld made a motion to approve the minutes of the Regular October 11, 2012 Meeting and the minutes of the October 23, 2012 Annual Budget Meeting; motion was seconded by Commissioner Uyeda and carried by Commissioner Wilcox. Motion approved 3-0.

Expenses: Commissioner Van Zonneveld made a motion to approve the vouchers that accrued from October 7, 2012 to November 7, 2012 for a total of \$8,436.51; motion was seconded by Commissioner Uyeda and carried by Commissioner Wilcox. Motion approved 3-0.

VOUCHER SUMMARY

| VOUCHER# | VENDOR | AMOUNT |
|----------|----------------------|----------|
| 12-063 | YARD DOG LANDSCAPING | 1,526.00 |
| 12-064 | THE LEADER | 18.75 |
| 12-065 | GRAY & OSBORNE | 5,652.10 |
| 12-066 | SUSAN BARTKUS | 339.66 |
| 12-067 | VIRGINIA BROWN | 300.00 |
| 12-068 | ARTEMIS COMPUTING | 600.00 |

FINANCIAL SUMMARY

| | |
|-------------------------------------|---------------|
| PLDD Interest Income Reserve Fund** | \$ 6,229.55 |
| Expenses - Current month (above) | \$ (8,436.51) |
| Net TOTAL All Accts | \$ 234,842.51 |
| <hr/> | |
| Special Assessment 2012 | \$ 167,600.00 |
| <hr/> | |
| Paid to Date | \$ 158,434.73 |
| Unpaid (remaining) | \$ 9,165.27 |

New Business:

1. Commissioner Wilcox reported visiting **Sandra Flaherty's 65 Montgomery Lane** residence to observe surface water runoff coming over the road onto her backyard. After brief discussion, Engineer Lockett, Commissioner Uyeda, and Commissioner Van Zonneveld agreed to visit the site and assess the situation with Commissioner Wilcox directly after this day's meeting.

Old Business:

1. (5:20) Commissioner Wilcox reported that Attorney Seaman advised him that it is within the purview of the PLDD to contribute **\$11,500.00 toward the Ludlow Maintenance Commission (LMC) cost of \$27,000.00 to repair the Beach Club drainage system**, that would be the amount of the repair contract that would involve surface water runoff. Commissioner Uyeda made a motion that the PLDD pay this amount to the LMC upon the acceptance of the repair contract by the LMC to their chosen contractor,

motion was seconded by Commissioner Van Zonneveld and carried by Commissioner Wilcox. Motion approved 3-0.

2. (7:47) Engineer Lockett reported that wetlands reviewer said the boundaries have to be set **for the Forester/Trader Lane Drainage Project**, and that the surveyors would be there to facilitate this on Monday November 12, 2012.
3. (8:50) Engineer Lockett informed Commissioners that the surveyors have made a base map of the **Cascade Lane Flood Abatement Project**. Ms. Lockett explained some paperwork that was forwarded by the Public Works Board to the PLDD to de-obligate \$16,000.00 of the PWTFL, this being for the 20 % (that has already been paid) for the design of the project, which was then rolled into the construction loan, for 1/2 % interest rate. Commissioner Van Zonneveld made a motion that the PLDD accept that the design work for the former Rainier Drainage project is complete and that the PLDD now approve the PWTFL amendment and final voucher, motion was seconded by Commissioner Uyeda and carried by Commissioner Wilcox. Motion approved 3-0.
4. (18:27) The **West Baldwin Oak Bay Road Improvement** project was discussed. Seton Construction cleared and then hydro seeded the area. Commissioner Van Zonneveld expressed that she hopes it's enough to prevent erosion, she also reported that new neighbors had removed a Maple tree from the greenbelt, and Engineer Lockett noted that Seton had to take out one of Cedar trees that the LMC was hoping to preserve. Ms. Lockett noted that the retainage for Seton was sent in.
5. (23:41) Commissioner Wilcox made a motion that the PLDD sign and approve the small works contract with Yard Dogs Landscaping and Maintenance, Inc., to conduct the PLDD **Annual Maintenance Contract**, for approximately \$18,000.00 per year (including emergency Maint. Force account and Washington State sales tax), motion was seconded by Commissioner Van Zonneveld, motion carried by Commissioner Uyeda. Motion approved 3-0. Chair Commissioner Wilcox signed the agreement.
6. (24:33) Commissioner Van Zonneveld reported on Diane Allen's progress to revamp the **PLDD Website**. Ms. Allen had suggested that each Commissioner have a site specific web email. Approved minutes, announcements and Engineer Lockett's Power Point presentations of completed projects will be posted on the site. Guest Katie Smith noted that she had looked at other sites designed by Ms. Allen and she thought she did a great job.

Public Forum:

Katie Smith inquired about the bookkeeping process, including where the \$40,000.00 Reserve Fund was held, and who would be taking over Virginia Browns position. Commissioners briefly discussed Ms. Smith's questions, noting that they would be looking for someone who could be present at meetings.

Commissioner Uyeda made a motion to adjourn the meeting, motion was seconded by Commissioner Van Zonneveld, motion carried by Commissioner Wilcox. Motion approved 3-0.

The November 8, 2012 regular meeting of the Port Ludlow Drainage District adjourned at 10:52 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, December 13, 2012 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved

Approved:

Approved:

Elizabeth Van Zonneveld
Drainage District
Commissioner

Dwayne Wilcox
Drainage District
Chair Commissioner

Allen Uyeda
Drainage District
Commissioner