

**Minutes of the 173rd Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday February 14, 2013 10:00 a.m.**

~ Approved ~

Call to order: The 173rd regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Dwayne Wilcox at 10:02 a.m. By roll call, Commissioner Wilcox, Commissioner Uyeda, and Commissioner Van Zonneveld each indicated their attendance.

Attendance: Present were Monica Brown, Walter Cairns, Bud Kerns, John Krumrei, Richard Regan, Katie & Mel Smith, Engineer Nancy Lockett, and Administrative Assistant Sue Bartkus.

Minutes: Commissioner Van Zonneveld made a motion to approve the minutes of the regular January 10, 2012 meeting as written; 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 December 12, 2012 to February 13, 2012 for a total of \$16,666.41, motion was seconded by Commissioner Wilcox and carried by Commissioner Uyeda. Motion approved 3-0.

VOUCHER SUMMARY

VOUCHER#	VENDOR	AMOUNT
13-001	GRAY & OSBORNE	\$1302.33
13-002	DEPT. OF TREAS. FORM 944	\$633.08
13-003	DEPT. OF L& I	9.98
13-004	VIRGINIA BROWN	\$75.00
	SUE BARTKUS (reimbursement for	
13-005	supplies)	\$2,138.96
13-006	EMPLOYMENT SEC. DEPT	\$25.00
13-007	YARD DOG LANDSCAPING	\$2,541.16
13-008	GRAY & OSBORNE	\$9,009.27
13-009	SUSAN BARTKUS	\$535.63
13-010	GLESSING & ASSOCIATES	\$396.00

FINANCIAL STANDING

PLDD CASH ACCOUNT	\$150,596.67
PLDD RESERVE ACCOUNT	\$ 40,000.00
PLDD INTEREST INCOME RESERVE FUND	\$ 6,240.89
EXPENSES – CURRENT MONTH	<u>\$(16,666.41)</u>
NET TOTAL ALL ACCOUNTS	<u>\$180,171.05</u>

SPECIAL ASSESSMENT 2012	\$167,600.00
PAID TO DATE	\$168,388.34
UNPAID (REMAINING)	\$ (788.34)

New Business:

1. (6:37) Commissioner Wilcox reported receiving a call from **Andy Browning, owner of 181 Pioneer Drive, lot # 2-3-089** regarding damage done to his front yard due to water runoff. After investigation, Commissioner Wilcox determined that the damage had occurred after Jefferson County had performed annual maintenance to the nearby Jefferson County right of way and was in fact a result of this maintenance. Though Commissioner Wilcox verbally shared this

information with Mr. Browning a letter will be sent to confirm that the runoff was due to Jefferson County maintenance actions.

2. (8:20) A Ludlow Maintenance Commission (LMC) Greenbelt Committee (GBC) request for the PLDD to review was submitted by Chair Jack Rigger. The request **from Christopher and Tina Herold, owners of 771 Pioneer Drive, lot # 2-3-012 is to install plantings and maintain an area of the greenbelt next to their home.** Engineer Lockett noted that this area (off of Oak Bay Road) is a utility easement for Olympic Sewer and Water (OWSY), and they would need to be consulted prior to any activity in that location. Commissioner Van Zonneveld clarified that no plantings were to be placed within five (5) feet of the culvert. Commissioner Van Zonneveld made a motion that the GBC and Mr. & Ms. Herold be notified of these conditions. Commissioner Uyeda seconded the motion, Commissioner Wilcox carried the motion. Motion approved 3-0.
3. (11:10) Commissioners reviewed a letter of concern from **Steve Siegiel, resident of 827 Rainier Lane, lot # 7-0-001.** Mr. Siegiel reported that there was a damaged drain pipe next to the **Sport Court on Rainier Lane** (next to his home). Former PLDD Commissioner Walter Cairns noted that this was not a PLDD installation; it was installed by Pope when the area was developed. Former Commissioner Richard Regan noted that the PLDD had taken over maintenance of the Retention Pond and he saw no reason why the PLDD couldn't take over this matter as well. Commissioners and Engineer Lockett will conduct a site visit directly after this day's meeting to analyze the problem.
4. (14:14) Commissioner Uyeda reported observing the area of Seafarer Lane at the request of **Darrel Feet, owner of 76 Seafarer Lane, lot # 2-3-183** regarding drainage problems that he and his neighbor are experiencing. Commissioner Uyeda found that the culverts under Mr. Fetts driveway, as well as that of his neighbor are plugged. Former Commissioner Regan noted that the same problem arose when Ginger Brown built her house on that street, and at that time Jefferson County opted not to clean them due to the neighbors' objections, they were concerned that it would ruin their landscaping. Commissioner Uyeda made a motion that he would draft a letter to Mr. & Ms. Fett, and to Ms. Brown informing them of the PLDD position that this would be private property maintenance and therefore not under the PLDD purview.
5. (21:44) Commissioner Wilcox made a motion to approve a Letter of Agreement **with Glessing & Associates Bookkeeping and Accounting Services** to take over the accounting for the PLDD. (23:06) Resident Katie Smith inquired of the Commissioners whether the PLDD was obligated under Washington State RCW's to acquire Small Works Roster bid's to have administrative services (such as bookkeeping) put out for bid. Commissioners noted that as they understood the situation they did not believe that this service would fall under those parameters but they would ask Attorney Shane Seaman for his opinion on the matter during the next PLDD Workshop meeting. Commissioner Uyeda seconded the motion; Commissioner Van Zonneveld carried the motion. Motion approved 3-0.
6. (26:50) Commissioner Wilcox noted that **Jefferson County had forwarded a request for the Renewal of Authorized Commissioner Signatures.** Commissioners discussed Workshop meetings and scheduling, trying to schedule a meeting for later this month but due to prior commitments, they opted to postpone scheduling of these meetings until the March 14, 2013 PLDD meeting. Commissioner Wilcox noted that the purposes of Workshops would be to get the Attorney opinion regarding the limitations of the PLDD to perform drainage work that Jefferson County would normally do.

Old Business:

1. (31:20) Commissioner Wilcox reported that **Cathy Brockman of the Washington State Public Works Trust Fund Loan Board (PWTFB)** had contacted him to inform the PLDD that she would be changing positions and needed to close out her paperwork regarding the (now defunct)

- Rainier to Oak Bay project. She requested a proposal for a change of project report. Commissioner Wilcox requested that Engineer Lockett write this report.
2. (31:10) Engineer Lockett reported that she will send in a check for the application fee, to schedule a pre-application meeting with David Wayne Johnson of Jefferson County regarding the **Forrester/Trader Lane Drainage Project**, an application has already been submitted to LMC General Manager Brian Belmont and it was required to have the owners approve and assign a representative to attend (either LMC President Teddy Clark, or Manager Belmont). She has not received a reply as yet.
 3. (33:59) Engineer Lockett explained that there would be a two pronged approach to alleviating the drainage for the **Cascade Lane Flood Abatement Project**. Using an 11 page construction plan map and plans Ms. Lockett explained how the flow would be controlled and re-routed, from Rainier Lane, down to Walker Way. Copies of this proposal will be available at the Beach Club office for residents to observe.
 4. (42:23) Commissioner Wilcox noted that on **Tyee Lane** Engineer Lockett reported that Jefferson County will be putting this matter on their schedule, as the drainage occurs within the County right-of-way. Engineer Lockett will keep asking when they estimate this to be done.
 5. (45:03) Commissioner Van Zonneveld noted that contractor Diane Allen has completed most of the work requested, but that the Commissioners have Assistant Sue Bartkus scan the early Minutes of the PLDD Meetings, those from 2001 to 2006 to be included **For the Consideration of the Completion of Work on the Revised PLDD Website**. These would be posted by Diane who would then transfer the maintenance of the website to the PLDD. Commissioner Van Zonneveld noted that to get all of these Minutes into a digital format would facilitate easier searches for specific topics. Commissioner Uyeda asked whether the website would be past capacity, Commissioner Van Zonneveld noted that there would be enough room. Commissioner Wilcox commented that he would like the founding documents, which would include the original charter and the agreement between the LMC and PLDD to be posted on the site as it would give residents a history as well as a timeline. Former Commissioner Cairns noted that he was the preparer of the original formation documents for the PLDD, and that the intent was to separate the actual Drainage District from the Jefferson County Right of Way, thereby accepting responsibility for the maintenance of these areas using the taxes that were already paid. Former Commissioner Regan noted that the county specifically excluded the PLDD from the Right of Ways. Commissioner Wilcox made a motion to scan the basic documents on which the PLDD was founded and the Minutes that are not currently posted, as well as the Commissioner Terms and PLDD announcements to get the website fully operating; motions was seconded by Commissioner Van Zonneveld and carried by Commissioner Uyeda. Motion approved 3-0.

Public Forum:

(1:00:24) At the request of Commissioner Van Zonneveld, assistant Sue Bartkus gave a report on the purchase of two (2) large 48" wide by 5' high, five drawer lateral file cabinets (as noted in the voucher listings above) to accommodate all of the PLDD documents (including the financial records which are now stored at the Beach Club). Resident Katie Smith asked whether this had exceeded the budgeted amount for office supplies, it did surpass what had been previously discussed for file cabinet expenditure, but Sue was unsure how much was designated for that budget category, noting that she would find out.

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

The February 14, 2013 regular meeting of the Port Ludlow Drainage District adjourned at 11:08 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, March 14, 2013 at 10:00 a.m., at the Beach Club in the Bay View Room.


Respectfully Submitted:
Susan Bartkus, Administrative Assistant

Approved

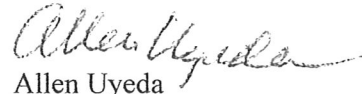
Approved:

Approved:

Elizabeth Van Zonneveld
Drainage District
Commissioner



Dwayne Wilcox
Drainage District
Commissioner



Allen Uyeda
Drainage District
Commissioner