

**Minutes of the 174th Port Ludlow Drainage District
Regularly Scheduled Meeting
Thursday March 14, 2013 10:00 a.m.**

~ Approved ~

Call to order: The 174th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Dwayne Wilcox at 10:00 a.m. By roll call, Commissioner Wilcox, Commissioner Uyeda, and Commissioner Van Zonneveld each indicated their attendance. Also present, and employed by the District were Gray & Osborne Engineer Nancy Lockett and Administrative Assistant Sue Bartkus.

Attendance: Present were Monica Brown, Walter Cairns, Jan Eddy, Mark Johnson, Bud Kerns, Ron Gregory, Richard Regan, and Katie & Mel Smith.

Minutes: Commissioner Van Zonneveld made a motion to approve the minutes of the regular February 14, 2013 meeting as written, as well as amendments to the minutes of the January 10, 2013 meeting; motion was seconded by Commissioner Wilcox and carried by Commissioner Uyeda. Motion approved 3-0.

Expenses: Commissioner Wilcox made a motion to approve the vouchers that accrued from February 13, 2013 to March 8, 2013 for a total of \$14,550.79; motion was seconded by Commissioner Wilcox and carried by Commissioner Uyeda. Motion approved 3-0.

VOUCHER SUMMARY

<u>Voucher #</u>	<u>Vendor</u>	<u>Amount</u>
13-011	Gray & Osborne	\$8,885.21
13-012	Yard Dog Landscaping	\$1,270.36
13-013	L.M.C.	\$2,616.00
13-014	Seaman Law Firm	\$ 850.00
13-015	Susan Bartkus	\$ 710.00
13-016	Glessing & Associates	\$ 219.22
Total		\$14,550.79

FINANCIAL STANDING

PLDD Cash Account	\$134,157.57
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,240.89

Expenses – Current Month as above \$(14,550.79)
Net Total All Accounts \$165,847.67

Special Assessment 2013 \$167,600.00
Paid to date \$ 227.31
Unpaid (remaining) \$167,372.69

New Business:

1. (5:30) Commissioner Wilcox reported that Dan Lanksbury, property manager for the **Admiralty II Condominiums**, sent a letter requesting an analysis by the PLDD of standing water in the crawlspace of the building. Commissioner Van Zonneveld noted that since she lives there, she did not want to participate in the discussion, but she did comment that there was a problem with surface water in the lower tier of the property, it appears to be water that comes down from the Port Ludlow Associate (PLA) property where a few years ago the PLDD performed some improvements. Engineer Lockett reported that in 2005, Barry Baker of Gray & Osborne looked at the area and determined that it was groundwater; she will conduct a site visit with Commissioner Uyeda.
2. (8:39) A **Jefferson County extension contract for PLA's** planned improvements was discussed. Commissioner Van Zonneveld noted that Department of Community Development deadline to consider granting the extension is March 18, 2013 and that comments or letters of support would be due by then. She clarified that the Master Planned Resort plan was approved in 2001, but because of the downturn in the economy, the company hasn't been able to finish their plans, rather than apply for their permits all over again they have asked for an extension of five (5) years. Commissioner Van Zonneveld made a motion to have Chair Commissioner Wilcox draft a letter of support for PLA's request to the Department of Community Development, motion was seconded by Commissioner Uyeda, and carried by Commissioner Wilcox. Motion approved 3-0.
3. (14:16) Engineer Lockett reported that Jefferson County had informed the PLDD that \$23,000.00 was owed to the **Public Works Trust Fund Loan Department** (PWTF), this was in error as the County failed to track the payments that had already been made, Engineer Lockett provided the County with evidence of this for their records. Ms. Lockett did note that a payment is due on July 1, 2013 to the PWTF of \$2041.41, she pointed out that there is no penalty for making that payment earlier, and that it would be prudent to generate a voucher for the payment in April. Commissioner Van

Zonneveld noted that tax payments are due in April, and that perhaps it would be wise to pay in May after these have been generated, this was agreed to. Nancy will send a reminder in keeping with the amortization schedule from the State.

Old Business:

1. (18:09) Engineer Lockett reported that after the February meeting, she and Commissioner Uyeda conducted a site visit to observe a damaged pipe located near end of the **Rainier Lane Sports Court**. Her findings were that when drainage for the area was constructed corrugated metal pipe was used that went to the end of the bank, it has now deteriorated to the point where the soil around it has considerable erosion, she measured the area last week, finding the length to be 250 feet (to the creek). Ms. Lockett reported that it could be improved by connecting the pipe to a new 18" pipe and bringing it to the end with very little disruption to the hillside. Her estimate for the repair would be \$55,000.00 to \$60,000.00 or less, since it would require hand work (carrying the materials) with no equipment going down the hill. Former Commissioner Richard Regan commented that that he knew the area, and that the fabric has been in about 20 years. Engineer Lockett commented that may be, but it has not been functional for that duration; it is brittle, ripped apart and showing signs of having failed for some time. After discussion, Engineer Lockett commented that she will look into softer materials.
2. (24:37) Engineer Lockett reported that Gray & Osborne had written a check for the pre-application fee needed for the **Forrester/Trader Lane Drainage Project**, an application has already been signed by Ludlow Maintenance Commissioner President Teddy Clark (along with a Hold Harmless agreement), but the part that authorizes Engineer Lockett to act as their agent for this improvement was not signed. Commissioner Van Zonneveld will notify President Clark.
3. (26:30) During discussion regarding the **Cascade Lane Flood Abatement** project, Engineer Lockett submitted a written report addressing concerns presented by former PLDD Commissioner Richard Regan. Ms. Lockett explained that to get the flow from the greenbelt out onto Walker Way is to go down the utility easement. Currently, there are no utilities located in that area by Olympic Water and Sewer (OWSY). Ms. Lockett used a diagram map to illustrate to the Commissioners the area she was referring to, noting that there would be a possibility of using Mr. Ensley's property (he told Engineer Lockett that he would be amenable to this, if the PLDD would help him with a french drain in his backyard). There are other properties

involved that have permanent easements, but a construction easement would be needed. Ms. Lockett's plan is to use the Ensley property and to write the other owners to see if they would meet with the PLDD to discuss the issue. Ms. Lockett said that the other alternative is to get the drainage to the back of Mr. Barn's property. This way, improvements don't need to involve Cascade LMC reserve property. Former PLDD Commissioner Walt Cairns commented that in the past, when there was a County approved drainage easement, permission was not sought. Ultimately, Engineer Lockett and PLDD Commissioners concurred that a public process would be conducted. Engineer Lockett will ask LMC General Manager Brian Belmont to add the topic to the agenda of the LMC Board meeting, and there will be a need to present the proposed project to the property owners. Resident Jan Eddy commented that she was active on the committee that apposed the Rainier to Oak Bay project, and she believed that the Trails Committee would be amenable to a different plan, like the one proposed during this meeting by Engineer Lockett. Commissioner Uyeda noted that with this renewed proposal there isn't nearly the removal of trees and amount of disruption to the area as with the former project.

4. (48:00) Regarding the **Tyee Lane Drainage**, Engineer Lockett reported that Jefferson County will be putting this matter on their schedule for September.
5. (49:44) Commissioner Van Zonneveld reported that **the Revised PLDD Website** would soon be ready to launch. The needed programs have been installed onto the LMC office computer, usage time will be coordinated with Kim Monroe, the office manager. Usage time has been purchased, and Diane Allen will train Sue for doing updates to the website, not maintenance.

Public Forum:

(52:00) Bart Johnson, new owner of property on Resolute Lane brought a floor plan for the Commissioners to look at for the house that he is planning to build. Commissioners informed Mr. Johnson that he would need to first obtain the necessary forms from the LMC Architectural Control Committee (ACC) for approval to build, and then submit a drainage plan to the PLDD. Mr. Johnson also reported that he noticed a large corrugated pipe on the utility easement that comes from the uphill properties. Former Commissioner Richard Regan advised Mr. Johnson that the pipe had been there at least 20 years and that he will need a cut off trench, good foundation footing's and good downspouts.

Commissioner's Reports and Comments:

(55:00) Commissioner Wilcox noted that he had been in contact with the personnel of Enduris Insurance for quite some time and he had invited them to visit with the PLDD.

(56:15) Commissioners scheduled a workshop meeting to be held on March 28, 2013. Katie Smith asked if this would require public notice of 14 days. Commissioner Van Zonneveld noted that since this would be a workshop, there would be no actions taken, nor would there be an executive session. It was noted that this will be posted on the website, the Beach Club bulletin board, and at the Post Office.

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

The March 14, 2013 regular meeting of the Port Ludlow Drainage District adjourned at 11:02 a.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday, April 11, 2013 at 10:00 a.m., at the Beach Club in the Bay View Room.

Respectfully Submitted:
Susan Bartkus, Administrative Assistant

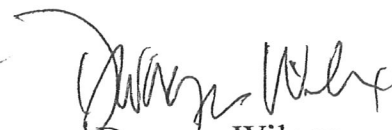
Approved

Approved:

Approved:



Elizabeth Van Zonneveld
Drainage District
Commissioner



Dwayne Wilcox
Drainage District
Commissioner



Allen Uyeda
Drainage District
Commissioner