

**Minutes of the Port Ludlow Drainage District  
Specially Scheduled Workshop Meeting  
Thursday March 28, 2013 at 9:00 a.m.**

~ Approved ~

**Call to order:** The specially scheduled workshop meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Commissioner Dwayne Wilcox at 9:00 a.m.

**Attendance:** Present were Commissioner Dwayne Wilcox, Commissioner Elizabeth Van Zonneveld, Commissioner Allen Uyeda, Engineer Nancy Lockett, Engineer Leigh Nelson, and Administrative Assistant Sue Bartkus. Guests included Walter Cairns, Katie Smith, and Mel Smith.

**Outline:** No actions were taken by the Commissioners. Commissioners discussed insurance, auditing procedures, and what tasks that each Commissioner would consider as their respective responsibilities. Commissioner Wilcox will assume the Treasurer position, Commissioner Uyeda will investigate resident complaints and conduct site visits, and Commissioner Van Zonneveld will direct the administrative assistant and prepare the draft agenda for the regular business meetings.

**Business Items:**

1. Commissioner Van Zonneveld requested that when a Commissioner is contacted by email, telephone, letter, or other means, or in any way conducts PLDD business that Commissioner will contact the other Commissioners to keep them informed.
2. Commissioner Wilcox noted that the PLDD is trying to reduce expenses and change to a maintenance position rather than new construction. He pointed out that most major projects that were in mind when the District formed have been completed with the exception of a couple. Commissioner Wilcox further pointed out that he felt that the Commissioners needed to take over some of the administrative responsibility, for example: payroll taxes and budgeting adjustments. Former Commissioner Walt Cairns noted that as a Public Utilities District, you are required to work with and within the guidelines of federal, state and county agencies. Commissioner Uyeda commented that some things can be taken over but that it would be beneficial to continue to rely on Engineer Lockett to keep the Commissioners apprised of requirements that they aren't aware of.
3. Notices, The Open Public Meetings Act, and agenda postings were discussed. Commissioners noted that the agenda and or postings for this meeting should have included the subject and the reason why the meeting is being held. Commissioner Uyeda pointed out that one of the purposes of a workshop is to find out what you're going to talk about.
4. Commissioner Wilcox asked that the original Petition for Establishment of the PLDD be posted onto the new website, with excerpts of the Jefferson County meeting with Ron Gregory. Commissioner Van Zonneveld noted that Diane Allen had given herself and Sue Bartkus a training session for the new software that will help to maintain the new website. She also noted that since there won't be a blogging area on the site, Diane will credit the PLDD for that charge. Katie Smith asked if the company in Ellensburg,

Washington would still be billing the PLDD for the site. It will be Joomla and it would be either by 1 year subscription or 3 year subscription.

5. Small Works jobs were discussed, the County informed the PLDD that anything under \$2,500.00 is never sent out for bid.
6. Engineers Lockett and Nelson presented draft plans of the Cascade Flood Abatement Project with Commissioners for their consideration. Commissioner concerns included interfering with foot traffic ( Engineer Lockett noted that there will be no improvement nor further impediments), making sure that the Ludlow Maintenance Commission (LMC) Greenbelt Committee is apprised of final draft plans, and speaking with property owners who's easements would need to be utilized for the project to proceed.

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

The March 28, 2013 workshop meeting of the Port Ludlow Drainage District adjourned at 11:18 a.m.

Respectfully Submitted:  
Susan Bartkus, Administrative Assistant

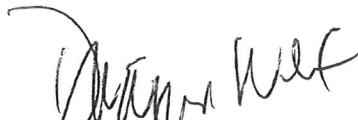
Approved

Approved:

Approved:



Elizabeth Van Zonneveld  
Drainage District  
Commissioner



Dwayne Wilcox  
Drainage District  
Commissioner



Allen Uyeda  
Drainage District  
Commissioner