

Minutes of the 177<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday, May 9, 2013 10:00 AM  
~ APPROVED ~

**The meeting was called to order** at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 AM by Commission Chair Dwayne Wilcox.

**Attendance:** Commissioners Dwayne Wilcox, Elizabeth Van Zonneveld, Allen Uyeda, Engineer Leigh Nelson, Administrative Assistant Sue Bartkus. Members of the community were also in attendance, including Brian Belmont, Jan and Bruce Eddy, Walt Cairns and Richard Regan (former commissioners).

**Minutes:** Commissioner Van Zonneveld made a motion to approve the minutes of the March 14, 2013 175<sup>th</sup> Regular Meeting as corrected, the Workshop Meeting minutes for March 28, 2013 as written, and the April 11, 2013 176<sup>th</sup> Regular Meeting as written. Motion was seconded by Commissioner Uyeda, and carried by Chair Commissioner Wilcox. Motion approved 3-0.

**Expenses:** Chair Wilcox noted that there was a voucher amendment for two items: the April 11, 2013 voucher of \$6,543.20 for Yard Dogs was voided due to a double billing error, and the L&I charge for employee Bartkus was changed to \$12.38. Commissioner Van Zonneveld made a motion to approve the vouchers that accrued from April 5, 2013 to May 6, 2013 for a total of \$9,081.96.

**Voucher Summary:**

<u>Voucher #</u>	<u>Vendor</u>	<u>Amount</u>
13-024	Gray & Osborne Inc.	\$10,395.21
13-025	Yard Dogs Landscaping	\$ 2,540.72
13-026	Elizabeth Van Zonneveld	\$ 360.00
13-027	Susan Bartkus	\$ 324.32
13-028	Seaman Law Firm PLLC	\$ 525.00
13-029	Glessing & Associates	\$ 3.84

**FINANCIAL STANDING:** Reports from Jefferson County were not received to complete the account information

**New Business:**

1. **Mark Johnson**, owner of 52 Camano Lane submitted a request for the PLDD to view a **surface drainage pipe** located on his property within a utility easement. Mr. Johnson has submitted plans to the Ludlow Maintenance Commission (LMC)'s Architectural Control Committee (ACC) to build a new house, but has not yet submitted a drainage plan to the PLDD or the ACC. Engineer Nelson and Commissioner Uyeda will view the site after this day's meeting.
2. Chair Commissioner Wilcox noted that the PLDD insurance company, **Enduris**, had invited PLDD to view a webcast on April 30, 2013. Unfortunately the webcast failed.

## Old Business:

1. A **letter response from Attorney Shane Seaman** was briefly discussed; Commissioner Wilcox noted that it is Mr. Seaman's opinion that the PLDD is not the type of district to control the sanitary sewer system currently operated by Olympic Water and Sewer (OWSY). This inquiry was made in response to an April 11, 2013 request from the floor that the PLDD Commissioners investigate the possibility of expanding the District's activity to include acquisition and operation of OWSY.
2. When reviewing the **Rainier Sports Court Drainage Repair Project**, Engineer Nelson reported that during an engineering review, Gray & Osborn recommend that the flow be brought from Rainier to the nearby Wells Ridge Court. Commissioners asked Engineer Nelson to investigate the costs, and if a flow analysis should be done.
3. The **Trader Lane Drainage Project** was discussed. Engineer Nelson reported that Engineer Lockett met with David Wayne Johnson of Jefferson County about improving the ditch between the outlet areas, the process would still involve the State Environmental Protection Act (SEPA). The County could act as the SEPA agent for PLDD (at a cost of about \$900.00). Engineer Nelson estimates the cost of the project to remain under \$25,000.00 and the SEPA application process would take approximately 45 days.
4. Engineer Nelson noted that Engineer Lockett had met with the LMC Greenbelt Committee, and had spoken with all property owners except one, regarding the **Cascade Lane Flood Abatement Project**. All owners contacted expressed support of the project. The Engineers recommend that the connection point be within the Greenbelt, a temporary easement will be needed for construction, and a pipe will be placed along the easements of the private property. Considerable discussion followed, with LMC General Manager Brian Belmont recommending that PLDD Engineers meet again with the Greenbelt committee to show them preliminary plans, thereby preparing the committee to advise the LMC Trustee's with their easement recommendations. Former PLDD Commissioner Walt Cairns advised that 10 days prior to a meeting regarding this matter, Consent to Proceed for the project be published, even though it could just be preliminary, it would show what the plans and costs would be.
5. Commissioner Van Zonneveld reminded Commissioners that a payment of \$2,042.43 would be due for the **Public Works Trust Fund Loan**, and that a voucher should be prepared prior to the next PLDD meeting. Commissioner Wilcox made a motion to have Sue Bartkus prepare this voucher, Commissioner Uyeda seconded the motion, and Commissioner Van Zonneveld carried the motion. Motion approved 3-0.
6. **Liability Insurance Schedule of Improvements:** Engineer Nelson reported that Engineer Lockett had prepared and submitted a schedule of improvements to be included in PLDD's liability coverage from Enduris.
7. The posting of materials to the new **PLDD website** have been delayed due to an illness in Sue Bartkus' family. A time to meet with web designer Diane Allen, who will train volunteer Jan Eddy and Sue Bartkus, will be scheduled with the LMC. Bruce Eddy asked if digitizing documents would be done, Commissioner Van Zonneveld noted that is the aim, but coordinating a time to access the records (which are located in the basement of the LMC), scanning them and posting them require some planning and coordination with LMC staff.

The next regularly scheduled meeting of the PLDD will be held on Thursday, June 13, 2013 in the Bay View room at the Beach Club. The May 9, 2013 meeting adjourned at 11:04 a.m.

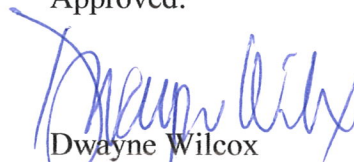
Submitted by:

Susan Bartkus  
Administrative Assistant


Approved:

Elizabeth Van Zonneveld  
Drainage District  
Commissioner

Approved:

  
Dwayne Wilcox  
Drainage District  
Commissioner

Approved:

  
Allen Uyeda  
Drainage District  
Commissioner