

Minutes of the 190th Port Ludlow Drainage District
 Regularly Scheduled Meeting
 Thursday, June 12, 2014 10:00 AM
 ~ Approved ~

The June 12, 2014 PLDD Meeting was Called to Order in the Bay View Room at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 a.m. by Chair Commission Dwayne Wilcox.

Roll Call: Chair Commissioner Wilcox, present. Commissioner Uyeda, present. Commissioner Boyer, present. A quorum was reached.

Attendance: Administrative Assistant Sue Bartkus. Guests included: Ron Garton, Ron Gregory, Ron Kletti, Russ Lowry, Art Moyer, Cliff O'Brien, Grant Smith, and Katie & Mel Smith.

Minutes: Commissioner Wilcox made a motion to approve the minutes of the May 8, 2014 Regular Meeting and the May 29, 2014 Special Meeting. Commissioner Boyer seconded the motion. Commissioner Uyeda carried the motion. Motion approved 3-0.

Expenses: Commissioner Wilcox reviewed expenses, explaining each charge for guests. Commissioner Boyer made a motion to approve the vouchers from May 5, 2014 to June 9, 2014 for a total of \$5,072.42. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Wilcox. Motion approved 3-0.

Voucher Summary:

Voucher Number	Item Description	Amount
14-036	Susan Bartkus, wage & re-imburement	568.50
14-037	Glessing & Associates	1,041.00
14-038	Port Townsend Leader	21.00
14-039	Yard Dog	1,270.36
14-040	Seaman Law Firm	20.00
14-041	Department of Commerce, PWTF Loan Annual Payment	2,151.56

FINANCIAL SUMMARY:

PLDD CASH ACCOUNT	\$261,461.62
PLDD RESERVE ACCOUNT	\$40,000.00
PLDD INTEREST INCOME RESERVE FUND	\$6,324.69
EXPENSES – CURRENT MONTH FROM ABOVE	<u>(\$5,072.42)</u>
NET TOTAL ALL ACCOUNTS	<u>\$302,713.89</u>
Special assessment 2014	\$150,400.00
Paid to Date	<u>(\$80,483.05)</u>
Unpaid (remaining)	\$69,916.95

Public Forum: Guest Ron Gregory asked that agendas be posted onto the PLDD website prior to meetings, Chair Commissioner Wilcox noted that the financial data would be unavailable until the day prior to the meetings, but from now on, an agenda draft will be posted the week prior to the meeting. Corrections were made to the voucher summary due to a voucher omission and subsequent error to the total that was detected by Ludlow Maintenance Commission (LMC) General Manager Brian Belmont.

New Business:

PLDD small works contractor Russ Lowry of Yard Dog reported that during his recent inspection of Cascade Loop a lot of debris was found in the County ditches, he noted that there will be a lot of problems during heavy rains if Jefferson County doesn't attend to them. Mr. Gregory remarked that PLDD Commissioners needed to attend Jefferson County Commission meetings to represent their constituents and get the County to take care of North Bay. Guest and Commissioners discussed property owners landscaping their ditches and the problems ensuing from these activities and that ultimately it is the County's responsibility to make sure the ditches are clear. Mr. Moyer noted that he was able to have Jefferson County attend to one of his requests because he contacted the right person to help him through the process.

Old Business:

1. Cliff O'Brien, Port Ludlow Associates (PLA) Project Manager for the **Ludlow Cove II** development brought to this day's meeting a maintenance contract agreement for PLA and PLDD to sign. Chair Wilcox stated that PLDD would enter into an agreement, but the contract draft would be read by the PLDD attorney and amendments would be made prior to signing. Commissioner Wilcox indicated that the PLDD will not maintain the drainage facilities; they would be PLA's responsibility, but PLDD would participate in the individual review of each home as they are built. Mr. O'Brien indicated that PLA would maintain the drainage until the final home is built (approximately three years from now) and then it would become part of PLDD's regular Stormwater maintenance plan, as like other common structures. Mr. O'Brien noted that the agreement would be necessary for approval of the final plat. Commissioner Boyer commented that it is the Commissioner's responsibility to protect PLDD interest, and in the contract agreement, specification of who is responsible for ditch maintenance (whether Jefferson County or PLA) would need to be included. The contract will be forwarded to PLDD attorney Seaman for review.
2. Commissioners decided that in order to address the **Cascade Lane and Trader Lane** projects in a timely manner prior to the wet fall weather, a special meeting would need to be held on June 17, 2014 at 2:00 p.m. in the Gallery Room at the Beach Club. Lengthy discussion was held regarding different ways of solving and reducing the cost and scope of each project. Representatives of the LMC Greenbelt committee will be invited to attend for their input and advice. Chair Wilcox noted that PLDD could not go in with less plans than have been permitted for, if so, the permitting process begins anew. Mr. Grant Smith commented that by performing a clean out and maintenance of the uphill drainage ditches it could help. Mr. Moyer noted that it was refreshing to see PLDD Commissioners want to live within the budget.

The June 12, 2014 PLDD Regular Meeting adjourned at 11:05 a.m.

There is a Special Meeting scheduled for June 17, 2014 at 2:00 p.m. in the Gallery room of the Beach Club. The next regularly scheduled meeting of the PLDD will be held on Thursday, July 10, 2014 in the Bay View room at the Beach Club.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox
Drainage District
Commissioner

Allen Uyeda
Drainage District
Commissioner

Jim Boyer
Drainage District
Commissioner