

Minutes of the 191st Port Ludlow Drainage District
 Regularly Scheduled Meeting
 Thursday, July 10, 2014 10:00 AM
 ~ Approved ~

The July 10, 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: Brian Belmont, Ron Gregory, Cliff O'Brien, Richard Reagan, and Katie Smith.

Minutes: Commissioner Uyeda made a motion to approve the minutes of the June 10, 2014 Regular Meeting and the June 17, 2014 Special Workshop Meeting. Commissioner Boyer seconded the motion. Commissioner Wilcox carried the motion. Motion approved 3-0.

Expenses: Commissioner Wilcox reviewed expenses, explaining each charge for guests. Commissioner Uyeda made a motion to approve the vouchers from June 10, 2014 to July 8, 2014 for a total of \$\$ 4,687.89. Motion was seconded by Commissioner Boyer. Motion was carried by Commissioner Wilcox. Motion approved 3-0.

Voucher Summary:

| Voucher Number | Item Description | Amount |
|----------------|-----------------------|----------|
| 14-042 | Dept. of L & I | 11.36 |
| 14-043 | Glessing & Associates | 80.16 |
| 14-044 | Yard Dog Landscaping | 2,540.72 |
| 14-045 | Allen Uyeda | 450.00 |
| 14-046 | Dwayne Wilcox | 630.00 |
| 14-047 | Jim Boyer | 450.00 |
| 14-048 | Susan Bartkus | 525.65 |

Financial Summary

| | |
|-------------------------------------|----------------------|
| PLDD CASH ACCOUNT | \$258,128.93 |
| PLDD RESERVE ACCOUNT | \$40,000.00 |
| PLDD INT. INCOME RESERVE FUND | \$6,327.66 |
| EXPENSES – CURRENT MONTH FROM ABOVE | <u>(4,687.89)</u> |
| NET TOTAL ALL ACCOUNTS | \$299,768.70 |
| | |
| SPECIAL ASSESSMENT 2014 | \$150,400.00 |
| PAID TO DATE | <u>(\$82,222.78)</u> |
| UNPAID (REMAINING) | \$68,177.22 |

Public Forum: Guest Ron Gregory thanked the PLDD for doing its due diligence and writing letters to Jefferson County Commissioners regarding actions that they are responsible for. Guest and former PLDD Commissioner Richard Reagan asked about recent clear cutting that took place on property located off of Oak Bay Road near the church, commenting that that action could result in drainage complications. Commissioner Boyer noted that the owner had obtained a permit from Jefferson County to cut the trees. It was noted that the property is not within the Ludlow Maintenance Commission boundaries, but it is within the PLDD boundaries.

New Business:

1. Commissioner Boyer read aloud letters that he drafted to Jefferson County Public Works Department and to the Jefferson County Board of Commissioners (with copies sent to both entities). They read as follows:

Letter # 1: July 10, 2014

*Jefferson County Board of Commissioners
P.O. Box 1220
Port Townsend, WA. 98365*

Dear Commissioners,

The Port Ludlow Drainage District (PLDD) was created by voters in the Port Ludlow North Bay Community to address potential problems resulting from periods of excessive rain and uncontrolled runoff.

Over the years, work done and projects completed advanced our ability to deal with runoff, improved stability of bluffs along the shoreline and increased security for the sewage treatment facility located below Oak Bay Road.

However, while moving through the planning stages of future projects we are hearing from taxpayers within the district who are confused about the scope and purpose of the PLDD. A misconception held by many district residents is that the PLDD is responsible for work within the county roadway easements.

While the PLDD receives revenue from taxpayers within the district, the portion of taxes paid to the county for services and maintenance has not gone away or been reduced. Yet, we are sensing a diminished interest from the county when it comes to Port Ludlow's North Bay. Subsequently, we have been approached by citizens requesting roadside ditch and culvert maintenance that does not fall within the area of PLDD responsibility.

In a recent meeting with a representative from Jefferson County Public Works, the topic of ditch maintenance and improvement was addressed. We were informed that an ongoing project dealing with runoff and drainage in South County is very similar to some of the problems we deal with in Port Ludlow. While the South County problem is currently being addressed, we were told that the same is not true in our community for two reasons; 1) the county has no money and 2) we have our own drainage district. The conclusion that can be drawn from that is that even within county management there is a misunderstanding of why this district was created and what duties it is charged with.

With the delivery of this letter we request that the Board of County Commissioners acknowledge that the PLDD has a separate mission from that of the county which is to improve and manage the conditions for rain water control within our commonly owned property beyond the boundaries of county roadway easements. Additionally, we wish you to

emphasize that the needs of our taxpaying citizens will not be neglected as the result of misconceptions regarding our separate functions and responsibilities.

Signed,

*Dwayne Wilcox
PLDD Chair Commissioner*

*Allen Uyeda
PLDD Commissioner*

*Jim Boyer
PLDD Commissioner*

Letter # 2: July 10, 2014

Monte Reinders, P.E.

*Public Works Director/County Engineer
Jefferson County Public Works
623 Sheridan St.
Port Townsend, WA 98368*

RE: Drainage Project Rainier Lane Port Ludlow

Dear Mr. Reinders,

Pursuant to resolving the problems associated with a reorganized project in the Rainier / Cascade greenbelt of Port Ludlow, this board has determined that the best and most cost effective option at this time is to perform remedial maintenance to reverse problems created in the past by self-help efforts to divert water away from private properties.

In analyzing the flow measures given in past engineer studies it has been determined that an impact to the condition we are working to remedy was caused by Jefferson County diverting water from the drainage ditch in the easement on Rainier Lane into commonly owned Ludlow Maintenance Commission (property owners) property.

This letter is our request that public works cap that culvert to allow Rainier Lane ditch water to continue to Walker Way where it will follow the more natural route through county easement ditches capable of handling the flow during periods of heavy rain fall.

We plan to perform our work in August and September and request that public works complete the capping of this culvert by the end of August 2014.

Thank you for your attention to this matter.

Sincerely,

Dwayne Wilcox

Allen Uyeda

Jim Boyer

PLDD Chair Commissioner

PLDD Commissioner

PLDD Commissioner

Letter #3: July 10, 2014

*Jefferson County Board of Commissioners
P.O. Box 1220
Port Townsend, WA. 98365*

Dear Commissioners,

Pursuant to resolving problems associated with hazardous rain water runoff at the cul-de-sac on Trader Lane in Port Ludlow, the engineering firm of Gray and Osborne has developed a corrective plan that includes several parts.

One element of the plan is a bottleneck at the end of the cul-de-sac where Jefferson County I issued permits and approved driveway encroachments on two separate properties with no culverts to allow for drainage flow in the county right-of-way.

In order to complete this project before winter rains present a hazard to homeowners in that area, we are requesting that Jefferson County Public works perform the necessary repairs to the driveways at 31 Trader Lane, belonging to Marilyn Elgin and 41 Trader Lane belonging to Robert & Audrey Mackey to ensure that the easement ditches perform as designed and allow for the proper flow of storm water runoff.

We are planning this project for September 2014 and request that Jefferson County Public Works complete the necessary remedial actions prior to our work in this area.

Thank you for your attention to this matter.

Dwayne Wilcox

Allen Uyeda

Jim Boyer

PLDD Chair Commissioner

PLDD Commissioner

PLDD Commissioner

Chair Commissioner Wilcox said that it was the PLDD's mission to press the County to do its responsibilities. He then made a motion that the Commissioners accept these letters as written, sign them and send them. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0. Guests and Commissioners had further discussion regarding the culverts on Rainier and Cascade Lanes.

Old Business:

1. The **Ludlow Cove II** Maintenance Contract Agreement was reviewed and amended by PLDD Attorney Seaman, PLA and PLDD. Chair Wilcox stated that PLDD would meet at the bank directly after this day's meeting with Diana Smeland of PLA, sign the agreement and have it notarized. Commissioner Wilcox indicated that the PLDD will not maintain the Ludlow Cove II drainage facilities; they would be the South Bay Homeowners Associations responsibility, but PLDD would participate in the individual review of each home as they are built. Chair Wilcox noted that PLDD wanted assistant Bartkus to obtain a notary license to facilitate further expediency with such matters.
2. Chair Commissioner Wilcox made a motion that a regularly scheduled Workshop meeting takes place once a month two weeks after the Regular Business meetings. Commissioner Boyer seconded the motion. Motion was carried by Commissioner Uyeda. Motion approved 3-0. Commissioner Wilcox directed assistant Bartkus to book these meetings with the Beach Club and place an advertisement in the Port Townsend Leader, these dates would be on Thursdays at 10:00 a.m. August 21, September 25, October 23 and November 20, 2014. With an October 26, 2014 10:00 a.m. Budget

Meeting. In addition, Commissioners agreed to meet and walk the Cascade Lane site on July 31, 2014 at 10 a.m. Guest Katie Smith noted that a drawing of the planned maintenance agreement with LMC and PLDD for the Greenbelt area should have drawing diagrams to aid Yard Dogs in their regular PLDD maintenance schedule. Commissioner Boyer noted that after the July 31st walkthrough a memo of understanding to define the work could be done.

The July 10, 2014 PLDD Regular Meeting adjourned at 11:15 a.m.

The next regularly scheduled meeting of the PLDD will be held on Thursday, August 14, 2014 in the Bay View room at the Beach Club. The next Workshop meeting will be held on Thursday August 21, 2014.

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