

**Minutes of the 209<sup>th</sup> Port Ludlow Drainage District  
Regularly Scheduled Meeting  
Thursday, January 14, 2016 10:00 AM  
~ Approved ~**

~ Revised and Reapproved March 10, 2016 ~

The January 14, 2016 Port Ludlow Drainage District (PLDD) Meeting was Called to Order in the Bay View Room at the Ludlow Maintenance Commission (LMC) Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 a.m. by Chair Commissioner Jim Boyer.

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

**Attendance:** Engineer Nancy Lockett, Administrative Assistant Sue Bartkus. Guests included: Brian Belmont, Ron Gregory, Kathleen Kler (Jefferson County Board of County Commissioners, BOCC), Ron Kletti, and Mel & Katie Smith.

**Minutes:** Commissioner Boyer made a motion to approve the Minutes of the December 10, 2015 Regular Meeting as written. Commissioner Uyeda seconded the motion. Commissioner Wilcox abstained from voting as he had not been present at the meeting. Motion carried. Motion approved 2-0.

**Expenses:** Commissioner Boyer reviewed expenses. There was some brief discussion of why the Paid to Date balance was \$128,297.07, with an unpaid remaining amount of \$5,297.07, when the Special Assessment had only been \$123,000.00. Accountant Glessing had provided a copy of the Revenue Report from the Jefferson County Treasurer's office to Sue the morning of this meeting, to show the Commissioner's that she uses the balances provided by the County. Commissioner Boyer noted that he would contact the Treasurer's office to try and find out why these figures are presented this way, and if it reflects an overpayment. It was also noted that these vouchers would be taken from the 2015 Budget balance, with PLDD being on a 13 month Budget Calendar Schedule, as explained by Accountant Glessing to Sue. Commissioner Boyer also noted that Jefferson County Assessor, Jeff Chapman had told him that the payments (in two parts) come to the PLDD in entirety. Jefferson County collects any arrears.

Commissioner Wilcox made a motion to approve the vouchers from December 5, 2015 to January 11, 2016 for a total of \$26,433.63. Motion was seconded by Commissioner Uyeda. Motion was carried by Commissioner Boyer. Motion approved 3-0.

<b>Voucher Number</b>	<b>Item Description</b>	<b>Amount</b>
16-001	Susan Bartkus	\$ 512.68
16-002	Dwayne Wilcox	\$ 228.00
16-003	Jim Boyer	\$ 955.00
16-004	Allen Uyeda	\$ 570.00
16-005	Gray & Osborne, Inc.	\$ 4,291.21
16-006	Seton Construction	\$ 17,356.30
16-007	Yard Dog Landscaping	\$ 1,270.36
16-008	Jefferson County Auditor	\$ 240.07
16-009	Dept. of the Treasury	\$ 912.02
16-011	Dept. of L & I	\$ 17.81

16-011	Glessing & Associates	\$ 80.18
Total		\$ 26,433.63

PLDD Cash Account	\$ 212,131.23
PLDD Reserve Account	\$ 40,000.00
PLDD Interest Income Reserve Fund	\$ 6,403.27
Expenses – Current Month from above	\$ (26,433.63)
NET TOTAL ALL ACCOUNTS	\$ 232,100.87
Special Assessment 2015	\$ 123,000.00
PAID TO DATE	\$(128,297.07)
UNPAID (REMAINING)	\$ (5,297.07)

**New Business:**

1. Commissioner Wilcox brought up whether the PLDD should have an outside agency audit PLDD books. He reported that this past October, when he was working with Katie of Glessing & Associates to prepare the State Auditor’s report, it was found that the Trader Lane project was moved from one column to another to facilitate speed of payment to Nordland Construction. Resident Katie Smith noted that the categorization numbers were required to fit with the Washington State Budget, Accounting and Reporting System (BARS) coding. Chair Commissioner Boyer noted that the 2013 code that had been used was 695001010.53150.41.0015 (for Capital Projects), the present code used was 695001010.59431.60.002 (denoting Engineering). Commissioner Wilcox made a motion to have Katie Glessing change the code number to the former 2013 code. Commissioner Uyeda seconded the motion. Commissioner Boyer carried the motion. Motion approved 3-0.

**Old Business:**

1. Regarding the **Cascade Lane** Project, Engineer Lockett reported that work on the lower part of the ditch on Walker way would be delayed until the weather dries (possibly in March) to minimize erosion. The culvert between Oak Bay and Walker was changed. Engineer Lockett recommended to Seton that they leave the 18” pipe because the water main located just underneath the pipe would be costly to replace if compromised, and the existing pipe has the capacity to handle 100 year flood flows. Engineer Lockett also reported that to date, there will be savings of approximately \$7,400.00, a result of no trees needing to be taken out of the Greenbelt area, and 60 ft. of culvert that was able to remain. More fill will be put into the ditch just east of Rainier off Walker Way, and she will ask Seton to add a berm there and spread some straw over the area. The neighbor property at the corner of Walker and Cascade will be smoothed and re-seeded when the weather allows, the owner understands about the wait. The second schedule will be approximately \$85,000.00.  
Ron Kletti asked Engineer Lockett if anything will be done to the driveway culverts that have been filled in. Nancy replied that Carol Taplin’s will be dug down deeper and the rock will be replaced.

Chair Boyer commented that the PLDD would be working to have Jefferson County and individual property owners help to keep their ditches cleared out. He also added that on Goliah Lane, a tree had fallen in the Greenbelt area and caused water to be collected on Michael Bishop's property, but Yard Dog Landscaping (at the PLDD's direction) had cleared it out and alleviated the runoff collecting there from the common area.

Brian Belmont asked if easements needed by the PLDD from the Ludlow Maintenance Commission (LMC) would be delayed until March. Engineer Lockett replied that no, Mr. Mocks' property and easement will be surveyed, and then all would be filed with the County. Brian and Nancy agreed that an easement will be done for the replaced pipe.

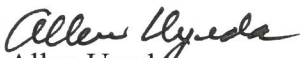
2. Commissioner Boyer addressed the problem located at the end of Condon Lane that affects the Babaian and Specter properties. There was a letter written by Engineer Nancy Lockett in 2010 that identified the problem and possible solutions. Chair Boyer noted that since this problem isn't dealing with Stormwater runoff from common areas, the PLDD's hands are somewhat tied, but a continued effort to find a solution is being sought.
3. Commissioner Boyer noted that with the recommendation of Diane Allen, of Artemis Computing, the PLDD would be changing web host and server. Once this is done, all emails will be archived. This matter will be readdressed with Ms. Allen's recommendations during the next meeting.
4. Chair Boyer noted that a Memorandum of Understanding (MOU) on what would be PLDD's responsibilities, what would be Jefferson County's responsibilities, and individual property owners' responsibilities regarding drainage issues in the North Bay area is currently being worked on. In the near future, this information will be posted onto the PLDD website to help owners address runoff problems. Kathleen Kler of BOCC responded that she will ask if anything was found in the County records. Commissioner Boyer reported that the PLDD attorney has come up with a draft citing the RCW's. Ms. Kler also noted that she looked at the Gamble Lane matter affecting Gary Martin's property during a recent heavy rain and saw the water sheeting over the road onto Mr. Martin's property. Commissioner Boyer noted that there is not Greenbelt area there for us to divert water into. Commissioner Uyeda commented that something needs to be put onto the PLDD website about property owner's responsibilities to maintain their ditches and culverts and to not fill them in for parking or landscaping.
5. The matter of getting tree clearing permits was brought up, with a question of why there was an application to get PLDD permission to clear trees. Commissioner Boyer added that clearer guidelines are needed, the PLDD can comment and advise, but cannot permit. Engineer Lockett explained that the form, which is to be handed out to owners who wish to clear trees on vacant lots, is to only keep track of how much drip line footage is being cleared, not to give or deny permission to clear. Once an area of 7,000 square feet had been cleared, either the owner or the County could be made aware that any further tree clearing removal would require a permit from the County (in accordance with State requirements).
6. Commissioner Boyer noted that he would call the Washington State Auditor to see if the budget or the State Auditor report needs to be amended due to the BARS code being changed for the Trader Lane project.

Commissioner Uyeda made a motion to adjourn the meeting at 11:11 a.m. Motion was seconded by Commissioner Boyer. Motion was carried by Commissioner Wilcox. Motion approved 3-0.


The next regularly scheduled meeting of the PLDD will be held on Thursday, February 11, 2016 in the Bay View room at the Beach Club at 10:00 a.m.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant


Approved:

  
Allen Uyeda  
Drainage District  
Commissioner

Approved:

  
Jim Boyer  
Drainage District  
Commissioner

Approved:

  
Dwayne Wilcox  
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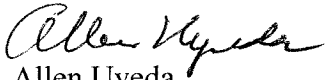
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