

**Minutes of the Port Ludlow Drainage District
Workshop Meeting
Thursday, April 28, 2016 10:00 AM
~ Approved ~**

The April 28, 2016 Port Ludlow Drainage District (PLDD) Workshop 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 10:03 a.m. by Chair Commissioner Jim Boyer.

Roll Call: Commissioner Boyer, present. Commissioner Wilcox, present. Commissioner Uyeda, absent without notice. A quorum was reached.

Attendance: Administrative Assistant Sue Bartkus. Guests included Katie & Mel Smith.

1. Commissioners briefly discussed an email report from Engineer Lockett regarding a site visit to **Cressey Lane** that she and Commissioner Uyeda conducted after the April 14, 2016 Regular PLDD meeting. During that meeting, Ludlow Maintenance Commission (LMC) General Manager Brian Belmont had expressed some concerns that a ditch on Cressey Lane was being blocked by some rockwork. Engineer Lockett's report commented on the structures and their functions. Commissioners will ask Engineer Lockett more about this subject during the next regular business meeting.
2. Chair Boyer commented that Assistant Attorney General (AAG) Nancy Krier had been contacted regarding a question of **procedure**. After the last regular meeting, Commissioners may have used an improper method to correct a misunderstanding. In looking back at the recording of the original motion during the meeting, the correct language had in fact been used, and the correction and improper method was unnecessary. Commissioner Boyer said that this would be addressed during the next regular meeting. Chair Boyer noted that it would have to be put into the record that the meeting was improperly re-opened; correction of the re-approval would be discussed. Commissioner Boyer asked Katie Smith if she would volunteer to act as a parliamentarian, to read motions back and make sure that proper procedures are followed. Ms. Smith declined, noting that the PLDD was a public agency, that she was not an elected official. She will talk to Nancy Krier and see if that's even possible. Ms. Smith noted that she didn't think that the Open Public Meetings Act (OPMA) was that onerous for the Commissioners to follow. Chair Boyer urged Ms. Smith to reconsider. She noted that the Commissioners should have Sue do it.
3. Chair Boyer reported that Shaun and Cassandra Johnson, owners of **lot # 3-0-010 on Schooner Lane**, had submitted **construction plans** to the LMC and Jefferson County for a new home. A copy of the drainage plan was forwarded to Nancy Lockett for her review.
4. An email complaint from John Maki, regarding the ditch in front of his wife **Yoshino Rosenstein / Maki's property at 33 Adventurer Lane** was reviewed. Chair Boyer noted that Mr. Maki states the drainage ditch was unclean and he believed that could be the source of what is making her garage flood. Chair Boyer will drive by the area to observe.

5. Commissioners noted that the prior matter probably falls under the purview of Jefferson County, and further stresses a need for PLDD to have **Memorandum of Understanding (MOU)**, a working agreement between PLDD and Jefferson County. Commissioner Wilcox noted that the County owns all right of ways. PLDD has to control the floodwater. Whose rights are within the boundary? We've completed over 18 projects; the Courts decided that major waterways, flow ways, should become the responsibility of Special Use Districts. We have 5-7 outflows where we put waterways. We need to determine which of these water ways we control. We have 15 projects collecting water on the map, and an additional 2 that aren't on the map. We need to have a work session with Yard Dog, Engineer Lockett and our lawyer to define our Commission. Commissioners decided to dedicate the next workshop meeting to this issue. Engineer Lockett and Russ Lowry of Yard Dog will be asked to attend.

Following up on a suggestion about simplifying the outfall inspections, Commissioner Boyer forwarded the telephone number of a local drone photo professional, Mike Porter, to Engineer Lockett. They were working to coordinate a close up aerial record of facility conditions.

Commissioners commented that the PLDD maps of finished projects would need to be revised, Engineer Lockett will be asked about this.

Ms. Smith asked if it would be possible to have a description of all of the completed projects put onto the website, Commissioners agreed.

6. Two other drainage review reports by Engineer Lockett were briefly discussed, one on Sparrow Lane and one in Ludlow Cove II.
7. Katie Smith noted that an **agenda** of special meetings, which includes workshop meetings, **is required to be posted 24 hours prior to the meeting** per the Revised Code of Washington (RCW) 43:30.080, specifically item (3) subsection (1) and (2).

This RCW is cited below in entirety.

Special meetings.

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's web site. An agency is not required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage


8. Commissioner Boyer reported that he had spoken with Chief Brad Martin of the Port Ludlow Fire District. They are consulting their engineering firm for solutions to correcting the sinkhole on their property.

Commissioner Wilcox made a motion to adjourn the April 28, 2016 Workshop at 10:47 a.m. Commissioner Boyer seconded the motion. Motion approved 2-0.

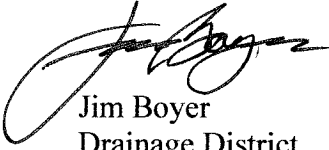
The next Regular Meeting of the Port Ludlow Drainage District will be held at 10:00 a.m. on Thursday, May 12, 2016 in the Bay View Room of the Beach Club, 121 Marina View Drive, Port Ludlow, Washington. 98365

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

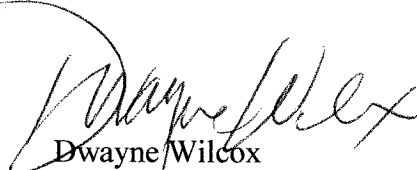
Approved:


Allen Uyeda
Drainage District
Commissioner

Approved:


Jim Boyer
Drainage District
Commissioner

Approved:


Dwayne Wilcox
Drainage District
Commissioner