

Port Ludlow Drainage District (PLDD)
P.O. Box 65261, Port Ludlow, WA 98365

Minutes for Board of Commissioners' Regular Meeting # 0228

Thursday, August 10 at 10:00 AM

Held at the Fire Hall –Training Room
7650 Oak Bay Road, Port Ludlow, WA. 98365

Call to Order: Meeting was called to order by Chair Commissioner Forbes at 10:10 a.m. in the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365.

Roll Call: Commissioner Katie Smith present. Chair Commissioner Don Forbes present, Commissioner Allen Uyeda present. In attendance: Engineer Nancy Lockett (due to ferry and bridge delays, attending by phone at 10:31-10:41AM, arriving in person at 11:03AM).

Guests: Walt Cairns and Deborah Helleson.

Consent Agenda:

1. Approval of the July 13, 2017 Regular Meeting Minutes
2. Approval of Voucher/Warrants #17-047 - #17-050 from July 5, 2017, 2017 through August 2, 2017 in the amount of \$4,660.33 (Voucher and Financial detail included with these minutes).

Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Uyeda seconded, Motion approved 3-0.

Public Forum: No drainage issues were brought to the Commissioners' attention.

Correspondence Log: Commissioner Smith summarized correspondence items which included MRSC InFocus Local Code of Ethics article, Gray & Osborne site review letters, State Auditor letter regarding Local Government Billing Rate Notification adjusting hourly billing rate from \$93.00 to \$95.00, MRSC InFocus including two articles on public records data reporting requirement and training requirements, series of emails relating to Keller Lane construction, and Enduris notice that renewal invoices are a little late but coming soon.

Old Business:

1. **Waste Water Treatment Plant (WWTP) Overflow Containment Project** –Engineer Lockett reported having met with Yard Dogs Landscaping at the site, and determined that the existing 24” culvert is in pretty bad shape and needs to be replaced. Under consideration is either a 30” culvert or an elliptical culvert that would have combined capacity greater than 30”. Additional recommendation to build an earthen berm on the north side, as a precaution, to re-direct any overflow back into the ditch on the east. An aluminum debris barrier/protective grate would be added at the culvert opening, leaving bottom third open in the event of debris obstruction. Project estimated to cost \$5,000 - \$6,000, but with uncertainty of culvert cost, board agreed as a maintenance project to authorize up to \$10,000, which is one-half of budgeted CIP amount of \$20,000 for this project. Engineer Lockett has prepared a Temporary Construction Easement to allow access for this project on OWSI property, with provision for restoration. Easement needs to be signed by OWSI, notarized, and recorded with County; Commissioner Smith will process.
2. **Inspection of Beach Outfall Facilities** – Engineer Lockett discussed the beach inspection report including the two north culverts off Montgomery Court, which are in good condition and do not need any current maintenance, but will be added to the district’s Facility Maintenance list in order to keep track of those in the future. The inspection report will be posted on the website and contains current and prior photos of the outfalls at Libby Court and Pope Way, as well as the fence at the edge of the bluff above the Libby Court, which appears stable.

3. **Feasibility of Montgomery Lane Culvert Project:** Engineer Lockett provided copies of photos taken Feb-2017 showing minimal water in the Montgomery ditch with the majority of water from the street toward Libby Court. At the recommendation of Engineer Lockett, the board agreed to not to pursue the capital project of a culvert under Montgomery, and will continue to monitor this area.
4. **Follow-up to County** regarding Montgomery/Libby Court “Berm” and Oak Bay Road culverts (at Walker Way and near Marina): Engineer Lockett will speak with the County about maintenance of these two areas.

New Business:

1. **2018 Budget Planning – Meeting Schedule:** A memo from the County Auditor was reviewed by Commissioner Smith reminding the district of the November 30 deadline for submission of the 2018 budget, and providing a District expenditure report through 7/31/2017. The Auditor’s office also provided an Excel budget form that includes actual 2015 and 2016 expenditures compared to 2017 budget and actual expenditures, requesting that the district utilize this format for submission of 2018 budget amounts.
2. **2018 February 6 Special District General Election – Voter Roll preparation:** An email from the County Elections Coordinator was reviewed by Commissioner Smith asking that a representative from the board meet with the County to establish the candidate filing period for the February 6, 2018 PLDD General Election. Commissioner Smith offered to respond and attend this meeting.
3. **LMC Facility Usage Agreement – modification:** The board reviewed the new Facility Usage Agreement signed by LMC which contains seven items, of which the primary cost is for file storage. The modification eliminates the allowance of a meeting room twice per month, 5,000 copies per year, phone, staff support and two mailings per year. The board agreed to accept the new terms reducing the monthly cost from \$200 to \$100, includes a 60-day advance notice for change, and extends the current prepayment to 6/30/2018.
4. **Keller Lane** communications regarding drainage and permitting was reviewed by Engineer Lockett. There was confusion relating to the builder’s July 27 request to review his “drainage field,” and the County site showing a checkmark on “septic review.” It was later clarified that this property will be connected to the sewer. Engineer Lockett has received the site plan from the County for review, and noted there is no drainage plan shown. The engineer’s response to the County will indicate that even though the natural location for drainage is to the Oak Bay ditch, at the minimum the builder should use low impact development (LID), to include downspout dispersion, rain garden, etc.

Engineer Reports: The first two site plan reviews have similar recommendations to Keller regarding downspout dispersion, and on Rainier Lane south of Walker which flows to roadside ditch to install a culvert. The other three reviews in Ludlow Cove II are in the overall master development storm plan.

1. July 19 -Site Plan Review for Jefferson County Bldg. Permit application 17-00227, Lot 21 Wheeler Lane
2. July 19 -Site Plan Review for Jefferson County Bldg. Permit application 17-00234, 396 Rainier Lane
3. July 19 -Site Plan Review for Jefferson County Bldg. Permit application 17-00278, Lot 34 Ludlow Cove II
4. July 19 -Site Plan Review for Jefferson County Bldg. Permit application 17-00282, Lot 39 Ludlow Cove II
5. July 28 -Site Plan Review for Jefferson County Bldg. Permit application 17-00329, Lot 35 Ludlow Cove II

Commissioners’ Reports and Comments: There were no further commissioner reports or comments.

Meeting Adjournment:

Commissioner Uyeda made a motion to adjourn the meeting, Commissioner Smith seconded the motion. Motion approved 3-0.

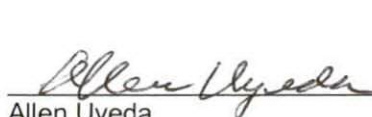
The August 10, 2017 regular meeting of the Port Ludlow Drainage District adjourned at 11:32 a.m.

The next regularly scheduled meeting of the PLDD will be held in the Training Room of the Port Ludlow Fire and Rescue Station, 7650 Oak Bay Road, Port Ludlow, on Thursday September 14, 2017 at 10:00 a.m.

Approved:

Approved:

Approved:



Allen Uyeda
Drainage District
Commissioner 3



Don Forbes, Chair
Drainage District
Commissioner 2



Katie Smith
Drainage District
Commissioner 1

VOUCHER SUMMARY 8/10/2017				
VOUCHER #	VENDOR	Vouchers (warrant)	Payroll warrant/ transaction	Total
17-047	GLESSING & ASSOCIATES, CPA, INC. PS July Accounting Services 1.9 hrs	\$ 168.00		\$ 168.00
17-048	GRAY & OSBORNE INC June & July Meetings, Survey, WWTP Meetings, Draft Outfall Report, North outfall investigation	\$ 3,160.97		\$ 3,160.97
17-049	OGDEN, MURPHY & WALLACE ATTORNEYS Communications for Special Meeting & Executive Session criteria	\$ 61.00		\$ 61.00
17-050	YARDDOGS LANDSCAPING INC. Inspection & Maintenance of All Drainage sites as needed	\$ 1,270.36		\$ 1,270.36
	TOTAL VOUCHERS	\$ 4,660.33	\$ -	\$ 4,660.33
Financial Information				
PLDD Cash Account			\$ 138,699.25	
PLDD Reserve Account			\$ 40,000.00	
PLDD Interest Income Reserve Fund			\$ 6,833.52	
Expenses - Current Month from Above			\$ (4,660.33)	
Net TOTAL All Accounts			\$ 180,872.44	
Special Assessment			\$ 118,600.00	
Paid to Date			\$ (65,950.46)	
Unpaid (remaining)			\$ 52,649.54	
Expenses - Calendar Year to Date			\$ 58,667.20	
Expenses - County Budget Year to Date (Jan 23 - July 31)			\$ 41,047.10	