

Port Ludlow Drainage District (PLDD)
June 14, 2018
Board of Commissioners
Regular Meeting - #0238
Final Minutes

The Regular Meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chair Don Forbes at 10:02 a.m. on June 14, 2018, at the Training Room of the Port Ludlow Fire & Rescue Headquarters Fire Station 31, 7650 Oak Bay Road, Port Ludlow, Washington 98365. Present:

Katie Smith, Commissioner 1
Don Forbes, Commissioner 2
Deborah Helleson, Commissioner 3

Engineer Nancy Lockett, Consultant

CONSENT AGENDA:

1. Approval of April 12, 2018 Regular Meeting Minutes
2. Approval of May 15, 2018 Special Meeting Minutes
3. Approval of Voucher Warrants #18-032 to #18-035 from May 1, 2018 through May 31, 2018, in the amount of \$4,155.31. (Voucher and Financial detail attached)

MOTION: Commissioner Smith made a motion to approve the Consent Agenda as presented. Commissioner Helleson seconded the motion. Motion carried unanimously.

PUBLIC FORUM: Members of the public were asked as this time to submit any comments and/or statements.

1. 81 AND 111 CONDON LANE: Anita Weakley, resident at 81 Condon Lane, spoke regarding evidence of continued water leakage from the drainpipe leading from the street catch basin to the bluff between the two homes at 81 and 111 Condon Lane. Engineer Lockett reviewed the district's work in 2007 and the repair made in 2017 and recommended a site visit to include the damp area around the corner of the home at 111 Condon Land. Engineer Lockett and Commissioner Forbes will make a site visit after today's meeting.
2. Ludlow Maintenance Commission (LMC) General Manager, Brian Belmont requested PLDD provide engineering services for perimeter drainage design around the Beach Club tennis/ pickleball courts, similar to that provided in 2006 for the Kehele Park tennis courts. Carried to #2 under New Business.
3. LMC General Manager, Brian Belmont requested update of Memorandum of Understanding (MOU) between the District and LMC. Carried to #1 under Old Business.

CORRESPONDENCE: The correspondence log was made available for review. Summaries were made available at the sign-in table.

OLD BUSINESS:

1. 2002 LMC Agreement with PLDD: - 2018 MOU

MOTION: Commissioner Helleson made a motion to approve the draft MOU with noted minor modifications and to submit to LMC for review. Commissioner Smith seconded. Motion carried unanimously.

Engineer Lockett will attend the LMC Trustees June 28 meeting to answer any questions relating to the final draft

2. Resolution 2018-03 Audio Recording of Meetings and Retention:

MOTION: Commissioner Smith made a motion to adopt Resolution 2018-03 which resolves that meetings will be audio recorded when feasible, audio recordings will be retained a minimum of six years and may then be transferred to the Washington State Archives for permanent retention; this resolution supersedes and replaces Resolution 2004-01 in its entirety. Chair Commissioner Forbes seconded the motion. Motion carried 2-1.

3. Drainage on Libby Court Trail and status of Fir Tree Removal: Brian Belmont reported that fir tree removal had been approved by the Greenbelt Committee a few years ago and was recently re-approved by GBC for removal. After the tree is down, existing pipe which has been lifted by tree root will be removed. Discussion ensued regarding the process for tree root removal and the possibility that LMC will be able to perform that work, prior to the District work to re-grade and improve the drainage ditch.

4. Condon Lane/Pope Way Catch Basin, Pipe to Bluff (May 31, June 1 communications): discussed earlier under Public Forum.

5. Maintenance Easements: Engineer Lockett has two easements for Cascade that will be recorded; Warbler Lane easement with LMC is to be prepared; Waterhouse Lane PLDD drainage facility is being maintained, ownership of footbridge to be determined. Mr. Belmont clarified this area is one of the unaffiliated neighborhoods, not within LMC.

NEW BUSINESS:

1. Roster List – Annual Advertising for Small Works Roster and Engineering Services: Advertisements will be placed in The Leader for June 20 and 27.

2. Drainage for Pickleball Courts at LMC Beach Club: Brian Belmont provided background information on LMC's exploration of the drainage issues at the tennis and pickle ball courts by the Beach Club. Mr. Siew Tan of PanGeo visited the site and provided a report that will be shared with the District. LMC is seeking assistance with engineering design for drainage on the north and west side of the tennis court and design specifications for a French drain between the tennis and pickleball courts.

MOTION: Commissioner Smith made a motion that the District authorize Engineer Lockett, at PLDD expense, to provide this service; Commissioner Helleson seconded. Motion carried unanimously.

ENGINEER REPORTS:

1. **Goliah Lane, Lot 92 - April 17 communications with Jefferson County:** Engineer Lockett clarified that this is the same property as shown under #5, 130 Goliah Lane. Engineer Lockett submitted to the County there was adequate lateral length for splash blocks with a flow-path of at least 50 feet outside the buffer area. Engineer Lockett commented that within the buffer area, no trees should have been cut.
2. **April 12 -Site Plan Review for Jefferson Co Bldg. Permit Applications Bld18-00138, Lot 10 Ebb Tide Court:** fairly large lot, application was proposing dry wells, Engineer Lockett response recommended downspouts diversion, with adequate flow path.
3. **April 12 -Site Plan Review for Jefferson Co Bldg. Permit Applications Bld18-00123, Lot 40 Ludlow Cove II:** both this and item #4 are interior lots that drain to park area in the center of the development.
4. **April 12 -Site Plan Review for Jefferson Co Bldg. Permit Applications Bld18-00121, Lot 3 Ludlow Cove II:** same notations as #3 above.
5. **April 17 -Site Plan Review for Jefferson County Bldg. Permit Applications Bld18-00069, 130 Goliah Lane:** covered under item #1 above.

COMMISSIONERS' REPORTS AND COMMENTS:

1. **WARN: Water/Wastewater Agency Response Network:** Topic to be carried forward.
2. **Site Visit, 41 Foster Lane:** Chair Commissioner Forbes visited this property, which backs up to common area and noted subsidence as opposed any slide condition in the ravine. **ACTION:** Engineer Lockett and Chairman Forbes will visit the site after this meeting.
3. **Administrative Items:** April 17 PR Leg. Bills Update; April 30 SAO Annual Report Filing; May 8 JLARC filing <\$100k; May 24 MRSC Rosters Webinar; May 31 SOS Archives Building PR Management: Commissioner Smith confirmed that the District's annual report and the new JLARC report filing were completed online within the required timeframe, and that she attended May 24 and May 31 seminars.

MEETING ADJOURNMENT:

MOTION: Commissioner Smith made a motion to adjourn the JUNE 14, 2018, regular meeting of the Port Ludlow Drainage District. Commissioner Helleson seconded the motion. Motion carried unanimously.

The June 14, 2018 regular meeting of the Port Ludlow Drainage District adjourned at 11:59 a.m.

Minutes prepared by
Deborah Helleson

Approved: _____

Commissioner Don Forbes, Chair

Commissioner Katie Smith

Commissioner Deborah Helleson

9/13/18
Date

9-13-2018
Date

9/13/18
Date

Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and available by request at the PLDD website at www.pldd.org.

VOUCHER SUMMARY		6/14/2018		
VOUCHER NUMBER	VENDOR (Services)	Vouchers (warrant)	Payroll warrant/ transaction	Total
18-032	GLESSING & ASSOCIATES, CPA, INC. PS Accounting Services (1.8 hours for May).	\$ 108.00		\$ 108.00
18-033	GRAY & OSBORNE INC General Engineering Sevices for April (12.5 hrs); Commissioner Meeting, MOU Assistance, Project Review.	\$ 2,054.75		\$ 2,054.75
18-034	OGDEN, MURPHY & WALLACE ATTORNEYS April Legal Services (2.3hrs); Resolutions for meeting time & place; recordings.	\$ 722.20		\$ 722.20
18-035	YARDDOGS LANDSCAPING INC Monthly Maintenance Services for May; Inspect & Service all sites.	\$ 1,270.36		\$ 1,270.36
	TOTAL VOUCHERS	\$ 4,155.31	\$ -	\$ 4,155.31
PLDD Financial Information				
PLDD Cash Account-010 - May 31, 2018 (Includes monthly Interest of \$144.82)				\$ 82,267.72
Expenses - Current Month from Above				\$ 4,155.31
PLDD Cash Account-010 - Subtotal				\$ 78,112.41
PLDD Investment Account - 010				\$ 100,000.00
PLDD Investment Account - 010 Interest (from inception 12/2017 Included on Line 1)				\$ 684.65
PLDD Reserve Account - 040				\$ 46,800.00
PLDD Reserve Account - 040 Interest (Balance on 5/31/2018)				\$ 449.72
Net TOTAL All Accounts				\$ 225,362.13
2018 Special Assessment				\$ 87,000.00
Paid to Date (Included on Line 1)				\$ 48,446.07
Unpaid 2018 Assessment (remaining)				\$ 38,553.93
Expenses - Calendar Year to Date				\$ 29,896.07
Expenses - County Budget Year to Date (Jan 22 - May 31, 2018)				\$ 22,280.50