

## Port Ludlow Drainage District

Post Office Box 65261  
Port Ludlow, WA 98365

Minutes of the 5<sup>th</sup> Regularly Scheduled Meeting  
10AM, 9 May 2001

### Call to Order and Approval of Minutes:

The 5<sup>th</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Walt Cairns, with the first order of business was approval of the Minutes of the 11 April 2001 meeting. Minor wording explaining the conditions of the loan taken out by PLDD was added. This change was noted on the minutes, which then were approved.

### Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 11 April to 9 May 2001 for the total amount of \$445.54. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
01012	\$76.50	Commissioners Expenses (Carins)
01013	\$ 140.00	Commissioners Expenses (Regan)
01014	\$148.56	Staff Expense (book keeping) ( Thayer)
01015	\$ 80.48	Commissioners Expenses (Wilke)

### Public Forum

No one in attendance requested to speak on any Drainage District subject at this meeting.

### Old Business

1. The PLDD Commissioner Richard Regan reported that to the District Phone Requirements a phone number and a voice mail could be set up at a cost of \$40.00 and a maintenance fee of \$15.00 a month. The PLDD Commissioners approved a motion to set up a phone line and a voice mail without discussion.
2. The PLDD Commissioners agreed to hear update on assessment formulation contract during the assessment formulation study workshop planned immediately after the regular business meeting.
3. The PLDD Commissioner Walt Carins reported that the bulletin board for the use of Port Ludlow Drainage District was purchased and mounted in the PLDD office at the Bridge Deck. The cost of the board and labor was under a fifty-dollar budget approved by the Commissioners at the previous meeting held on April 10, 2001.

4. Discussions were held pertaining to the completion of Task 1 for acquiring drainage easements as detailed in proposed contract by Gray and Osborne Inc. The PLDD Commissioners agreed that all area easements identified as drainage easements are to be included in the PLDD. Negotiations are to be held pertaining to the start of acquisition process with an area between Oak Bay and the Sound. A motion to proceed with acquisition was passed unanimously.
5. Discussions were held pertaining to Jefferson County participation in PLDD comprehensive watershed study. More information must be collected before the details of this cooperation can be developed.
6. PLDD Commissioner Carins introduced information pertaining to obtaining liability and errors and omissions insurance for the Drainage District. The quotas presented by the Commissioner estimate the cost of insurance for the district at around \$3,000.00 a year. While discussing the coverage benefits Commissioner Regan noticed that the estimates do not include coverage of the vehicles used by the district. The PLDD Commissioners agreed to gather more information before retaining any insurance company to provide liability and errors and omissions insurance for the district.

#### **New Business:**

1. Discussions were held pertaining to selecting an engineering firm to accomplish on call engineering work, develop grant applications, write a scope of work for the accomplishment of a Comprehensive Drainage Study for the District, and perform other miscellaneous engineering work as required. After reviewing statements of qualifications from sixteen engineering firms, Commissioner Regan made a recommendation to select Gray and Osborne, Inc. as a consulting engineering firm for the PLDD Drainage District for a non-exclusive contract. Information about the other applicants will be kept on file for future references. A motion to sign a non-exclusive general engineering services contract with Gray and Osborne, Inc. was passed unanimously.

#### **Commissioner's Reports and Comments**

1. Commissioner Wilke reported that a federal ID number has been issued for Port Ludlow Drainage District.
2. Commissioner Wilke reported that the payroll for the employees of PLDD is to be done through the Bank of America by Vicky Thayer, the book keeper for PLDD.
3. Commissioner Regan presented a signed contract with Blair B. Burroughs to be filed with the rest of the PLDD papers.
4. A billing statement from Jefferson County for the services provided to PLDD by the county commissioners was discussed. The PLDD Commissioners agreed to send the bill to PLDD consulting attorney for a review. The PLDD Commissioners also requested that

a separate billing be done for the time, that Jefferson County Commissioners put into assessment methodology project.

The 9 May 2001 regularly scheduled business meeting adjourned at 11:00 AM.

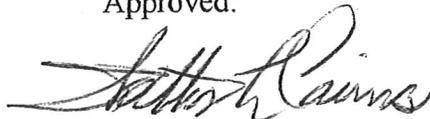
After the regular business meeting a workshop to explain and discuss the PLDD assessment formulation study being prepared by Gray and Osborne Inc. under contract with Jefferson County. Barry Baker made a presentation, which would be given again by Gray and Osborne Inc. at the Public Hearing on assessment methodology. The Public Hearing will be held by Jefferson County Commissioners at 7:00 PM on Tuesday, 24 July 2001, at the Beach Club. Discussions were held pertaining to adding credits and surcharges to the assessment calculation model. Some modifications to assessment model are to be done by May 23<sup>rd</sup>, 2001, the date of PLDD special meeting.

Respectfully Submitted:



Richard Regan  
Drainage District  
Secretary

Approved:



Walt Cairns  
Drainage District  
Chairman

Approved:



Bill Wilke  
Drainage District  
Treasurer