

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 10<sup>th</sup> Regularly Scheduled Meeting  
10 AM, 10 October, 2001

## Call to order and Approval of Minutes:

The 10<sup>th</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Walt Cairns. The first order of business was approval of the Minutes of September 12, 2001 meeting. Minor wording was changed. The PLDD Commissioners then approved the Minutes as amended. Commissioner Bill Wilke did not attend this meeting.

## Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 12 September to 10 October 2001 for the total amount of \$ 7, 607.67. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
01-043	\$ 87.68	Commissioner Walter Cairns
01-044	\$ 5953.91	Jefferson County
01-045	\$ 858.00	Lawler & Burroughs
01-046	\$ 210.00	Commissioner Richard Regan
01-047	\$ 404.80	Gray and Osborne
01-048	\$ 6.02	Dept. of Labor and Industries
01-049	\$ 87.26	Vicki Thayer

## Public Forum:

The PLDD Commissioners invited Mr. Greg McCarry, PLA, to discuss possibilities of acquisition of the Area 7 Drainage Detention Basin by the PLDD. Mr. McCarry did not attend this meeting. His representative assured the Commissioners that Mr. McCarry would be asked to contact the PLDD.

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

## Old Business:

1. Discussions were held pertaining to PLDD's acquisition of the Area 7 Drainage Detention Basin. The Commissioners discussed a possibility of obtaining the property on which the basin was built. This property is currently owned by PLA. The Commissioners received legal description of the Area 7 drainage easements, currently owned by the homeowners association maintaining the facility. Mr. Barry

Baker, Gray and Osborne, Inc., was asked to calculate necessary drainage capacity of the system with and without the trees, that grow in the area of area 7 view easement. Commissioners agreed that, when acquiring the drainage facilities in question, PLDD should assume the liability insurance for these facilities currently carried by Area 7 homeowners association. PLDD intends to obtain new insurance policy providing liability coverage for the facilities in question, upon the expiration of the current policy. Commissioners also discussed conditions of the Area 7 drainage system. Mr. Baker was asked to check if Puget Sound Geological Manual has bio-swale maintenance requirements.

2. The PLDD Commissioners discussed PLDD budget for the year 2002. No additional information has been received on the status of the PLDD application for a loan from Department of Ecology. This five-year loan in the amount of \$80,000 at 0.5% interest will be used for development of a Comprehensive Stormwater Management Plan. County loan in the amount of \$44,5000 is due for repayment in 2002. Starting next month LMC will charge PLDD a nominal rent fee for the use of the LMC's facilities. Mr. Baker presented the Commissioners with a draft budget proposal. The budget is written to cover district's:

- personnel services;
  - field expenses;
  - general engineering;
  - meetings, mileage, and travel expenses;
  - miscellaneous expenses;
  - assessment, taxes, County fees, and election costs;
  - state revolving funds loan repayment,
  - county loan repayment,
  - estimated County loan interest, professional services,
  - capital facilities incl. engineering and permits,
- and a 5% contingency.

The funds not spent in the current year will be automatically credited towards the next year budget. The PLDD budget will be revised every year. Commissioners estimated PLDD 2002 budget to be \$105,000.00.

Following discussion, the Commissioners instructed Mr. Baker to revise the proposed budget and present the final draft at the PLDD November meeting together with a resolution to accept PLDD budget for the year 2002 in the amount of \$105,000.

The meeting reconvened at 11:40 AM after a ten-minute recess.

Mr. Baker made a presentation on the Scope of Work for Comprehensive Watershed and Drainage Plan. Mr. Baker identified eleven tasks that have to be performed to successfully complete this project:

1. Set up Project Administration/Management;
2. Identify System Components;
3. Delineate Drainage Basins and Land Uses;
4. Determine the Existing Level of Maintenance;

5. Model Stormwater Flows;
6. Identify Water Quality Problems;
7. Identify Conveyance Problems;
8. Identify Possible Solutions;
9. Develop a Capital Improvement Plan;
10. Present the Plan to District and County Commissioners, and the Public;
11. Draft Final Version for Adoption.

Following discussion, the Commissioners found themselves satisfied with the proposed Scope of Work. Minor revisions must be done. Tasks schedule is being drafted and will be presented to the Commissioners as soon as it is completed.

4. Mr. Baker has prepared legal descriptions of all drainage easements within the boundaries of Port Ludlow 1, 2, and 5.
5. Commissioners checked on the status of the assessment roll preparation. Mr. Baker assured the Commissioners that his team at Gray and Osborne Inc. are doing their best to make the roll 100% accurate.
6. Loan application at American Marine Bank is in the works. The Commissioners have started proceedings to obtain a loan from the American Marine Bank in the amount of \$25,000. This loan will be used exclusively for the district's operations and should be due for repayment December 2002.
7. PLDD News Letter mailing list will be compiled from the assessment roll records. A motion was made by Commissioner Regan to approve mailing expenses for the News Letter in the amount of up to \$500. Motion passes.

**New Business:**

Discussion of the Drainage facilities included in Port Ludlow Associates (PLA) improved properties within the PLDD were postponed due to the absence of PLA representatives.

The next regularly scheduled meeting of the Drainage District will be held on 14 November 2001.

The 10 October 2001 regularly scheduled meeting adjourned at 12:50 A.M.

Respectively Submitted:

  
Richard Regan  
Drainage District  
Secretary

Approved:

  
Walt Cairns  
Drainage District  
Chairman

Approved:

Bill Wilke  
Drainage District  
Treasurer