

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow 98365

Minutes of the 36th Regularly Scheduled Meeting
10 AM, 29 May, 2003

Call to order and Approval of Minutes:

The 36th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan with the first order of business was approval of the Minutes of the 24 April 2003 regularly scheduled meeting and 24 April 2003 public workshop. Minutes were approved as written.

Public Forum:

Bob Turpin, Jefferson County Engineer, asked the Commissioners to assess the situation at the Seafarer Lane cul de sac, where several roadside ditches have been filled. The County is considering opening the ditches up at the owners' expense. The PLDD Commissioners visited this site immediately following this meeting.

Mr. Turpin brought in a paper and an electronic copy of the LIDAR contours for the whole District. Information was passed on to Barry Baker, Gray & Osborne Inc. Following discussion, originated by Walter Cairns, ex-chairman of the PLDD, the Commissioners agreed to request LIDAR data on the areas to the northeast of the District along the Swansonville Road (exact coordinates will be provided by Mr. Baker.)

Old Business:

1. G&O engineering team analyzed possible modification of the Oak Bay Road system. Preliminary project profile was discussed at a special Commissioners' meeting held on Friday, May 16, 2003. Commissioners' comments were incorporated. Corrected draft of the project profile should be available by the next (June 12) PLDD meeting.
2. A draft of the Comprehensive Plan Study should be available for the public's review mid June. Mr. Baker will also make and bring to the next (June 12) PLDD meeting several extra copies of the Comprehensive Plan to be passed on to the County Commissioners.
3. The PLDD Commissioners expect Jefferson County Commissioner Glen Huntingford to attend their next (June 12) meeting to discuss changing PLDD assessment methodology.
4. Discussions were held pertaining to changing PLDD assessment methodology. Mr. Baker was instructed to prepare a letter report to the County Commissioners presenting documented proof of some previously made assumptions being wrong,

therefore, presenting a case for an assessment change. The letter will be signed by the PLDD Commissioners and mailed to the County after the next meeting.

5. The Commissioners discussed possibilities of installment of three detention ponds in the District's greenbelt areas. Matt Winkelman, Gray & Osborne Inc., reported his findings pertaining to locations and capacities of the proposed ponds. According to his research, the first pond can be installed in the greenbelt area south of Jackson Lane to serve Basin D and a portion of Basins H and I. This pond size as discussed at previous meetings may be larger than is needed under the current alternative being evaluated.

The second pond can be installed at the bottom of the Swansonville/Walker greenbelt. Construction of this pond was found to be feasible following field investigation performed on April 24, 2003.

The third and final pond was considered to be installed immediately southwest of the intersection of Walker Way and Oak Bay Road. Mr. Winkelman advised that construction of a pond at that location did not appear to be feasible based on topography of the area. Further analysis based on the LIDAR contours will finalize this recommendation.

6. Olly Gardner, Port Ludlow Village Council (PLVC) Trails Committee, asked the Commissioners to consider PLDD financial participation in installment of the Swansonville/Walker greenbelt trail. Mr. Gardner was given a copy of Engineering Services Greenbelt Trail Stormwater Conveyance Pre-design Report prepared by Gray & Osborne engineering team earlier this month. Further discussion was tabled until such time when the PLVC Trails Committee presents the Commissioners with a scope of work for the proposed trail project. Mr. Gardner was advised that PLDD could only share the costs of drainage improvement projects.
7. Discussions were held pertaining to the North Bay Condo Project. On May 8, 2003, PLDD received two bids for the North Bay Condo project. The bids ranged from \$12,031.84 (Seton Construction, Inc., Port Townsend, WA) to \$17,247.08 (Bayview Excavating, Inc., Sequim, WA) with the engineer's estimate being \$18,691.55. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No corrections were made. Mr. Baker reported that the low bidder, Seton Construction Inc. of Port Townsend, WA, currently a Washington State registered and licensed contractor, appears to have relevant qualifications and experience to successfully perform the work the project will require. To Mr. Baker's knowledge, the low bidder has not claimed bid error, and no formal bidding protests have been recorded. Based on G & O's evaluation, Mr. Baker recommended that the project be awarded to Seton Construction Inc. The District will retain all bid bonds until the project is officially awarded. After the project is awarded, bid bonds will be returned to all bidders except the bidder awarded the contract for the project. The remaining bid bond will be returned upon formal execution of the contract.

Commissioner Regan will contact Sally Smith, appointed by the Condominium Association to oversee this project, to discuss the terms and to sign project cost-sharing agreement. Mr. Baker was instructed to get an official request for a work permit on the County right-of-way ready to be signed by the Commissioners and submitted to the County next week.

8. Discussions were held pertaining to Area 7 Detention Pond Maintenance Project. Mr. Baker will hold an on-site meeting with the contractors at noon on the day of this meeting. Initial clearing project cost was estimated below \$5,000, which is below Small Works Roster required range of \$5,000 to \$20,000. The Commissioners instructed Mr. Baker to inform the contractors that the original clearing project will be followed by an on-going pond maintenance project.

The next regularly scheduled meeting of the Drainage District will be held at 10 AM on 12 June 2003.

The 29 May 2003 meeting adjourned at 11:20 AM.

Immediately after this meeting the Commissioners visited several drainage problem sites, including Adventurer, Pathfinder, and Seafarer Lanes. The Commissioners were accompanied by Mr. Baker, Mr. Winkelman, and Mr. Turpin.

90 Adventurer Lane:

Last month Shirley Porter, 90 Adventurer Lane, brought to the Commissioners' attention a drainage problem affecting her downstream neighbor Donald Platzer, 630 Pioneer Lane. According to Ms. Porter, Mr. Platzer is convinced that flooding of his property is caused entirely by Ms. Porter, while she herself believes that water flow affecting Mr. Platzer is a runoff from the adjacent Kehele Park. Accompanied by Mr. Baker and Mr. Winkelman, Commissioners assessed the problem in search for possible solutions. They determined that Ms. Porter's place borders the greenbelt hosting a utility easement, providing for rather easy solution to an existing drainage problem, which should include installment of a drain along the park trail directing water flow affecting currently Ms. Porter's property into Adventurer Lane road ditch.

90 Pathfinder Lane:

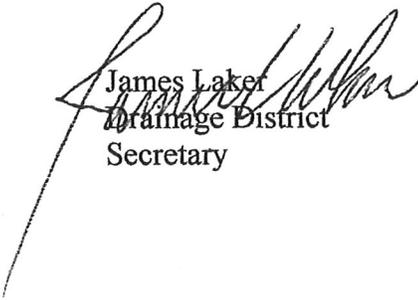
The Commissioners talked to the owner Richard Jackling, whose property appears to be set at the lowest point on the Pathfinder Lane and on the natural drainage path that runs downstream towards the Kehele Park greenbelt area. The Commissioners discussed various ways to reroute the water flow affecting the property. Mr. Turpin advised that the County was willing to assist in solving this problem. Following prolonged discussion, it was agreed that the best possible solution will involve installing a catch basin on the County right-of-way by the north-western corner of the affected property and running a drainage pipe along the northern borderline of the property into the downstream greenbelt. The County will install the catch basin, the owner will pay for the

pipe and installation. Mr. Baker was instructed to estimate the size of the pipe needed for this project. Upon the completion of this project, the owner will be asked to grant the PLDD a drainage easement to assure proper maintenance of the pipe. Mr. Baker was instructed to prepare legal description of the easement discussed. The County will maintain the catch basin.

Seafarer Lane cul de sac

The County received a request for a driveway permit from the owner of lot # 185 at the Seafarer Lane cul de sac adjacent to another still vacant lot #184. The inspection of the street showed that the roadside ditch by the lot #185 as well as adjacent lots #184 and #183 has been filled or never existed. The Commissioners supported Mr. Turpin's opinion that the best way to drain both lots (185 and 184) will be by ways of the Seafarer Lane road ditch. The County will now proceed with reopening the road ditch along the Seafarer Lane cul de sac properties.

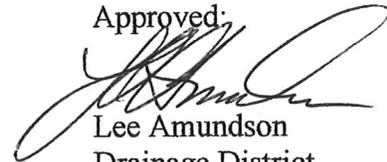
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer