

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow 98365

Minutes of the 37th Regularly Scheduled Meeting
10 AM, 12 June, 2003

Call to order and Approval of Minutes:

The 37th 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 8 May and 29 May 2003 regularly scheduled meetings. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 8 May to 12 June 2003 for the total amount of \$23,227.13. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-043	\$7,584.47	Gray & Osborne, Inc.
03-044	\$3,067.88	Gray & Osborne, Inc.
03-045	\$9,000.00	Public Works Board
03-046	\$700.00	Commissioners' Expenses (Laker)
03-047	\$400.00	Rent (Ludlow Maintenance Commission)
03-048	\$1,736.50	Legal (Lawler & Burroughs)
03-049	\$401.72	Payroll (Wilson)
03-050	\$66.56	Payroll Taxes (Bank of America)
03-051	\$200.00	Bookkeeping (Brown)
03-052	\$70.00	Bookkeeping (Thayer)

Public Forum:

Responding to Walt Taylor's inquiry, Barry Baker, Gray & Osborne, Inc., reported that culvert No. 63 located within Montgomery Lane approximately 280 feet north of Libby Court had been included as a part of the Comprehensive Plan Study. A recommendation is included in the Comprehensive Plan to revise the flow coming off Oak Bay Road to reduce flows to this undersized system. An alternative approach is to remove and replace the driveway drainage culverts with properly sized culvert and to reconfigure the entrance to the outlet pipe. The recommendation in the Plan is to reconfigure the flows from Oak Bay Road to reduce flows to Montgomery Lane system. The matter then was referred to Bob Turpin, Jefferson County engineer, as the culvert discussed is located on the County right-of-way.

Old Business:

1. PLDD Treasurer Amundson gave a detailed report on the status of the PLDD finances, advising that overall PLDD expenditures were within the approved budget with approximately \$117,000 remaining in the bank.
2. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Baker submitted for the Commissioners' review a revised copy of the Plan. Public copy is now available for review. Several copies of the Plan were placed at the Beach Club office for a three-day checkout. Copies of the Plan will be sent to Bob Turpin, who will personally deliver those to the heads of the Departments of Public Works and Community Development. Copies of the Plan will be sent to a number of other agencies. A list of the recipients will be available to the Commissioners next week. Walt Taylor will write a notice of the Plan release for the local newspapers. A notice will also be placed in the Voice. Public comments will be accepted through July 31, 2003, and will be included in the final draft of the Plan. When finalized and approved by the PLDD Commissioners the Plan will be sent out to be adopted by the Jefferson County Commissioners. Mr. Baker was instructed to look into public process involved.
3. Discussions were held pertaining to the North Bay Condo Project. Everything is ready to start the work. The Commissioners have signed a cost sharing agreement with the North Bay Condominiums. The latter agreed to pay for 24.5% of the construction and administrative expenditures to be made by the PLDD to perform the work, estimated at \$13,235. The Commissioners received a check from North Bay Condo #2 for \$3,723 or 115 (one hundred and fifteen) percent of the estimated project cost to guarantee payment for actual expenditures.

Mr. Baker has prepared and Mr. Burroughs, PLDD attorney, has reviewed legal description of a non-exclusive easement for the site of the proposed project. The North Bay No.2 Condo President and the PLDD Chairman Commissioner Regan have signed this document. Commissioner Amundson will record the easement described later this day.

Both bids received on this project were under the engineering cost estimate. Upon Mr. Baker's recommendation and by the motion duly made and seconded, the Commissioners awarded the North Bay Condo project to the low bidder, Seton Construction Inc. of Port Townsend, WA. Mr. Baker has prepared the necessary paperwork. Contracts have been forwarded to Seton Construction for signature and notice to proceed will be given after execution of the contract.

4. The PLDD Commissioners discussed Area 7 Detention Pond Maintenance Project. The Commissioners received no bids for this project at the time of the original bidding. Mr. Baker then met with three contractors interested in the project and

received a bid from Olympic Tree Service of Port Ludlow, WA. Work to be done includes removal of all trees and brush inside chain-link fence, clearing outer perimeter of fence eight to ten feet, removal of trees and brush in drainage easement totaling ten feet in width, and removal of all debris from the site of the project. Project cost was estimated at \$2,500 plus 8.2% sales tax. Following brief discussion, Commissioner Amundson moved to authorize Mr. Baker to enter into contract with Olympic Tree Services to do Area 7 Detention Pond Initial Clearing Project. Motion carried.

5. Discussions were held pertaining to changing PLDD assessment methodology. Mr. Baker prepared a draft letter report to the County Commissioners requesting reevaluation of the PLDD assessment methodology. In his report Mr. Baker presented documented proof of some previously made assumptions being incorrect, therefore, making a case for an assessment change. Following discussion, Mr. Baker was instructed to prepare an official engineering report to accompany the letter discussed. Motion carried. The letter accompanied by an engineering report will be signed by the PLDD Commissioners and mailed to the County after the next (June 26) meeting.
6. The Commissioners were given a report on the pipe inspection (the pipe inspected is located on the Montgomery Lane at Libby Court). Inspection revealed a large hole in the bottom of the pipe. Several sections of the pipe have been slip-lined; those omitted have since rusted out on the bottom. A complete inspection report should be ready by the next (June 26) PLDD meeting. The report will include repair recommendations and cost estimates. Discussion followed. Mr. Taylor advised that he had been collecting picture documentation on the outfall discussed over the last twenty years and would be glad to provide the PLDD with a copy of his records. Information will be passed on to Mr. Baker.
7. At the audience's request, Mr. Baker summarized Comprehensive Plan Study findings and recommendations pertaining to development of a drainage infrastructure essential to control rainfall runoff within the Drainage District boundaries.

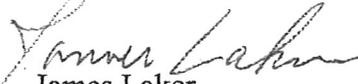
New Business:

1. Discussions were held pertaining to PLDD involvement in drainage issues associated with the PLA log-dump development project. As a public agency PLDD has a right to comment on any project involving drainage issues, including the ones approved by the County. Following discussion, Mr. Baker was instructed to check with the Department of Community Development and prepare a status report on the indicated project for the next (June 26) PLDD meeting.

The next regularly scheduled meeting of the Drainage District will be held on 26 June 2003.

The 12 June 2003 meeting adjourned at 11:50 AM.

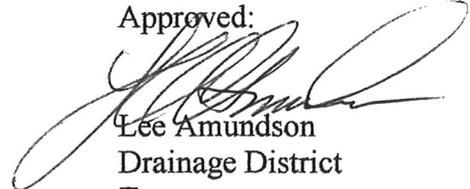
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer