

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 45th Regularly Scheduled Meeting
10 AM, 9 October, 2003

Call to order and Approval of Minutes:

The 45th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. The first order of business was approval of the Minutes of the 25 September 2003 regularly scheduled meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 11 September to 9 October 2003 for the total amount of \$9,152.95. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-082	\$297.83	Payroll (Wilson)
03-083	\$43.39	Reimbursements (Wilson)
03-084	\$49.34	Payroll Taxes (Bank of America)
03-085	\$751.02	Gray & Osborne, Inc.
03-086	\$7,484.39	Gray & Osborne, Inc.
03-087	\$200.00	Rent (Ludlow Maintenance Commission)
03-088	\$78.00	Legal (Lawler & Burroughs)
03-089	\$11.98	Department of L & I
03-090	\$237.00	Bookkeeping (Brown)

Public Forum:

Responding to a question from the audience, the Commissioners explained their involvement with Ludlow Cove development.

Drainage problem on Foster Lane was assessed immediately after this meeting.

The owner of the Port Ludlow Place expressed his concerns about new assessment methodology by stating that his building was built with a county required hundred-year storm water management system and, therefore, might be wrongfully assessed to solve drainage problems of the other Port Ludlow residents. The Commissioners responded that it is their policy to assess everyone based on an assumption that water is a community problem. Discussion followed.

Old Business:

1. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Baker, Gray & Osborne, Inc., brought in revised copies of the plan and a transmittal letter summarizing changes for a Commissioners' final review. The plan will be adopted by the PLDD Commissioners at their next (October 23) meeting, and sent for adoption by the Jefferson County Commissioners as a part of an overall Comprehensive Stormwater Management Plan for the Jefferson County.
2. Last month a Notice of Completion of Public Works Contract (North Bay Condo Project) was sent to the state. In response, the District received a letter advising the Commissioners that the state does not require tax clearance for contracts that are under twenty thousand dollars. This letter will be filed with the rest of the PLDD records for the North Bay Condo Project.
3. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Mr. Baker brought in copies of this project design for a Commissioners' review. Detailed discussion of the plans followed. Mr. Baker answered questions asked by the Commissioners and the members of the audience. Project contract documents will be available within two weeks of the project design completion. The Commissioners instructed Mr. Baker to expand project plans to show county responsibilities in completion of this project.
4. Discussions were held pertaining to the development of the PLDD 2004 budget. Treasurer Amundson gave a detailed report on PLDD 2003 budget and made recommendations for the 2004 budget. Treasurer Amundson will meet with Mr. Baker next week to review PLDD 2003 engineering budget and prepare PLDD 2004 engineering budget. Since the Commissioners decided to follow Mr. Baker's recommendation and postpone Montgomery Lane Pipe Replacement Project till the next year, projected PLDD 2004 capital improvement budget will have sufficient funds to complete Oak Bay Road Conveyance System Repair Project in one step. PLDD budget should be submitted to the County for a review and adoption in November. The Commissioners will further discuss their 2004 budget at their next (October 23) meeting and will finalize it at their November 13 meeting.

New Business:

1. The Commissioners discussed and by a motion duly made, seconded, and carried approved PLDD Resolution # 10, adopting rules for public inspection and copying of public records. Information request forms are available at the Beach Club front desk.
2. Discussions were held pertaining to changing to PLDD winter schedule of conducting one meeting a month. Following discussion, the Commissioners agreed to continue with two monthly meetings.

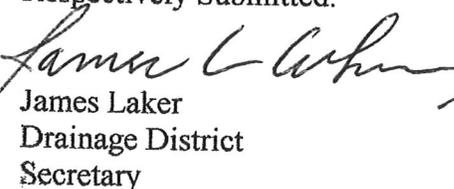
3. Discussions were held pertaining to drainage plans review provided by the PLDD for the Architectural Control Committee. Commissioner Regan suggested delegating plan review responsibilities to the PLDD engineering staff (Gray & Osborne, Inc.) Following prolonged discussion, Mr. Baker was instructed to make a draft of PLDD Drainage Plan Guidelines. Once approved this document will be included into ACC new construction request package.

The next regularly scheduled meeting of the Drainage District will be held on 23 October 2003.

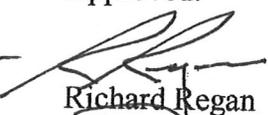
The 9 October 2003 meeting adjourned at 11:35 AM.

Immediately after this meeting the Commissioners visited drainage problem site on Foster Lane. The Commissioners were accompanied by Mr. Baker and Mr. Turpin.

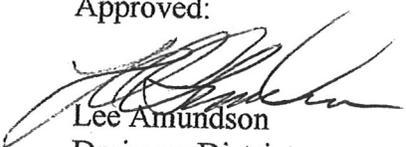
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer