

Port Ludlow Drainage District

**Post Office Box 65261
Port Ludlow 98365**

**Minutes of the 46th Regularly Scheduled Meeting
10 AM, 23 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 9 October 2003 regularly scheduled meeting. Minutes were approved as written.

Public Forum:

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

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 the changes. Mr. Baker's official recommendation to adopt the plan was followed by a prolonged discussion. Treasurer Amundson made a motion to instruct Mr. Baker to prepare and submit for a Commissioners' review a submittal document summarizing all changes made to the plan since the original draft was released for comments. Following brief discussion, Treasurer Amundson restated his motion to read that the Commissioners instruct Mr. Baker to prepare all documents necessary to submit Comprehensive Plan to the County and submit it to the County as soon as possible. Following further discussion, Treasurer Amundson withdrew his restated motion and made a motion to adopt the Comprehensive Plan and prepare a letter of transmittal to the County as soon as possible. Commissioner Laker seconded this motion. Motion carried. Mr. Baker will prepare five final copies of the Comprehensive Plan and draft a transmittal letter to be finalized by Chairman Regan. If adopted by the Jefferson County Commissioners this plan will be a part of an overall Comprehensive Stormwater Management Plan for the Jefferson County.
2. Discussions were held pertaining to the development of the PLDD 2004 budget. Treasurer Amundson gave a detailed report on proposed 2004 budget. Following prolonged itemized discussion, Commissioners agreed on raising assessment portion of the proposed budget by five thousand dollars to allow for sufficient funds for the top part of the Oak Bay Conveyance Repair Project. Commissioner Laker made and later withdrew a motion to approve \$154,900.00 assessment part of the budget. Treasurer Amundson will be making an official recommendation to adopt the 2004

budget at the next (November 13) PLDD meeting. The budget should be finalized and submitted to the County for a review and adoption on the day of the next PLDD meeting, November 13, 2003.

3. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Washington Department of Fish and Wildlife had issued PLDD a hydraulic project approval for this project. This document will be filed with the rest of this project paperwork. Mr. Baker brought in copies of the revised project plans. Detailed technical 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. Mr. Baker recommended opening bids for this project early next year. The Commissioners instructed Mr. Baker to split this contract into three bid items:
 - a) Oak Bay Road ditch work;
 - b) Oak Bay Road to Montgomery Lane channel work;
 - c) Montgomery Lane to the Bay Shore pipeline work.
4. Discussions were held pertaining to North Bay Condo Project retainage release. All documents are in order except for the certified letter from Seton Construction, which is expected to arrive shortly after this meeting. Mr. Baker could not recommend retainage release until the letter was received. This issue will be further discussed at the next (November 13) PLDD meeting.
5. Discussions were held pertaining to drainage plans review provided by the PLDD for the Architectural Control Committee. Mr. Baker brought in a draft of the PLDD Drainage Plan Guidelines for a Commissioners' review. Once approved this document will be included into ACC new construction request package.
6. Discussions were held pertaining to Foster Lane drainage problem. The Commissioners visited the site of the problem earlier this month. Mr. Baker recommended two solutions to this problem. Following discussion, the Commissioners agreed to write a letter to the County recommending the solution they all agreed upon at this meeting.

New Business:

1. The Commissioners discussed and by a motion duly made, seconded, and carried adopted their official record keeping policy. From now on the tapes of the meetings will only be kept until such a time when the minutes of the meetings they reflect are formally approved by the Commissioners at the time of their regular meeting. The minutes will then be filed as official record of the meeting and tapes will be reused to record subsequent meetings.

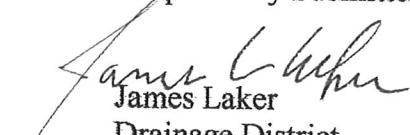
Commissioners' Reports and Comments:

1. Tapes and minutes requested by Mr. Bert Loomis earlier this month remain unclaimed in the PLDD Beach Club in-box. Mr. Loomis has not paid for the services he requested.
2. Chairman Regan received a call from a potential buyer inquiring about possibilities of drainage problems on a Condon Lane waterfront property. Comprehensive Stormwater Management Plan has not identified any drainage problems in that area. Individual integrity of the lot is lot owner's responsibility.
3. Commissioner Regan reported being instructed by Michael Walker, LMC Board of Trustees President, to explain PLDD role in the events surrounding ACC approval of the Ron Gregory's request to build a new house on the McCurdy Lane last year. Mr. Regan had reviewed this construction drainage plans as requested by the LMC Architectural Control Committee prior to the signing of an official inter-local agreement between LMC and PLDD, which currently allows PLDD review all drainage plans submitted to the ACC and make recommendations. PLDD Commissioners have no legal authority to require drainage plans change. These plans, as many others, were reviewed as requested by the ACC and the comments were used at the ACC discretion.

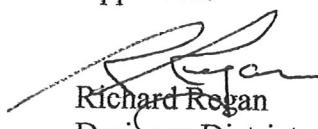
The next regularly scheduled meeting of the Drainage District will be held on 13 November 2003.

The 23 October 2003 meeting adjourned at 12:00 AM.

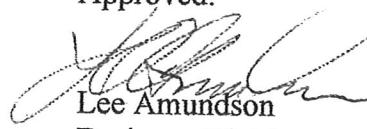
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer