

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 64th Regularly Scheduled Meeting
10 AM, 9 September 2004

Call to order and Approval of Minutes:

The 64th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. No minutes were approved at this meeting.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 12 August to 9 September 2004 for the total amount of \$156,920.65. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
04-053	\$1,758.88	Gray & Osborne, Inc.
04-054	\$154,961.77	Seton Construction of Port Townsend, WA
04-055	\$200.00	Bookkeeping (Brown)

In addition, a duplicate voucher # 04-053 for the amount of \$ 473.18 has been approved by the Commissioners, signed, and executed to pay interest on the American Marine Bank loan taken out by the PLDD earlier this summer to complete Oak Bay Road Conveyance System Repair Project. The payment was due September 1, 2004.

Public Forum:

Dean Nelson brought in for the Commissioners' review preliminary drainage plans for the Montgomery Lane property he is purchasing to develop. Detailed discussion followed. Commissioners' recommendations will be incorporated in Mr. Nelson's plan.

Old Business:

1. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Phase I & II are now substantially complete. Treasurer Amundson reported receiving a partial payment letter and a bill for this project. The amount shown on the bill sent in by Seton Construction was slightly higher than the amount indicated on the partial payment letter sent in by Gray & Osborne. This discrepancy was discussed with Barry Baker, Gray & Osborne engineer. A voucher for the lower amount was authorized earlier this meeting. The Commissioners were notified of the concerns, verbally expressed by Keith McConnell, 483 Montgomery Lane, with regards to greenbelt tree removal in an

effort to perform Phase I. Among the issues, brought up by Mr. McConnell, were erosion, privacy, and safety of public access. Mr. McConnell was asked to send a letter of concern to the PLDD Commissioners. To date, no such letter has been received by the PLDD. Other restoration concerns were expressed to the Commissioners by the owners of the Montgomery Lane properties. Discussion followed. The area will be hydro-seeded.

Commissioner Amundson introduced a PLDD agreement with Melvin and Katie Smith, Montgomery Lane, regarding pipe installation that was completed within the easement behind their home as a part of the Oak Bay Road Conveyance System Repair Project Phase II. The agreement states that the Smiths will reimburse the District for the cost of additional pipe installed at their request. The Smiths were asked to review this agreement.

The Smiths expressed their concerns about the accuracy of the headwall installed as a part of Phase II. The Commissioners clarified that both headwalls were completed the way planned. The Commissioners will make a site visit to inspect the headwall in question.

2. Commissioner Regan reported meeting with the county regarding Phase III financing. Treasurer Amundson also attended that meeting. The Commissioners have written an official letter to the county asking for their participation in Phase III. In their letter the Commissioners stated that the PLDD was prepared to pay for all expenses associated with the work necessary to complete Phase III if the county agreed not to collect 2005 repayment on the loan issued to the PLDD to start the District and issued a construction permit for the job. The PLDD attorney was consulted. He found PLDD proposition to the county legal in every way. Following discussion, the Commissioners signed the letter and passed it on to the county engineer for a hand delivery. The Commissioners discussed a change order to the Seton contract to accommodate Phase III. Gray & Osborne engineers were directed to check on the costs of the change order discussed and get an estimate back to the Commissioners as soon as possible.
3. Further discussions were held pertaining to the county inspectors' training. Mr. Baker is working on a schedule.
4. Area 7 annual maintenance has been completed earlier this month.
5. Commissioner Regan reported discussing Ludlow Cove Phase I drainage facilities with the county several weeks ago. He stated that PLA appeared to follow drainage plans acceptable to the PLDD. Commissioners will do another site visit to assess the progress of this development. Discussion followed.
6. Discussions were held pertaining to the Condon Lane drainage by lot # 1-2-024. The drainage problem at that location was not reported and, therefore, was not recorded in the Comprehensive Plan. The contractor, currently building a house on that lot, is

putting in a temporary solution to the drainage in that area. Providing a permanent solution at this location, will be one of the PLDD future projects. This drainage issue will be addressed in a future addendum to the Comprehensive Plan.

New Business:

1. Further discussions were held pertaining to landscaping of the Oak Bay Road Conveyance System Repair Project Phase I & II. The Commissioners plan to discuss this with Ludlow Maintenance Commission Greenbelt Committee later this year. The areas were hydro-seeded and stabilized with bark to prevent erosion.
2. The Commissioners discussed a list of potential projects for 2005 construction season. Treasurer Amundson explained PLDD unique financial situation, which limits PLDD in the amount of funds available for the construction season by collecting half of the assessment in November (after the construction season is over). Treasurer Amundson suggested keeping 2005 projects small in order to build up a reserve. Among projects recommended by Commissioner Amundson for the next construction season were Adventurer Lane Project and Olympic Lane Project. These are two small but highly troublesome situations. Commissioner Regan added performing the engineering work required for the major 2006 Greenbelt Water Rerouting Project to the list.
3. The Commissioners discussed PLDD tree removal policy. Trees consume water and stabilize the ground, therefore, help keep runoff and erosion under control. Commissioner Amundson suggested that the PLDD openly support retaining trees growing by the bluff areas while leaving retaining or removing of the greenbelt trees to the GBC.

The next regularly scheduled meeting of the Drainage District will be held on 23 September 2004.

The 9 September 2004 meeting adjourned at 11:10 AM.

Respectively Submitted:

Approved:

Approved:



James Laker
Drainage District
Secretary



Richard Regan
Drainage District
Chairman

Lee Amundson
Drainage District
Treasurer