

Minutes of the 115th Regularly Scheduled Meeting
10:00 a.m., April 10, 2008

Opening bids were taken by Engineer Barry Baker for the Montgomery/North Condon Lane Drainage Improvement Project. One (1) bid was submitted from Seton construction for \$99,607.95. This bid was well under the engineer's estimate of \$130,000.00, and was divided into three (3) schedules. Schedule A being the Port Ludlow Drainage District (PLDD) portion of improvements on Montgomery Lane connecting to the existing system, at \$32,435.99, with an additional water line at \$1,255.27; Schedule B being, Jefferson Counties portion of improvements to Montgomery Lane at \$28,094.57, and Schedule C Jefferson Counties portion of Condon Lane improvements at \$16,629.92. In addition total fixed costs will be \$21,192.20, with approximately one-third of this amount to be paid by Jefferson County, the other two thirds by PLDD, final calculations will be verified at a later date by Engineer Baker. Mr. Baker recommended that Commissioners wait until the next PLDD meeting before final approval is given, thereby ensuring that work would commence during weather more amenable to project requirements.

Call to order: The 115th regularly scheduled meeting of the Port Ludlow Drainage District was called to order at 10:06 a.m. by the Chairman, Commissioner Leland Amundson with the first order of business being approval of the minutes of the regularly scheduled 13 March 2008 meeting. The minutes were approved as written.

Expenses:

The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 13, March 2008 to 9 April 2008 for the total amount of \$7,064.16. A breakdown of this total is shown below:

Voucher Number	Item Description	Amount
08-015	GRAY & OSBORNE	\$ 6,153.81
08-016	WALT CAIRNS	\$ 140.00
08-017	KNAUSS LAW FIRM	\$ 12.00
08-018	SUSAN BARTKUS	\$ 115.44
08-019	LMC	\$ 433.60
08-020	L&I TAXES	\$ 5.78
08-021	US TREASURY	\$ 3.53
08-022	VIRGINIA BROWN	200.00

Public Forum:

- No issues were addressed to the Commissioners by the public during this forum

Old Business:

1. By a motion duly made, seconded and approved, PLDD Commissioners scheduled an open house meeting on Wednesday May 7, at 7:00 p.m. to inform the public about construction impacts regarding the upcoming **Montgomery/Condon Lane Drainage Improvement Project**, as well as other upcoming PLDD projects such as McCurdy Lane and design options for the Waste Water Treatment Plant plans. Commissioners also directed Mr. Baker to send a letter specifically to lot owners in close proximity to the upcoming projects. This workshop would give all residents impacted by these projects an opportunity to learn what will be done, as well as answering any questions and/or concerns they may have
2. Engineer Baker reported waiting for dry weather conditions to complete the **Baldwin Lane Feasibility Study**, a repair that will use expandable foam adhering to metal to re-channel water flow.
3. The **McCurdy Lane Easement** project was discussed. Mr. Baker distributed draft plans to the Commissioners. In prior weeks Mr. Baker had sent letters with return addressed, stamped envelopes, they were mailed but none have been returned as yet. Though granting an easement would be optimal, for Lot numbers 118, 123, and 126, as this would be for their own benefit; this project can proceed without the improved drainage being provided for them if they so choose.
4. PLDD Chairman Commissioner Amundson reported that he and Mr. Baker will be attending a Jefferson County Planning Staff meeting again today at 1:00 p.m. They will be working with the Planning Staff, who have been directed by the Jefferson County Commissioners to work on what would serve both entities best regarding the **Status of proposed UDC changes** that were submitted to the county in April of 2006 by the PLDD. This is regarding the preference of Jefferson County to use infiltration, which is not optimal in the Port Ludlow

Drainage District. Direct discharge is the preferred means of drainage here, with dispersion second and infiltration last. Last months Jefferson County Planning Staff meeting, attended by Chairman Commissioner Amundson and Engineer Baker, resulted in the PLDD being advised to go through an administrative change via Jefferson County Planning Staff for these changes rather than a UDC Amendment, in which case the County would be forced to charge high fees. It was agreed by Commissioners that a written agreement of some form needs to be obtained. Commissioner Amundson and Mr. Baker are expecting to receive a draft proposal of changes from Stacy Hotchkins today. Commissioner Cairns read a letter from Anderson/Hunter regarding RCW85.38 concerning plan reviews and fees, he asked Mr. Baker and Commissioner Amundson to inquire about an inter-local agreement between PLDD and the County in regard to this subject at today's Jefferson County Planning Staff Meeting

5. Chairman Commissioner Amundson reported going to the Ludlow Maintenance Commission (LMC) board meeting, as well as submitting a letter to them, prepared by Engineer Barry Baker, and endorsed by PLDD Commissioners, regarding **Green Belt Committee (GBC) actions** during the month of February. Chairman Amundson relayed to the LMC that by the GBC clearing debris from an area they thought was blocking drainage, they impacted the Cascade area that cannot handle the increased water flow. The LMC was receptive to Commissioner Amundson's request to have the GBC consult with the PLDD prior to any future work concerning drainage. Chairman Amundson spoke with Elizabeth Van Zonneveld, LMC Vice President, who assured him that as soon as the new LMC board members are selected, the LMC will meet with the PLDD and come to terms of agreement. Commissioner Cairns read GBC procedures in regard to drainage, resulting in PLDD Commissioners agreeing to review the original LMC/PLDD Inter-local Agreement prior to meeting with the LMC.
6. Ramifications concerning whether **Drainage Inspection Consultation Work** should be performed for a fee by the PLDD, specifically by Commissioner Cairns, were discussed at length. Chairman Amundson reported discussing this issue with PLDD attorney Ted Knauss who believed that the PLDD could perform these activities. However, Commissioner Cairns earlier reading of the letter from Anderson/Hunter regarding RCW85.38f reflects that this may not be the case in regard to Special Purpose Districts. All PLDD Commissioners agreed that a written agreement with Jefferson County would need to be obtained prior to consulting fees being charged. Chairman Amundson again agreed to consult with the Jefferson County Planning staff later today in regard to this matter.
7. During the March 2008 PLDD meeting engineer Barry Baker submitted early draft **plans for the Wastewater Treatment Ditch**, with survey and proposed ditch line, this area is located within the Green Belt and Port Ludlow Associates (PLA) property. A re-graded ditch, re-planting and replacing an existing culvert or putting in a bridge will be required. Plans will need to be approved by PLA, and could then be advertised for opening bids in June. This area does have a recorded easement specifically for the PLDD. Mr. Baker reported that he spoke with professional landscapers, as previously requested of him, and the cost would be approximately \$4,500.00, the existing budget allotted was \$2,500.00. After much discussion to the benefits of having the area planned by professionals, and reviewing the budget concerns, PLDD Commissioners by a motion duly made, seconded and unanimously approved, amended the contract to increase funding for this project by \$2,000.00 more, thereby enabling Mr. Baker to hire a landscape architect.

New Business:

- Chairman Commissioner Amundson reported that there had been an **Assessment Discrepancy in the amount of \$268.05**; this was billed to a lot that was not a legitimate billing. Judy Morris, in attendance at today's meeting, clarified that there were ten (10) lots in Ludlow Cove that have a common area. When the assessment was sent to Judy, initially there was a parcel associated with it that was only for information purposes, not a billing tax code, she spoke with Mr. Baker and he said that it could be billed to the one lot number, or it could be divided among those ten (10) lot owners. Ms. Morris chose to bill it to the one number as this was an easier, more efficient thing to do. The common area is the lot number that had been billed, the original parcel having belonged to Port Ludlow Associates (PLA). Ms. Morris conferred with Engineer Baker and they concurred that to resolve this discrepancy the following actions could be chosen: corrected statements could be sent out dividing up the amount between the ten (10) lots, PLDD could insist that PLA pay the assessment, or the amount could be written off. Mr. Baker and Ms. Morris recommend the later. The cost of having them review and amend the assessments and/or the possible legal fees involved in pursuing payment from PLA would be more than the amount of the assessment. They assured

Commissioners that this would be corrected for next year's assessment by dividing the amount between the ten lots. By a motion duly made, seconded and unanimously approved, PLDD Commissioners opted to write off the assessment discrepancy for the amount of \$268.05.

PLDD Commissioners discussed improvements needed to **Rainier to Oak Bay Green Belt Drainage**. Chairman Amundson reported a homeowner had water come into her house from the Cascade area, and that if the PLDD could proceed with this project it would alleviate a lot of problems with drainage in that whole proximity. Funding was considered, with Commissioner Cairns pointing out that a Public Works Trust Fund Loan would take five (5) years to pay back and allow the PLDD a break to continue with other projects. Engineer Baker addressed questions from PLDD Commissioners, former PLDD Commissioner Richard Regan and homeowner Katie Smith regarding this project including: funding, financial projections, tree preservation, grade control, time needed to obtain the loan, if Jefferson County would be able to take part in a percentage of the cost, and when he could and/or should start the design work. Engineer Baker addressed these concerns and agreed to get an outline available for the next meeting.

A special open house meeting informing the public of the Port Ludlow Drainage District upcoming projects will be held in the Bay View Room at the Beach Club on Wednesday May 7, 2008 at 7:00 p.m.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday May 8, 2008 at 10:00 a.m., at the Beach Club in the Bay View Room.

The April 10, 2008 meeting adjourned at 11:19 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer