

Minutes of the 117<sup>th</sup> Regularly Scheduled Meeting  
10:00 a.m., June 12, 2008

**Call to order:** The 117<sup>th</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was delayed for fifteen (15) minutes so the PLDD could conduct a pre-construction conference with Monte Reinders, County Engineer of Jefferson County and Paul Bocek, Project Manager of Seton Construction regarding the Montgomery/Condon Lane Drainage Improvement Project. Engineer Barry Baker submitted a preconstruction conference checklist, which will be posted with these minutes. This project will take approximately forty-five working days to complete, the Notice to Proceed will commence the day of this meeting, and mobilization will start on the Monday following June 26, 2008. PLDD Commissioners present were Leland Amundson, Walter Cairns and James Laker.

The 117<sup>th</sup> regularly scheduled meeting was called to order by Chairman, Commissioner Leland Amundson at 10:15 a.m.

The minutes of the Special Open House May 07, 2008 meeting were approved as submitted.

**Expenses:** The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 8 May 2008 to, 11 June 2008 for the total amount of \$6, 791. A breakdown of this total is shown below:

| Voucher Number | Item Description | Amount    |
|----------------|------------------|-----------|
| 08-029         | WALT CAIRNS      | \$ 141.99 |
| 08-030         | SUSAN BARTKUS    | 124.10    |
| 08-031         | LMC              | 216.80    |
| 08-032         | DEPT. OF ECOLOGY | 6,108.49  |
| 08-033         | VIRGINIA BROWN   | 200.00    |

**Public Forum:**

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

**Old Business:**

1. The **Montgomery/Condon Lane Drainage Improvement Project** was discussed prior to this meeting during a pre-construction conference with Monte Reinders of Jefferson County and Paul Bocek of Seton Construction. Seton Construction was the only company to submit a bid on April 10, 2008 in the amount of \$99,607.95 for completion of the **Montgomery/Condon Lane Drainage Improvement Project**. 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 to Montgomery Lane which will connect to the existing system, at a cost of \$32,435.99, with an additional water line at \$1,255.27; Schedule B would be the Jefferson County portion of improvements to Montgomery Lane at \$28,094.57, and Schedule C the Jefferson County 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 remainder by PLDD.
2. Engineer Baker reported that he will be completing the **Baldwin Lane Feasibility Study** two weeks from the date of this meeting, during dry weather. This repair will use expandable foam adhering to metal to re-channel water flow.
3. Plans for the **McCurdy Lane Easement** project were discussed. Mr. Baker reported that two (2) property owners have not submitted signed easements, contracts have been sent out. In weeks prior, Mr. Baker sent letters with return addressed, stamped envelopes to lot owners in the immediate area. Though granting an easement would be optimal, this project will be able to proceed without the improved drainage being provided for lot owners if they so choose. Commissioners had asked Mr. Baker to contact these lot owners one more time prior to proceeding with the project, thereby giving them one more opportunity to have improvements made to drainage for their lots. By a motion duly made, seconded and carried during the May PLDD meeting, Commissioners authorized Mr. Baker to advertise for bids on the McCurdy Lane Easement project. Bid Openings are scheduled for 10:00 a.m. on June 28, 2008.
4. Mr. Baker and Chairman Commissioner Amundson attended a Jefferson County Planning Staff meeting during

April, working with the Planning Staff, in particular Stacie Hoskins, who will be putting together a draft administrative rule for the PLDD to review. This draft will comprise 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. The PLDD had been 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 whatever the case, a written agreement of some form needs to be obtained. Commissioner Amundson and Mr. Baker are expecting to receive the aforementioned draft proposal from Stacie Hoskins by the end of this week. Jefferson County will be responsible for inspections; other issues will be proposed in the draft agreement. Mr. Baker and Commissioner Amundson felt that the Jefferson County Planning Staff were very co-operative and receptive to PLDD concerns.

5. Engineer Barry Baker reported that **the Wastewater Treatment Ditch** plans are in process of drafting and design, a cost estimate will be submitted for the July PLDD meeting. Many lot owners directly impacted by this project were present for a special PLDD meeting that was held on May 7, 2008, to inform residents about upcoming PLDD projects and to answer any questions they may have had for PLDD Commissioners, engineer Baker or landscape architect Susan Black. Lot owners contributed their opinions and desires, thus enabling Mr. Baker and Ms. Black to incorporate these suggestions into project designs. The proposed construction area is located within the Green Belt and Port Ludlow Associates (PLA) property. A re-graded ditch, re-planting and putting in a bridge will be done.
6. Discussions pertaining to the **Rainier to Oak Bay Greenbelt Drainage** project were held. Commissioner Walter Cairns suggested that it would be possible to start the project now by replacing the culvert below Oak Bay Road with existing PLDD funds, and phasing the remainder of the project when Public Works Trust Funding (PWTF) became available, the Greenbelt portion to be done in 2009 and the Rainier section in 2010. At Commissioner Laker's request, Mr. Baker again gave a brief summary of the PWTF Loan options and eligibility requirements, which PLDD Commissioners have been considering in order to begin work in the aforementioned area. These are low-interest loans to local governments that have critical public works needs; eligible activities include repair, replacement, reconstruction and improvement of eligible public works systems to meet current standards for existing users. As a Special Purpose District, the PLDD would be eligible for a PWTF loan of up to \$1,000,000.00 for the Pre-Construction loan with an interest rate of ½% with 15% matching funds, for five (5) years. This could then be rolled into a Construction loan with the same percentage rates for twenty (20) years. Gray and Osborne have prepared a draft application on behalf of the PLDD, for no charge. By a motion duly made, seconded and unanimously approved, PLDD Commissioners directed Barry Baker to proceed with a phased project plan, including construction and design, beginning in 2009 and to be completed in 2010. Mr. Baker will get a formal proposal with estimates prepared for PLDD Commissioners to sign, as well as setting up a meeting with Jefferson County Engineer Monte Reinders. Chairman Commissioner Amundson will contact the Ludlow Maintenance Commission (LMC) to set up a meeting informing them of what will be done, and giving them the opportunity to ask questions they may have regarding this project.

#### **New Business:**

- The storm water overflow from the culvert onto the driveway of Richard & Mary Babaian, lot # 1-2-035 on Condon Lane was discussed. Commissioners Amundson and Cairns spoke with Mr. & Mrs. Babaian at length, who said water was flowing out of the culvert across the street and over their driveway. Chairman Commissioner Amundson asked Mr. Baker to contact Jefferson County, as this is a county road, to see if a berm could be constructed to alleviate the problem. Commissioners and Mr. Baker agreed to visit the property after this meeting. The Babaians also told Commissioner Cairns that they were concerned with plans their neighbors have to construct a stairway to the beach, and erosion of the bluff in that area. Commissioner Cairns informed them that the PLDD had no jurisdiction for this matter; it would be a decision that would have to be made by Jefferson County.
- The construction of Grace Christian Center at the intersection of Oak Bay Road and Osprey was discussed. Commissioner Cairns reported that a house trailer located there will be removed and an asphalt parking lot will be put in, with 40-50 parking spots. The property is not in the LMC, but within the PLDD. Engineer Baker stated that they will be required to treat and detain prior to construction.
- The Jefferson County Planning Department notified Commissioner Cairns of the subdivision of Port Ludlow lot # 11 (a five (5) acre tract) in area 6, owned by the Boyer's. Commissioner Cairns states that when

construction begins, the drainage plan will possibly have to be detention as there is no other way to get the water out of there.

- By a motion duly made seconded and unanimously approved Commissioners directed Engineer Barry Baker to prepare for signature a letter to the Jefferson County Council regarding preparation for Assessment Methodology Review as per RCW 85.38, which is required every four (4) years, stating that the PLDD has no plans to change current accepted methodology.
- Commissioner James Laker requested that maintenance on the easement near Port Ludlow number seven (7) near the detention pond be done. Mr. Baker will contact the small works maintenance contractor to attend to this and check the other areas that may require maintenance.
- Commissioner Laker will call Jerry Smith on Evans Lane and review his drainage plan regarding his sun room addition.

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

The June 12, 2008 meeting adjourned at 11:15 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker  
Drainage District  
Secretary

Walter Cairns  
Drainage District  
Commissioner

Lee Amundson  
Drainage District  
Chairman & Treasurer

# PRECONSTRUCTION CONFERENCE CHECKLIST

## Port Ludlow Drainage District

G&O Project No. **07416.05**

Date: June 12 2008

### Title: **Foster Lane Drainage Improvements**

\*Port Ludlow Drainage District, 121 Marine View Drive, Port Ludlow, Washington 98365  
*Name of Client Agency* *Address (Including Zip Code)*

\*Gray & Osborne, Inc 701 Dexter Avenue, North Suite 200, Seattle, WA 98109  
*Name of Consultant* *Address (Including Zip Code)*

\*Seton Construction, Inc. 4640 S. Discovery Rd, Port Townsend, WA 98368  
*Name of Contractor* *Address (Including Zip Code)*

\*Beach Club, 121 Marine View Drive, Port Ludlow, WA.  
*Location of Meeting*

#### Identification of Representatives:

|                                  | Contact                         | Phone                          | Fax                   | email  |
|----------------------------------|---------------------------------|--------------------------------|-----------------------|--|
| <b>Client Agency</b>             | <b>Port Ludlow Drainage</b>     |                                |                       |  |
| Commissioner                     | Lee Amundson                    | (360) 437-0766                 | (360) 437 – 0187      | amundson@cablespeed.com                            |
| <b>Funding Agency</b>            | <b>Jefferson County</b>         |                                |                       |  |
| County Engineer                  | Monte Reinders                  | (360) 385-9242                 | (360) 385-9234        | mreinders@co.jefferson.wa.us                       |
| ROW Inspector                    | Terry Duff                      | (360) 385-9159                 | (360) 385-9234        | tduff@co.jefferson.wa.us                           |
| <b>Engineering Consultant(s)</b> | <b>Gray &amp; Osborne, Inc.</b> | <b>(206) 284-0860</b>          | <b>(206) 283-3206</b> |  |
| Engineer                         | Barry Baker, P.E.               | (206) 427-1899<br>(cell)       |                       | <a href="mailto:bbaker@g-o.com">bbaker@g-o.com</a> |
| <b>Contractor(s):</b>            | <b>Seton Construction, Inc.</b> | <b>(360) 290-9085<br/>x108</b> | <b>(360) 385-0301</b> |  |
| Project Manager                  | Paul Bocek                      | (360) 301-2760                 | (360) 385-0301        | seton@cablespeed.com                               |
| Site Foreman/Super               | Martin Hammel                   | (360) 301-3760                 | (360) 385-0301        |  |
| Office Manager.                  | Janice Yarr                     | (360) 385-0213                 | (360) 385-0301        | seton@cablespeed.com                               |

#### 1) **Project Description**

- a) Install approximately 800 lineal feet of new drainage pipe (in three schedules)
- b) Connect to existing drainage systems
- c) Restore surfaces and landscaping

#### 2) **Communications:**

- a) The District has employed Gray & Osborne, Inc., to provide construction management on its behalf.
- b) All instructions to the Contractor, whether verbal, written, or by telephone will be given by **(Engineer)**. No other instructions shall be recognized. Any verbal instructions shall be confirmed in writing to the Contractor. Minor clarifications may be confirmed in site reports, or meeting minutes.
- c) Questions or solutions shall be transmitted through **(Engineer)** only.
- d) All correspondence shall be identified by the Project Title, and Contract.

#### 3) **Safety and Sanitary Regulations.**

- a) Contractor is responsible for site safety and compliance with all applicable laws and regulations.

#### 2) **Responsibilities of the Owner's Governing Body:**

- a) The Contracting Authority is the Port Ludlow Drainage District. All contract authorization and responsibility will be managed by the **District** President. (e.g. Change Orders)
- b) District will contact the adjacent property owners
- 3) **Completion Time of Contract:** (Contract Completion Date is 45 Working days after written notice to proceed (Proposal P-11).
  - a) **Time of Completion:** *The work to be performed under this contract shall commence as soon as the Contractor has been officially notified to proceed and shall be substantially complete by August 3, 2007. (06/12/2008) NTP + 45 working days = August 12, 2008.*
- 4) **Progress Schedule:**
  - a) Work is to start as soon as practical
- 5) **The "Intent to Pay Prevailing Wages"** shall be posted on the jobsite, in an area accessible to all employees:
- 6) **Change Orders:** (Procedures and Approvals which must be obtained prior to implementation of changes in the field). (Ref. Part 7 in the General Conditions)
  - a) Change Orders may originate as a request of the agency (Port Ludlow Drainage District) or as a change necessary due to omissions, or latent conditions.
  - b) If a change is necessary, the (**Engineer**) shall specify the extent of the change, and obtain a cost proposal from the Contractor.
  - c) Any increase or decrease of costs in the Contract price shall be submitted in accordance with the Specifications.
  - d) **One original** of the Change Order Proposal or Field Authorization with original signatures is required.
    - (1) **Faxed signature is acceptable.**
- 7) **Payments**
  - a) See Section 8 of Small Works Contract.
    - i) Comments: Note: Contractor receives 100% sales tax on amount earned to date at time of Billing. Five percent of the amount Earned to Date LESS Washington State Sales tax is retained as noted above.
  - b) A Change Order shall not be included in a monthly payment request until the Contractor has received an Owner-signed copy:
- 8) **General Comments:** (Establish Monthly Cut-off Dates) 26<sup>th</sup> of month if acceptable to contractor.
- 9) **Permits, Fees, Testing**
  - a) Right-of-way Permit needed.
  - b) All other inspection fees and permits shall be provided by (**THE CONTRACTOR**) or as otherwise called for in the Contract Documents. (e.g.: Right-of-way, road closure, mechanical, special inspection, etc.)
  - c) When permits are procured, shall submit copies of each required and valid permit required on the project to the Owner's representative for purposes of tracking start and expiration dates and required inspection times for each permit. Nothing in this part shall be construed as imposing a duty upon the Owner or A/E.
    - (1) Comments: \_\_\_\_\_
  - d) General Testing (e.g. Concrete Cylinders, Slump, Soil Compaction, etc.) services shall be as called for in the Technical Specifications.
- 10) **Project Inspection:**
  - a) Introduce Site Representative (**Engineer from Gray & Osborne**). Inspector for: pipe installation, backfill, etc.
  - b) Jefferson County may inspect/accept surface/road restoration
- 11) Define Scope of Work, Lines of Authority, and Lines of Communication: **Engineer-G&O/Port Ludlow Drainage District**
  - i) G&O will be main contact with Contractor. District/County to be informed of all issues.

12) **Rights-of-Way, Easements, and Access:**

- a) Explain any portion of the project site or facility not available to the Contractor,
- b) Define Routes of Site Access and Egress: (Security requirements, noise, speed or time limitations?)
- c) Coordination with Railroads, Highway Departments, City/Town Municipalities, Power, Sewage, etc.
  - (1) **Acquire Right of Away Permit for temporary road closure or obstruction (only necessary on this project if trucks will be flagged).**

13) **Staking Of Work:** Define responsibilities of the surveyor and the Contractor (See Special Provisions 1-05.4). Line and grade to be furnished by (Contractor/**Seton Construction.**). (Control is provided on Sheet 1 of the plan set)

14) **Submittal Data:**

- a) The Contractor shall submit a list of sub-contractors to (**Engineer-G&O**) for approval in accordance with the Specifications.
- b) The Contractor shall submit a list of materials to the (**Engineer-G&O**) for approval (List of Materials).

15) **Contractor's Schedule:** Specifications Section (**Engineer** ).

- a) Analyze the construction schedule requirements in sufficient detail to enable the owner to plan his operations: (Consideration must be given to the activities of the facility and the operations of other contractors on-site).
- b) Major Equipment, Building Materials (Procurement), and all subcontractors shall be represented on the schedule in sufficient breakdown and detail.
- c) Date required for first schedule submission (**June 11**). Submit schedule with first material submittal.

16) **Materials:**

- a) Establish Contractor's plans for delivering materials to the project site. (Protection and storage of materials? Notification? Approvals by whom? Location of lay down area?)
- b) LABELING & IDENTIFICATION: In order to avoid delay and confusion at facilities, require ALL suppliers to label shipments with proper identification:
  - (1) Project No. 07416.05
  - (2) Contract Title Port Ludlow Drainage District, Montgomery Drainage Improvements
  - (3) Contractor's Name Seton Construction, Inc.

17) **Utilities:**

- a) Notify appropriate utilities a minimum of 48 hours prior to any disruptions to existing utilities (Power, water, sewer, security systems, fire systems, steam, etc.).
- b) Call 1-800-424-5555 48 hours before you dig. Mark "Locate" areas with white paint.

18) **Drawings:**

- a) The Contractor shall have a set of all "approved" drawings on site at all times (e.g. - Shop Drawings, Stamped Electrical Drawings, etc..)
- b) The Contractor is reminded of the importance of maintaining "As-Built" drawings during construction. These drawings shall be made available onsite for periodic review during the project, and be submitted to (**Engineer**) at the completion of the work.

19) **The Contractor is responsible for all coordination and layout** of his work, and that of his sub-contractors; to insure that all rough-in and installation of mechanical, electrical, structural, and all other related systems is accomplished in such a manner to allow the completion and final operation of the project as intended in the Contract Documents.

20) **The Contractor is responsible for advising his sub-contractors and vendors of the applicable items discussed at this conference.** Subcontractors used on the project are listed below:

- a) Paving
- b) Landscaping/hydroseeding