

Minutes of the 118th Regularly Scheduled Meeting
10:00 a.m., July 10, 2008

Call to order: The 118th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman, Commissioner Leland Amundson at 10:02 a.m.

PLDD Commissioners present were Leland Amundson, Walter Cairns and James Laker.

The minutes of the regularly scheduled May 8 and 12 June, 2008 meetings were approved as submitted.

Expenses:

- The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 12 June 2008 to 9 July 2008 for the total amount of \$5,871.20. A breakdown of this total is shown below:

Voucher Number	Item Description	Amount
08-034	LMC	\$ 433.60
08-035	GRAY & OSBORNE	\$ 4,144.24
08-036	WALTER CAIRNS	70.00
08-037	LEE AMUNDSON	808.46
08-038	SUSAN BARTKUS	69.26
08-039	CASCADE 1	139.95
08-040	VIRGINIA BROWN	200.00
08-041	L&I TAXES	5.69

Public Forum:

There were no public comments at this meeting.

Old Business:

1. The **Montgomery/Condon Lane Drainage Improvement Project** was discussed, with Engineer Barry Baker reporting that the project has been awarded to Seton Construction. As per requirements, the pipe has been delivered so the contractor has officially mobilized and Seton will be on site Monday July 28, 2008; it will take approximately two (2) weeks to lay the pipe, and an additional two (2) to four (4) weeks for paving to be done by subcontractors. Mr. Baker addressed concerns from residents and PLDD Commissioners about the replacement materials for driveway restoration, stating that the restoration will be as strong or stronger, than it was prior to construction. Concrete will be replaced with concrete, asphalt with asphalt; at Jefferson County's request and cost, gravel will be replaced with asphalt. Large vegetation (such as bushes) will be dug up and replaced; smaller plantings will not be replaced but will most likely grow back in a short time. Measures will be taken to avoid excavating any more than necessary. Seton Construction was the only company to submit a bid on April 10, 2008 in the amount of \$99,607.95 for completion of this project, their bid being 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 finish the **Baldwin Lane Feasibility Study** next week when he returns to the area with tools necessary to allow him access to complete the repair. He will use expandable foam adhering to metal to re-channel water flow.
3. Plans for the **McCurdy Lane Easement** project were discussed. Chairman Commissioner Leland Amundson

reported that easement documents were obtained and have been recorded. The engineering firm of Gray and Osborne, consultants for PLDD, submitted a letter recommending that Seton Construction be awarded the contract for this project, theirs being the only bid submitted in the amount of \$31,056.60, slightly more than the engineer's estimate of \$28,178.16. Commissioner Amundson felt there were sufficient funds in the budget to take care of the overage. Commissioners James Laker and Walter Cairns agreed. By a motion duly made, seconded and unanimously approved, PLDD Commissioners awarded the McCurdy Lane Drainage Improvement Project Contract to Seton Construction. Mr. Baker will deliver the contracts to Seton Construction. Mr. Baker also reported that one other easement has been received, this one at the downstream end and more critical to completing the project, leaving only one easement not granted yet; this easement being at the upstream end. The project will be able to move forward without the easement being submitted, it just won't be extended to that area.

4. Discussion was held pertaining to the **Status of proposed UDC changes**. This will now be titled the **PLDD/ Jefferson County Administrative Rule Agreement**, as Chairman Commissioner Amundson pointed out that there will be no changes made to the UDC. Significant progress has been made on the draft of a written agreement between Jefferson County Planning Staff and the PLDD. Barry Baker reports that there has been a lot of communication between Jefferson County and himself regarding revisions which will include commercial developments as well as plats and private residences, with Jefferson County being responsible for inspections. Mr. Baker anticipates that this draft will be finalized prior to the next PLDD meeting. Since April, 2008 the PLDD has been working with the Planning Staff to comprise what would best serve both entities regarding the Status of proposed UDC changes that were submitted to the county in April of 2006 by the PLDD, 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. PLDD Commissioners agreed that whatever the case, a written agreement of some form needed to be obtained.
5. Engineer Barry Baker reported that a cost estimates for **the Wastewater Treatment Ditch**, are almost three (3) times more than originally anticipated. PLDD Commissioners and Mr. Baker examined what ramifications postponing and/or proceeding at this time with this project would have on the budget, and whether it would be more prudent to budget the project for next year, thereby being able to combine mobilization costs with 2009 projects. PLDD Commissioners determined that there was no immediate urgency for completion as the flooding that had occurred in that area was a nuisance that only affected the parking lot, water had not posed a threat to homes. Consequently, by a motion duly made, seconded and unanimously carried, PLDD Commissioners discontinued Wastewater Treatment Ditch plans along with the funds budgeted for this project in 2008 and moved said plans and budget to proceed forward to 2009.
6. Discussions pertaining to the **Rainier to Oak Bay Greenbelt Drainage** project were held. Commissioner Walter Cairns asked Barry Baker prior to this meeting to comment on the terms of a Public Works Trust Fund (PWTF) loan and what it would mean to the assessment, 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. An example given by Mr. Baker was financing a 20 year loan at ½ % interest, assuming that it would be \$500,000.00; the payments would be \$40,121.00 per year for 20 years. Currently, reports Mr. Baker, capital improvement projects are budgeted at \$100,000.00 per year, if the PWTF loan is chosen; this budget could drop by about \$60,000.00 from what it is currently. Commissioner Cairns expressed concern about getting an easement from Ludlow Maintenance Commission (LMC) at the ends of the streets for the Rainier to Oak Bay Greenbelt Drainage Project. Barry Baker said it would be possible to get an estimate on what that would cost from a MAI, Master Appraiser who would be able to give a state recognized estimate and/or consultation.
7. There was nothing to report on for the **Assessment Methodology Review as per RCW 85.38**. During the June 2008 PLDD Meeting 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.

New Business:

- Commissioner Cairns reported that there is new construction being done at the intersection of Evans Lane and Talbot, with many trees being taken down.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday August 11, 2008 at 10:00 a.m., at the Beach Club in the Bay View Room.

The July 10, 2008 meeting adjourned at 10:42 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer