

Minutes of the 122nd Port Ludlow Drainage District
Regularly Scheduled Meeting
10:00 a.m., 2008

Call to order: The 121st regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by Chairman, Commissioner Leland Amundson at 10:00 a.m.

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

The minutes of the regularly scheduled 09 October, 2008 meeting were approved as submitted.

Expenses:

The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 08 October 2008 to 12 November 2008, for the total amount of \$63,366.14. A breakdown of this total is shown below:

Voucher Number	Item Description	Amount
08-061	SETON CO.	59,057.53
08-062	GRAY & OSBORNE	3,305.53
08-063	SUSAN BARTKUS	103.89
08-064	VIRGINIA BROWN	395.59
08-065	LMC	433.60
08-066	WALTER CAIRNS	70.00

Public Forum:

- Cliff and Jackie Rick, residents of 241 Montgomery Lane, thanked the PLDD, Engineer Barry Baker and praised the contractors work (Seton) regarding the improvements recently done on Montgomery Lane and to his driveway. Mr. Rick also extended a welcome to Gray and Osborne engineer Nancy Lockett.

Old Business:

1. The **Montgomery/Condon Lane Drainage Improvement Project** was discussed, with Engineer Barry Baker reporting there will be one more small pay estimate for some minor items; he has sent pay estimate number four (4) to bookkeeper Ginger Brown. Mr. Baker reported that the final pay estimate will include the contractor voucher.
2. The **McCurdy Lane** project was discussed with Mr. Baker reporting that the project is substantially and physically complete with one (1) more pay estimate coming to pay for minor adjustments. Mr. Baker also wanted to emphasize that fifty percent (50%) of the payment was retained in lieu of a performance bond. Mr. Baker and PLDD Commissioners discussed reimbursing Liz Walter; a resident who had done her own prior catch basin improvement in this area and has extended use of this basin to incorporate part of the new improvements. Commissioners stated that an estimate of her cost could be calculated as she cannot locate her invoices. Mr. Baker reported that the contractor, Seton has framed and grated her catch basin properly to ease maintenance for the PLDD and Ms. Baker.
3. Engineer Nancy Lockett attended last month's meeting of the Jefferson County Department of Community Development to learn what progress had been made concerning the **PLDD/ Jefferson County Administrative Rule Agreement**. 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. Ms. Lockett gave a copy of the Rule Agreement Changes Draft to Chairman Amundson, she reported that Karen Beres of Jefferson County said the draft looked good and she would take it back to her colleagues for review.

4. The **Rainier to Oak Bay Greenbelt Drainage** project was briefly discussed. Last month, Commissioner Cairns read an article in the Port Ludlow Voice publication, submitted by the South Bay Community Trails Committee (SBCTC) that requested volunteer help on the lower Rainier Trail. Chairman Amundson reported speaking with Ludlow Maintenance Commission (LMC) President about the Greenbelt Committee and the Trails Committee holding off on any modifications until after the PLDD planned improvements are completed in 2010. Mr. Baker updated an application for a Public Works Trust Fund (PWTF) loan he had prepared on behalf of the PLDD and had it available at this meeting for PLDD Commissioners to sign. This could then be rolled into a Construction loan with the same percentage rates for twenty (20) years.
5. Extensive discussion occurred about **Drainage Issues on Foster and Jackson Lanes** with Engineer Baker reporting that a survey of the area is scheduled for early December (to be combined with a survey of the Greenbelt area). Commissioners asked Mr. Baker about possible solutions, including using a bio-swale, whether there would need to be any pollutions testing done (as asked by the Voice publication to Chairman Amundson), and also the upcoming construction of Grace Community Church and whether there would be new requirements by the state. Mr. Baker reported that Jefferson County has asked him to survey the south end of Condon Lane, at that time the Orchanian property will be surveyed as well.
6. The proposed draft PLDD Budget for 2009 was discussed, with funding for the Rainier/Oak Bay project being analyzed and the PWTF expected to be used for beginning the project possibly by the late part of next summer as explained by Engineer Lockett. Commissioner Cairns commented that showing the Orchanian project (lot # 1-5-010) one the proposed Budget was a necessity, he also pointed out that the individual assessment will decrease from approximately \$170.00 per year to \$130.00 per year. Chairman Amundson commented that the assessments should continue to decrease yearly as capital improvements become complete. Other items were discussed in detail including a motion duly made seconded and carried whereby Commissioners approved raising the wages of Susan Bartkus, Administrative Assistant and Ginger Brown, Bookkeeper. Commissioners scheduled the annual evening Budget Meeting of the PLDD for 7:00 p.m., Friday November 28, 2008, in the Gallery Room at the Beach Club, Commissioner Laker will call the Port Townsend Leader to advertise
7. Last month Chairman Amundson, Commissioner Cairns and engineer Baker reported being contacted by South Bay residents regarding an **Area Annexation** to the PLDD. During today's meeting the audience and Commissioners further discussed this issue with Chairman Amundson stating that if an annexation were to occur it would only be for maintenance purposes, not capital improvement projects. South Bay has sediment and detention ponds and they are interested in having professionals take care of maintenance. Chairman Amundson states that the benefit of such an arrangement would be that it would enhance the PLDD's ability to have contractors bid on maintenance projects as there would be enough work to garner interest from more contractors.

New Business:

- Chairman Amundson reported receiving a telephone call from a resident at 83 Explorer Lane about problems in that area; he let the resident know that that would be a Jefferson County easement. Engineer Lockett stated that there is a utility easement behind them to the west, with a ditch where a lot of water accumulates, and there was also a lot of grass in the ditch. PLDD Commissioners and Engineer Lockett will be visiting the site after this meeting.
- Commissioner Cairns reported that a renter residing on Schooner Lane, Lot # 10, complained about water accumulation on the property due to the vacant lot next door (# 3-0-010) being cleared with a bulldozer by the owner. Engineer Baker will be checking with the Jefferson County permit department to see if this action was approved.

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

The November 13, 2008 meeting adjourned at 11:27 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer