

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 29<sup>th</sup> Regularly Scheduled Meeting  
10 AM, 13 February, 2003

## Call to order and Approval of Minutes:

The 29<sup>th</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan with the first order of business was approval of the Minutes of the 23 January 2003 regularly scheduled meeting. Minutes were approved as written.

## Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 7 January 2003 to 13 February 2003 for the total amount of \$10,668.37. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-007	\$242.41	Payroll (Wilson)
03-008	\$40.18	Payroll Taxes (Bank of America)
03-009	\$5,899.71	Comprehensive Plan (Gray & Osborne, Inc.)
03-010	\$2,793.12	Gray & Osborne, Inc.
03-011	\$1,143.75	Legal (Lawler & Burroughs)
03-012	\$200.00	Rent (Ludlow Maintenance Commission)
03-013	\$169.20	The PT Leader
03-014	\$180.00	Bookkeeping (Thayer)

## Public Forum:

Bruce Schmitz, LMC Greenbelt Committee, informed the Commissioners of the GBC intentions in cooperation with the PLVC Trails Committee to build a trail through the greenbelt between Walker Way and Swansonville Road. Proposed trail has been staked. Building of this trail will involve crossing several drainage ditches. Preliminary plan calls for installment of plastic culverts. The Commissioners instructed Barry Baker, Gray & Osborne Inc., to find out the size and the number of the culverts needed for this project by the next PLDD meeting. Responding to a question from Ross Robson, GBC Chairman, PLDD Commissioners clarified that improvement work planned in that greenbelt will start no earlier than 2004. The Commissioners will walk proposed trail immediately after their second regularly scheduled monthly meeting, which will be held at 10 am on Thursday, February 27, 2003, at the Beach Club. Discussion followed.

## **Old Business:**

1. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Baker submitted the most completed draft of the Comprehensive Plan Study for the Commissioners review. He indicated that Water Quality testing would have to be done before the plan is completed. Sampling will start as soon as Department of Ecology permit is acquired.
2. Mr. Baker brought in two sets of PLDD 1:200 scale maps. One set will be kept by the PLDD Commissioners; another was given to Mr. Robson to be used by the Greenbelt Committee.
3. The PLDD Commissioners discussed the North Bay Condo project. Mr. Baker has prepared preliminary plans of the proposed construction and was going to visit the site to take measurements immediately after this meeting. A revised set of plans for the project should be ready by the next PLDD meeting. A special members' meeting of the condominium owners to familiarize the later with the proposed project and discuss cost sharing will be held at 10:00 am on Friday, February 21, 2003.
4. Mr. Baker notified the Commissioners that Detention Pond Maintenance Project would be ready for bids by March 1, 2003.
5. To date, the Commissioners have not received any applications for the PLDD Small Works Roster, first advertised in the Port Townsend Leader last month. Mr. Baker was instructed to start contacting the contractors listed on the Jefferson County Small Works Roster to inform them of the PLDD upcoming projects and personally invite them to join the PLDD Small Works Roster.
6. To date, the Commissioners have received one application for the updated PLDD Engineering Services Roster, advertised in the Port Townsend Leader this month.
7. Mr. Baker assured the Commissioners that revised PLDD standards for plan review submittals for the new and remodel construction within the PLDD boundaries would be ready by the next PLDD meeting. PLDD standards for drainage plan review submittals will be included into the Comprehensive Plan Study.
8. Discussions were held pertaining to PLDD insurance. After much consideration, Commissioner Amundson recommended applying for insurance with Washington Governmental Entity Pool.
9. The Commissioners considered continuation of line of credit from the American Marine Bank. Commissioners were advised that PLDD credit line with this bank could be re-opened at any time on a week notice. Following brief discussion, Commissioner Amundson moved not to continue PLDD line of credit from American Marine Bank unless needed. Motion carried.

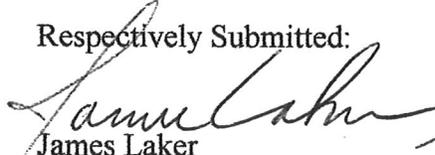
**New Business:**

1. The Commissioners received a notice of resignation from Vicky Thayer, PLDD bookkeeper. Commissioner Amundson recommended that PLDD Commissioners interview and possibly hire Kelly Oldford, an experienced bookkeeper and a Port Ludlow resident, to take over Ms. Thayer's responsibilities starting March 1, 2003.
2. Following brief discussion, Commissioner Amundson made a motion to raise Ms. Wilson's, PLDD administrative assistant's, hourly pay from \$12.50 to \$15.00. Motion carried.
3. The PLDD Commissioners discussed Jefferson County driveway requirements. Bob Turpin, County Engineer, advised that the County requires installation of a minimum of 12" culvert when issuing a driveway permit, it is stipulated that replacement of the undersized culvert is owner's responsibility. Mr. Turpin assured the Commissioners that the County would follow the recommendations of the PLDD Comprehensive Plan Study to assure that all culverts permitted for future installation are adequately sized.
4. PLDD Chairman Richard Regan brought to the Commissioners' attention a drainage issue associated with lot 22 on Baldwin Court. Proposed drainage plans review for this property revealed two possible solutions to the existing problem. Both plans were found adequate and, therefore, were approved. Subsequent to this meeting PLDD was informed that the person buying the lot has decided to not buy and build.
5. The Commissioners discussed purchase of an additional complete set of Plat maps for all Port Ludlow areas within the PLDD. The PLDD currently owns one set of the maps described; it is used by the Gray & Osborne Inc. As the cost of coping exceeds the cost of purchase, following brief discussion, Commissioner Amundson made a motion to purchase another set of Port Ludlow Plat mats from the County Assessor's Office and pay for the purchase with the PLDD contingency funds. Motion carried.
6. The Commissioners notified Mr. Turpin that the County culvert survey crew missed an Osprey Road culvert between the Detention Pond and the Oak Bay Road. This became obvious after recent clearing of the roadside ditches. Commissioner Laker showed Mr. Turpin the exact location of this culvert immediately after this meeting.
7. Mr. Turpin notified the Commissioners that slip-lining of the Oak Bay Road culvert coming out of the Detention Pond is scheduled for this summer. The County developed a two-year high priority culvert repair list.
8. The Commissioners were advised that the GBC received a warning of a possible drainage problem in the greenbelt between 199 and 201 Condon Lane. The Commissioners assured Mr. Robson that no work is needed at that location at this time or in the near future.

The next regularly scheduled meeting of the Drainage District will be held on 27 February 2003.

The 13 February 2003 meeting adjourned at 11:55 AM.

Respectively Submitted:



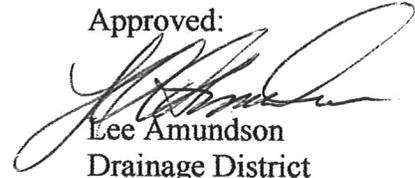
James Laker  
Drainage District  
Secretary

Approved:



Richard Regan  
Drainage District  
Chairman

Approved:



Lee Amundson  
Drainage District  
Treasurer