

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 31st Regularly Scheduled Meeting

10 AM, 13 March, 2003

Call to order and Approval of Minutes:

The 31st 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 13 February 2003 regularly scheduled meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 13 February to 13 March 2003 for the total amount of \$9,440.47. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-015	\$55.08	Payroll Taxes (Bank of America)
03-016	\$8,709.47	Comprehensive Plan (Gray & Osborne, Inc.)
03-017	\$280.00	Commissioners' Expenses (Laker)
03-018	\$23.50	Legal (Lawler & Burroughs)
03-019	\$10.00	UI Tax Administration
03-020	\$332.46	Payroll (Wilson)
03-020	\$29.96	Reimbursement (Wilson)

Public Forum:

Jim Pearson, Jefferson County Public Works Department, notified the Commissioners that he is currently working on the Jefferson County Surface Water Management Plan, which includes Port Ludlow. He expressed particular interest in the progress of the PLDD Comprehensive Plan Study and Commissioners' views on the future of the South Bay in relation to the District. The parties agreed that at some point in the future South Bay drainage facilities would have to be maintained. This might lead to the annexation of the South Bay area and, therefore, become the District's responsibility or the County's (if South Bay remains independent from the PLDD) liability. Both options will be presented in the County's Surface Water Management Plan. Discussion followed.

Walter Cairns, former PLDD Chairman, expressed his concerns regarding current PLDD assessment methodology. Following discussion, the Commissioners agreed not to pursue methodology change until PLDD Comprehensive Plan is completed and adopted by the County.

Old Business:

1. Discussions were held pertaining to Swansonville/Walker greenbelt trail hydraulic design. Barry Baker, Gray & Osborne Inc., reported that described greenbelt area would require a minimum pipe size of 24-inches for flow capacity. However, with the width of the existing channel measuring at approximately 48 inches and very high velocities in the areas of the proposed culverts, he recommended culvert over-sizing to a minimum of 36-inch pipe, and preferably maintaining the existing channel width with 48-inch pipe. Following discussion, the Commissioners agreed to send a letter to the PLVC Trails Committee recommending 48-inch culverts.
2. Mr. Baker also reported that driveway tiles within the PLDD boundaries were now sized based on flow and slope and a color-coded map was prepared as a guide for driveway sizing. This information is based on no future changes to the drainage pattern as might be recommended by the Comprehensive Plan. Later this week Mr. Baker will send a copy of this map to Bob Turpin, County engineer, to assist the County with driveway permit issuing.
3. Gray & Osborne (G&O) engineering team analyzed possible modification of the Oak Bay Road system and draw a preliminary project profile. The analysis showed that flow could be redirected from approximately Montgomery Lane down to Swansonville Road only allowing overflow events to cross the Oak Bay Road to the east. The project as envisioned by G&O would necessitate extensive and, therefore, extremely expensive piping. The Commissioners instructed Mr. Baker to look for alternative solutions to the indicated problem.
4. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Baker noted that Water Quality Sampling had been approved by the Department of Ecology and was performed on the day of this meeting. Water Quality Assurance Plan was officially signed by the PLDD Chairman Richard Regan; it will be included in the Comprehensive Plan as an appendices.
5. Mr. Baker brought in three extra sets of PLDD 1:200 scale maps.
6. Mr. Baker notified the Commissioners that Centennial Clean Water Fund Loan extension was granted and provided PLDD Treasurer Amundson with the paperwork necessary to file reimbursement claims.
7. The PLDD Commissioners discussed the North Bay Condo project. Mr. Baker showed the Commissioners two-sheet full-size plans of the proposed construction, indicating placing four new catch basins between the Oak Bay Road and the existing drainage pipe, one of which appears to be on the County right-of-way. The Commissioners instructed Mr. Baker to clear this issue with the County permit department. The plans were shown to Mr. Turpin.

8. Discussions were held pertaining to the Area 7 Detention Pond Maintenance Project. Mr. Baker notified the Commissioners that no permit would be required for application of a broadleaf herbicide.
9. 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.
10. Discussions were held pertaining to PLDD insurance. After much consideration, Commissioner Amundson recommended applying for insurance with Washington Governmental Entity Pool. The insurance resolution should be signed at the next PLDD meeting.
11. The Commissioners were notified that Kelly Oldford could not accept PLDD bookkeeper position. At a separate interview meeting the Commissioners interviewed Ginger Brown, an experienced bookkeeper and a Port Ludlow resident. Following brief discussion, Commissioner Amundson moved to hire Ms. Brown as a PLDD consultant bookkeeper at the rate of \$20.00 an hour with a monthly minimum of \$200.00. Motion carried. Ms. Brown will take over Ms. Thayer's responsibilities starting April 1, 2003.

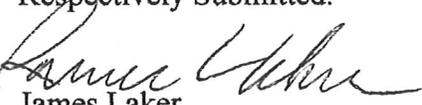
New Business:

1. Following discussion, the PLDD Commissioners deferred setting date for Comprehensive Plan second workshop till the next PLDD meeting.
2. Following discussion, the Commissioners instructed Mr. Baker to look into development of a legal and binding cost-sharing agreement form to be used in the North Bay Condo and other similar future PLDD projects.

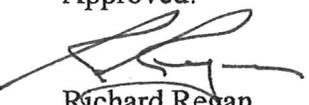
The next regularly scheduled meeting of the Drainage District will be held on 27 March 2003.

The 13 March 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