

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow 98365

Minutes of the 61ST Regularly Scheduled Meeting
10 AM, 8 July 2004

Call to order and Approval of Minutes:

The 61st regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. All Commissioners were in attendance. The minutes of the 24 June 2004 regularly scheduled meeting were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 9 June to 8 July 2004 for the total amount of \$5,540.09. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
04-040	\$1,334.52	Commissioners' Expenses (Regan)
04-041	\$3,513.32	Gray & Osborne, Inc.
04-042	\$200.00	Rent (Ludlow Maintenance Commission)
04-043	\$242.42	Payroll (Wilson)
04-044	\$40.16	Payroll Taxes
04-045	\$200.00	Bookkeeping (Brown)
04-046	\$9.67	Department of L&I

Public Forum:

Ken Horvarth, a public safety analyst for the city of Port Townsend, respectfully requested that the Commissioners consider adopting the Jefferson County Mitigation Plan, he is developing, as the official Natural Hazards Mitigation Plan for PLDD. Adoption of the indicated plan enables the PLDD to qualify for the federal emergency monetary assistance in case of natural disaster. Following discussion, Commissioner Amundson made a motion to sign PLDD resolution # 13 adopting Jefferson County Mitigation Plan as the official Natural Hazards Disaster Plan for PLDD. Motion carried. This resolution was prepared by Mr. Horvarth.

Judith Morris, Jefferson county auditor, asked the Commissioners for directions with regards to the assessment error that effected assessment collection on a Ludlow Cove common area parcel previously owned by the PLA as a part of a larger parcel subdivided late last year. This common area parcel is currently identified as a common area for the seven individual lots. Therefore, its assessment should be split seven ways among the seven above mentioned lot owners. Due to a county clerical error on the assessment roll sent to the G&O to calculate the 2004 assessment, this parcel's assessment was mailed to

the PLA, who owned the parcel prior to subdivision. The lot owners have been already billed for this year. PLA had paid this parcel's assessment on the two lots they have still owned at the time of the billing. Since the value of the outstanding assessment is less than the funds seem to be needed to adjust this parcel's assessment and re-bill the five remaining owners responsible for the assessment of this lot, the Commissioner decided not to collect the remainder of this parcel's assessment this year. Commissioner Amundson made a motion to direct Ms. Morris to disregard this assessment and render it non-collectible this year. Motion carried.

Old Business:

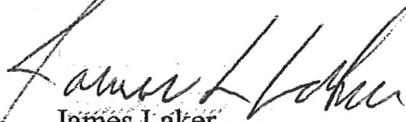
1. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Mr. Baker will hold a pre-construction meeting for Phases I & II later the day of this meeting. The work on Phase I is scheduled to start on/or shortly after July 15 and be completed no later than October 15. Start date will be discussed at the pre-construction meeting.
2. Discussions were held pertaining to the funding of the Oak Bay Road Conveyance System Repair Project Phase II. Treasurer Amundson gave a detailed report of the PLDD financial options with regards to this project. At the last (June 24) PLDD meeting the Commissioners decided to uphold their decision to take out a loan with the Mariner Bank, approved by the motion passed at June 10 PLDD meeting. Treasurer Amundson contacted the bank asking to issue the loan discussed. Since the Mariner Bank loan department failed to respond to the PLDD Treasurer's request to prepare the paperwork necessary to secure a loan in a timely manner, the Commissioners decided to take their business to the American Marine Bank instead. Treasurer Amundson will contact the bank to see if the loan can be secured as soon as possible. Mr. Baker was directed not to release the notice to proceed with Phase II to Seton Construction until the loan is secured.
3. Discussions were held pertaining to the annual maintenance of the Area 7 Detention Pond. Mr. Baker sent out project information to four contractors listed on the PLDD Small Works Roster. There was no response. Mr. Baker also reported receiving a phone call from a landscaping service interested in doing the work. He will try to get a cost estimate by the next (July 22) PLDD meeting. Pond maintenance should be done annually in August- September.
4. Earlier this month the Commissioner had visited the site of the Ludlow Cove development, which Plat Declaration grants all drainage easements and facilities to the PLDD to oversee and maintain. Also earlier this month, Commissioner Regan was asked by the County to review a drainage plan for the first house planned to be built in the above-mentioned development. Commissioner Regan reported asking the County to hold off issuing a building permit for that house until the drainage facilities for the whole development are identified and agreed upon by the PLDD and the developer.

5. Discussions were held pertaining to a possible drainage problem on 61/71 Jackson Lane. Josh Steward, Jefferson county engineer, reported the county checking on that case earlier this month. Although according to Mr. Steward, the dispute might have been settled, the Commissioners decided to personally visit the site immediately after this meeting to assess the situation.
6. Commissioner Regan reported receiving a county request for a drainage plan review for several new houses to be built in the North Bay. The plans were passed on to Mr. Baker to review and comment for the PLDD.

The next regularly scheduled meeting of the Drainage District will be held on 12 August 2004.

The 8 July 2004 meeting adjourned at 10:45 AM.

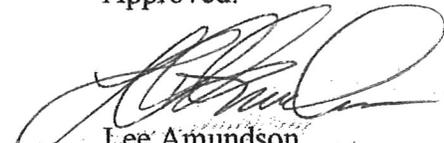
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer