

Minutes of the 116th Regularly Scheduled Meeting
10:00 a.m., May 08, 2008

Call to order: The 116th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order at 10:06 a.m. by the Chairman, Commissioner Leland Amundson. PLDD Commissioners present were Leland Amundson and Walter Cairns.

The minutes of the regularly scheduled 10 April 2008 meeting were approved as submitted.

Expenses: The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 9, April 2008 to 7, May 2008 for the total amount of \$6,791.38. A breakdown of this total is shown below:

Voucher Number	Item Description	Amount
08-029	WALT CAIRNS	\$ 141.99
08-030	SUSAN BARTKUS	124.10
08-031	LMC	216.80
08-032	DEPT. OF ECOLOGY	6,108.49
08-033	VIRGINIA BROWN	200.00

Public Forum:

- No issues were addressed to the Commissioners by the public during this forum

Old Business:

1. Seton Construction was the only company to submit a bid on April 10, 2008 in the amount of \$99,607.95 for completion of the **Montgomery/Condon Lane Drainage Improvement Project**. This bid was 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. Original bid documents from Seton Construction for the **Montgomery/Condon Lane Drainage Improvement Project** were transmitted from engineer Barry Baker to PLDD Commissioners. Mr. Baker also submitted a letter verifying Seton's qualifications as well as his recommendation that Seton be awarded the construction contract. By a motion duly made, seconded and carried, PLDD Commissioners awarded the Montgomery/Condon Lane Drainage Improvement project to Seton Construction.
2. Engineer Baker reported checking the site on May 7, 2008, but he must wait for dry weather conditions to complete the **Baldwin Lane Feasibility Study**. This repair will use expandable foam adhering to metal to re-channel water flow.
3. A signed and notarized easement was received from Ron Gregory, for the **McCurdy Lane Easement**. Mr. Gregory's property (lot number 2-3-126) was the only lot where an easement was necessary for the project to continue. In weeks prior, Mr. Baker sent letters with return addressed, stamped envelopes to lot owners in the immediate area. Though granting an easement would be optimal, this project will be able to proceed without the improved drainage being provided for them if they so choose. Commissioners Cairns and Amundson asked Mr. Baker to contact these lot owners one more time prior to proceeding with the project, thereby giving them one more opportunity to have improvements made to drainage for their lots. By a motion duly made, seconded and carried Commissioners authorized Mr. Baker to advertise for bids on the McCurdy Lane Easement project. Bid Openings will be scheduled for 10:00 a.m. on June 12, 2008 just prior to the next regularly scheduled PLDD meeting.
4. Mr. Baker reported attending a Jefferson County Planning Staff meeting with Chairman Commissioner Amundson last month. They worked with the Planning Staff, in particular Stacie Hoskins, who will be putting together a draft administrative rule for the PLDD to review. This draft will comprise what would serve both entities best regarding the **Status of proposed UDC changes** that were submitted to the county in April of 2006

by the PLDD. This is 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 April Jefferson County Planning Staff meeting, attended by Chairman Commissioner Amundson and Engineer Baker, resulted in the PLDD being 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. It was agreed by Commissioners that whatever the case, a written agreement of some form needs to be obtained. Commissioner Amundson and Mr. Baker are expecting to receive the aforementioned draft proposal from Stacie Hoskins by the end of this week. Jefferson County will be responsible for inspections; other issues will be proposed in the draft agreement. Mr. Baker and Commissioner Amundson felt that the Jefferson County Planning Staff were very co-operative and receptive to PLDD concerns.

5. Chairman Amundson reported that as soon as the new Ludlow Maintenance Commission (LMC) board assigns Greenbelt Committee (GBC) members, the LMC/GBC will meet with the PLDD and come to terms of agreement.
6. Engineer Barry Baker reported that **Plans for the Wastewater Treatment Ditch** will be submitted at the June PLDD meeting, this will include a planting plan and opening bid documents for Commissioners to review. Many lot owners directly impacted by this project were present for a special PLDD meeting that was held on May 7, 2008, this was held to inform residents about upcoming PLDD projects and to answer any questions they may have had for PLDD Commissioners, engineer Baker or landscape architect Susan Black. Lot owners contributed their opinions and desires, thus enabling Mr. Baker and Ms. Black to incorporate these suggestions into project designs. The proposed construction area is located within the Green Belt and Port Ludlow Associates (PLA) property. A re-graded ditch, re-planting and replacing an existing culvert or putting in a bridge will be required. Plans will be advertised for opening bids in June. Engineer Baker believes that the project should be started in late September, or early October, thereby giving the plantings the optimal conditions for success
7. In regard to the **Rainier to Oak Bay Greenbelt Drainage** project, Mr. Baker submitted a handout and gave Commissioners a brief summary of the Public Works Trust Fund (PWTF) Loan options and eligibility requirements. 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. Gray and Osborne will apply on behalf of the PLDD, for no charge, for the June eligibility requirement, which would then begin the process of getting plans done in 2009 and a projected start date of 2010. For the benefit of residents attending this meeting, Commissioner Cairns requested that Engineer Baker describe the PWTF requirements necessary in order for the PLDD to be eligible for an Emergency Loan should a catastrophe event occur which would make securing such a loan necessary, Mr. Baker did so, assuring that the PLDD would still be eligible to apply for these funds though they had received other loans through this same entity.

New Business:

- Commissioner Cairns reported approving the drainage plans for residences to be built by Ferguson & Cole on lot numbers 74 and 78, as well as approval for the drainage plan for lot number 1-4-078 on Condon Lane.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday June 12, 2008 at 10:00 a.m., at the Beach Club in the Bay View Room.

The May 10, 2008 meeting adjourned at 10:30 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker

Walter Cairns

Lee Amundson

Drainage District
Secretary

Drainage District
Commissioner

Drainage District
Chairman & Treasurer