

Minutes of the 120th Regularly Scheduled Meeting
10:00 a.m., 11 September, 2008

Call to order: The 120th 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 14 August, 2008 meeting were approved as submitted.

Expenses:

The PLDD Commissioners discussed and approved Drainage District expenses that accrued from 13 August 2008 to 10 September 2008 for the total amount of \$701.97. A breakdown of this total is shown below:

Voucher Number	Item Description	Amount
08-050	LMC	216.80
08-051	WALTER CAIRNS	\$ 163.96
08-052	SUSAN BARTKUS	121.21
08-053	VIRGINIA BROWN	200.00

Public Forum:

- Bud Kerns a resident of Montgomery Lane, commented that the contractor Seton and Engineer Barry Baker have done a great job on the Montgomery/Condon Lane Drainage Improvement Projects.

Old Business:

1. The **Montgomery/Condon Lane Drainage Improvement Project** was discussed, with Engineer Barry Baker reporting that the project is progressing well with Seton Construction having completed the drainage work. Seton will be working on asphalt paving this morning with the concrete work to begin this afternoon, the finish gravel and clean up remains. The contractor, Seton, will be moving onto Condon Lane this afternoon to begin the prep work for the paving to be done there tomorrow. Mr. Baker will have a pay estimate prepared to be submitted by next week and is hoping to have all the issues done so a final pay estimate can be given, which will close out the project short of retainage. A letter of recommendation, the pay estimate and an invoice from Seton will be provided at the October PLDD meeting.
2. Engineer Baker reported that the **Baldwin Lane Feasibility Study** (a repair using expandable foam adhering to metal to re-channel water flow) has been completed. Mr. Baker checked on it this morning and there are no holes. Where the transition is from the metal pipe to the concrete pipe may still have some seepage, unless the seal is absolutely perfect it has this potential, but it is dramatically improved and will continue to be monitored.
3. The **McCurdy Lane** project was discussed, with Mr. Baker commenting that the contract has been signed and the Notice to Proceed was issued last week. Seton will begin the work next week and will be responsible for restoration as well which was part of the contract.
4. Brief discussion was held pertaining to the **PLDD/ Jefferson County Administrative Rule Agreement**. Mr. Baker reported that there have been no new developments concerning the draft of a written agreement between Jefferson County Planning Staff and the PLDD; he will email the planning staff for an update and copy the PLDD Commissioners with their response. 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.

5. The **Rainier to Oak Bay Greenbelt Drainage** project was discussed. Mr. Baker reports that Gray and Osborne have prepared the application for a Public Works Trust Fund (PWTF) loan on behalf of the PLDD, and he will have that ready by the next meeting. This loan would enable the PLDD to begin working on the problems concerning drainage from the Greenbelt area that runs from Rainier to the junction of Oak Bay and Swansonville Road and currently drains to Walker Way, which is unable to handle the flow. Corrections to repair this would run into several hundred thousand dollars, therefore a PWTF loan would allow the PLDD to repair this area sooner and at a rate which would actually lower assessments. Currently, capital improvement projects are budgeted at \$100,000.00 per year, if the PWTF loan is chosen; this budget could drop by about \$60,000.00 annually. Chairman Amundson reviewed the terms of a PWTF loan during the August 2008 PLDD meeting. 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.
6. A meeting by the Jefferson County Council concerning the **PLDD Assessment Methodology Review as per RCW 85.38** was held on August 29, 2008 at 10:00 a.m. at the County Courthouse in Port Townsend, Washington. Commissioner Walter Cairns and Engineer Baker attended this meeting and reported that the county voted to approve the current PLDD methodology for calculating assessments for another four years.

New Business:

- Commissioner Walter Cairns and Engineer Baker reported getting a request for a site visit by Ken and Merrily Mount, residents of 61 Jackson Lane, concerning drainage issues that occur around the ravine between Foster and Jackson Lanes and how the nearby new home construction site may affect this area. Mr. Baker drew a diagram of the area, describing problems with surface runoff and ground water that comes from the various lots. He described ways that the PLDD could address the surface runoff, recommending that there be stub outs put in like the Olympic/Cascade project. Commissioners discussed this issue, realizing that there would have to be easements as it involves multiple private lots and whether there would be enough money in the budget to proceed. Mr. Baker stated that there would need to be a feasibility study done to go with topography survey prior asking for easements, he estimates that would take a full two days to conduct and that this would cost approximately \$5,000.00 to \$6,000.00. By a motion duly made, seconded and unanimously approved PLDD Commissioners authorized Engineer Barry Baker to have a survey done of the area. Commissioner Amundson pointed out to audience guests that this did not guarantee that the work would be done, just that at this point the PLDD will be investigating the matter.
- Engineer Barry Baker reported that he has been asked by his firm, Gray and Osborne, to take on project management of the Lake Stevens Wastewater Treatment project construction, which means that he will be unable to be in Port Ludlow on a regular basis. This project is expected to take up to five years to complete. Another principle engineer, Nancy, will be coming to the PLDD meeting with him next month and he will introduce her. Mr. Baker will still be involved somewhat in PLDD budget and planning but will be unable to be as involved after the first of the year.
- Chairman Commissioner Amundson reports that he is currently working on the budget for next year, and will have it ready to be turned in November of this year.
- The issue of Ginger Brown possibly no longer being able to serve the PLDD accounting needs was briefly discussed as her office will be moving to Poulsbo at the end of this year.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday October 9, 2008 at 10:00 a.m., at the Beach Club in the Bay View Room.

The September 11, 2008 meeting adjourned at 10:42 a.m.

Respectfully Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Walter Cairns
Drainage District
Commissioner

Lee Amundson
Drainage District
Chairman & Treasurer