

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow, WA 98365

Minutes of 4th Regularly Scheduled Meeting
10:00 AM, 10 April 2001

Call to order:

The 4th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Walt Cairns, with the first order of business was introduction of Mrs. Olga V. Wilson, applicant for the position of the PLDD Administrative Assistant. The PLDD Commissioners approved the motion to hire the applicant as a clerk to attend PLDD meetings to take minutes, attend to phone messages, and accomplish other clerical duties as required.

New Business:

1. Discussions were held with Jim Pearson, a staff member of Jefferson County Department of Public Works, pertaining to the understanding of the County Drainage Policy requirements for new and modified development. Jim also discussed the rules and regulations of the County Uniform Developing Code and Storm Water Management Manual that must be followed when starting any new construction. He stated that erosion control is essential not only for residences under construction but also for already existing ones.
2. Judith Morris, Jefferson County Treasure, gave a detailed report on the PLDD financial situation. A loan in the amount of 44,500.00 dollars at 6.5% interest rate was taken out to establish PLDD's working capital. Judith clarified that part of this loan was used to set up the expenditure fund covering the ongoing expenses of the Drainage District while the rest of the capital was invested in the State Investment Pool currently earning 4.9% interest.
3. Progress report on assessment formulation study was presented by Barry Baker, a consulting engineer with the Gray & Osborne, Inc. Discussions were held pertaining to the selection of an assessment method, which would prove to be most valuable for the district in consideration. Model assessment report was submitted. Final assessment report is due 9 May 2001, the date of next regularly scheduled PLDD meeting.
4. Discussions were held with Jefferson County Commissioner Glen Huntingford pertaining to the county participation in the development of the PLDD proposed comprehensive drainage plan. The county proposed Surface Water Comprehensive Plan will include PLDD, however, the PLDD plan will be considerably more detailed than the County Plan. The exact details of this cooperation remain to be developed.
5. The PLDD Commissioners approved budget for a purchase of a bulletin board. The amount was set at 50 dollars.

6. Discussions were held pertaining to obtaining PLDD liability insurance. It was decided to investigate several insurance companies.
7. The PLDD Commissioners approved a motion to start publishing of PLDD Semi Annual Newsletter. Its first issue is to be mailed to the PLDD residents in August 2001.

Public Forum:

No one in attendance requested to speak on any Drainage District subject at this meeting.

Old Business:

1. The PLDD Commissioners approved the Minutes of the 14 March 2001 Meeting as written.
2. Further discussions were held pertaining to the establishment of the phone number and the purchasing of an answering machine for the Drainage District use. The PLDD Commissioner Richard Regan will check on the district phone requirements.
3. Attorney Blair B. Burroughs Retainer Contract was discussed and accepted.

Expenses:


The PLDD Commissioners approved Drainage District expenses that have accrued from 14 March to 11 April 2001 for the total amount of 349.96. A breakdown of this total is shown below.

Voucher Number	Amount	Item Description
01010	\$209.96	Commissioners Expenses (Cairns)
01011	\$140.00	Commissioners Expenses (Wilke)


The next meeting of the Drainage District will be held on 9 May 2001.

The 11 April 2001 regularly scheduled meeting adjourned at 12:20 PM.


Respectfully Submitted:


 Richard Regan
 Drainage District
 Secretary

Approved:


 Walt Cairns
 Drainage District
 Chairman

Approved:


 Bill Wilke
 Drainage District
 Treasurer