

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow 98365

DRAFT

Minutes of the 11th Regularly Scheduled Meeting
10 AM, 14 November, 2001

Call to order and Approval of Minutes:

The 11th regularly scheduled meeting of the Port Ludlow Drainage District was called to order by the Chairman Walt Cairns with the first order of business was approval of the Minutes of the 10 October, 2001 meeting. The PLDD Commissioners approved the minutes as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 10 October to 14 November 2001 for the total amount of \$426.97. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
01-050	\$24.88	Bank of America
01-051	\$81.88	Commissioner Walter Cairns
01-052	\$79.18	Commissioner William Wilke
01-053	\$150.06	Olga Wilson (payroll)
01-054	\$3.98	Olga Wilson (reimbursements)
01-055	\$86.99	Vicki Thayer

Public Forum:

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

Discussions were held with Jefferson County Auditor Donna Eldridge and Election Supervisor Karen Cartmel pertaining to the Election of Commissioners in February 2002. In compliance with RCWs, title 85.38.100, general elections in the Port Ludlow Drainage District will be held on the first Tuesday after the first Monday in February in each even-numbered year. Ms. Eldridge as Jefferson County Auditor may provide for special elections whenever necessary. She has presented the Commissioners with 2001/2002 timeline of election dates and procedures for dike, drain and flood control districts. On December 1, 2001 PLDD has to provide the auditor with a list eligible voters. On December 5, 2001 the auditor will publish a notice of filing period. Official filing period will be announced for December 10 through 14, 2001. Absentee ballots requests will be accepted starting December 21, 2001 and will be available on January 17, 2002. February 5, 2002 is Election Day. Elections will be certified on February 8, 2002.

The Commissioners will to be provided with 2002 election cost estimate by the regularly scheduled December meeting.

PLDD Commissioners notified Ms. Eldridge of a number of discrepancies found in the county assessment database.

Commissioners received documentation for the hours billed to the PLDD by the Department of Public Works. Ms. Eldridge was asked to see if more detailed information could be obtained.

Old Business:

1. Discussions were held pertaining to Area 7 Drainage Detention Basin transfer of drainage easements to the PLDD. Mr. Baker, Grey and Osborne Inc., was asked to prepare an official letter to the Area 7 homeowners association containing legal description of property that District intends to acquire and own. When ownership is officially transferred to the PLDD, the later intends to assume the liability insurance for these drainage facilities currently carried by Area 7 homeowners association. PLDD intends to obtain new insurance policy providing liability coverage for the facilities in question, upon the expiration of the current policy. Commissioners agreed to proceed with diligence and complete the transaction as quickly as possible.
2. Discussions were held pertaining to approval of PLDD budget for the year 2002. Mr. Baker has presented Commissioners with a revised draft of the 2002 budget. Commissioner Wilke made a motion, recorded as PLDD Resolution # 4, to approve proposed budget for the year 2002 in the amount of \$105,000. Motion was seconded and passed unanimously with no comments from the audience.
3. The Commissioners discussed Scope of Work for Comprehensive Watershed and Drainage Plan as well as its cost estimates, presented by Mr. Baker. Rain gages has been reserved for the Drainage District use in January, February and March of the year 2002. A motion was made by Commissioner Regan to accept the engineering cost of comprehensive watershed and drainage plan in the amount of \$110,400 contingent on receiving additional funds from the Jefferson County and/or Public Works Trust Fund. Following further discussion, the motion was seconded and passed unanimously.
4. The PLDD Commissioners have received a letter from the Department of Public Works offering PLDD an interest free loan in the amount of up to \$50,000. This loan, if secured, will be used exclusively for the Comprehensive Stormwater Plan.
5. Mr. Baker reported on Public Works status of drainage easement description work. Two errors have been found in the drainage easements legal descriptions presented at the last PLDD meeting. They have been corrected.
6. More errors have been found in assessment roll after the first Drainage District public

notice was mailed out. Mr. Baker was asked to do the necessary corrections.

7. The PLDD Commissioners discussed the status of the loan application at American Marine Bank. Commissioners have scheduled a workshop meeting with Mr. Storey, vice president of the American Marine Bank, to discuss the terms of loan. The workshop will be held on Friday, November 30, 2001, at 9:30 AM at the Beach Club.

New Business:

1. Discussions were held pertaining to PLDD responsibilities regarding drainage facilities included in Port Ludlow Associates (PLA) improved properties located within the PLDD boundaries. Mr. Baker clarified that Jefferson County has legal authority to review PLA actions, while PLDD authority is limited to making comments. PLDD has no control over PLA building plans. Earlier this year PLDD Commissioners asked the county for an inter-local agreement. There was no official response.
2. The Commissioners agreed that \$200 a month starting next year is a reasonable fee to pay for the use of LMC meeting rooms, and other items such as use of copy machine, bulletin board space, telephone, etc. LMC Manager Dick Smith was asked to submit a written proposal explaining the terms of this agreement between LMC and PLDD.
3. A motion was made by Commissioner Regan to acquire Stormwater Management Manual for Western Washington from Department of Printing, P.O. Box 798, Olympia, WA 98507-0798. The price of this Manual is approximately \$60. Motion passed unanimously without discussion.
3. Commissioner Regan has drafted a letter to the Jefferson County asking for County's participation in covering engineering expenses of the Stormwater Management Plan. Following discussion, a motion was made to release the letter in question after it is revised and finalized.

The next regularly scheduled meeting of the Drainage District will be held on 19 December 2001.

The 14 November 2001 regularly scheduled meeting adjourned at 12:35 P.M.

Respectively Submitted:

Approved:

Approved:

Richard Regan
Drainage District
Secretary

Walt Cairns
Drainage District
Chairman

Bill Wilke
Drainage District
Treasurer