

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 14<sup>th</sup> Regularly Scheduled Meeting  
13 February 2002 at 10:00 AM

## DRAFT

### Call to order and Approval of Minutes:

The 13<sup>th</sup> 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 approval of the Minutes of the 9 January 2002 regularly scheduled meeting. The minutes were approved as written.

### Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 9 January 2002 for the total amount of \$2715.19. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
02-010	\$80.59	Commissioner Walter Cairns
02-011	\$1247.30	Gray and Osborne
02-012	\$1071.00	Lawler and Burroughs
02-013	\$140.00	Commissioner Richard Regan
02-014	\$106.30	Vicki Thayer
02-015	\$70.00	Commissioner Bill Wilke

### Public Forum

Don Cooper representing the North Bay Condos presented a letter to the County with pictures of a flooding problem they have on their walkway, asking if we could help. Walt said he thinks we can look at things like this and Bill Wilke said he had looked at it before, and said all it takes is money. Dick said it definitely would come out in Comprehensive Plan and asked whether we should look at it ahead of time, or wait for the Comprehensive Plan. Walt Cairns said he would take a look at the problem and advise what he finds. The County has put in roadway drainage with no catch basin on either side. Probably a catch basin would help out.. Dick Regan advised the County has problems on their right of way and there are many culverts eroded all the way through.

Judy Morris, County Treasurer advised drainage district assessments are being deposited as they are collected. She anticipated hundreds of calls from people asking why they are paying this. This is the rate used for assessment established by Jefferson County

Commissioners and is not based on the original formula recommended by the PLDD Commissioners.

Vickie Thayer will be the person to contact when on all budget accounting. Judy Morris and Vickie Thayer will work very closely with us with communication done by e-mail.

**1. Old Business:**

- The results of the PLDD Commissioners Election of 5 February with 30% turn out were
  - Dick Regan                    255
  - Jim Laker                     155
  - Lee Amundson               100
  
- A Credit agreement was signed by the PLDD Commissioners with American Marine Bank for a credit line of \$30,000 the previous Friday. All draws on the line of credit will be sent to the County Treasurers Office, rather than the Port Ludlow Drainage District.
  
- The County start up loan of \$44,500 has been spent down to \$1900. Out of that amount came assessment study and county methodology. A newsletter will be coming out by the end of the month with a number of different categories showing money spent to date. The next funding will come out of first assessment. Assessment was approved at November 14<sup>th</sup> meeting and forwarded to County Treasurers Office. They will fund next year's operation and pay back part of loan. We will have to pay back \$44,000. Total assessment is \$105,000. The County will start collecting taxes in February for the first half due April 30<sup>th</sup>, the second half October 31<sup>st</sup>. We will receive some funds the first of March. Average delinquent rate is 1%. At the end of every month, deposit is made to the PLDD account. Assessment income will pay for operations in 2001 and anticipated in 2002.
  
- Work on Drainage Comprehensive Plan will be funded by two state loans. One loan is at no interest and one is at one half percent. Both loans are for five years.
  
- Walt Cairns recommended budget by reviewed. Dollars will not change, but process may. Dick Regan asked if each category would go into separate account, and if we need more money, what the process would be. Walt Cairns said we would have to go through hearings if we needed more money, then call for a vote to approve most changes approved through hearings.
  
- Area 7 Drainage Detention basin transfer of drainage easements was discussed. Barry Baker, Gray and Osborne, Inc., advised he had talked with attorney's office and they have finalized to make sure all is consistent. He said the next step is a legal description done by Barry's office, and then signed by those granting easements. Once signed, will be recorded by County. Dick

Regan advised no maintenance has been done on the Detention basin and it should be put back into operation. LMC Greenbelt Committee will clean up trail and pay \$300 to clean up Bio-swale. Blackberry vines are presently growing over the trail. Greg McCarry of PLA has not yet got together with property owners in Area 7 according to Joe Darcy, Area 7 resident to initiate the transfer of area 7 drainage system to PLDD..

- Three flow meters installed last week as part of the Comprehensive Drainage Study. Rain gage is working, but for some reason data collection is not working. Barry Baker is working on this problem.
- Barry Baker reported on the status of the Comprehensive Drainage Plan advised: Aerial photography and topo mapping has been scheduled. Will not get complete topography due to tree cover. GPS evaluation sub tenth of a foot. Currently lining out tasks and schedule so if they have issues, immediately can visit resources. Can look at problems sooner rather than later so may be able to correct problems before plan. Barry will be working on the Plan about one quarter time with other staff members will be working on flow data and maintenance.
- Status of two Washington State Public Works Trust Fund
  - District received signed agreement. Has very specific wording and requirements. Dick Regan talked with Public Works Trust Fund Office about repayment. First payment due in July, interest only. Gave copy of Notice of Consultant Selection to Barry. Have to have that before we can get a draw. Can be done in two draws. First can be 75% and second, 25%, but must have specific account, which can be interest bearing account. All interest needs to be shown.
  - No feedback to the two letters sent to the County Commissioners pertaining to the County Comprehensive Plan, but Shelly Solomon, Environmental Engineer with the Jefferson County Department of Public Works was sent to attend this meeting. She advised the Department of Transportation is doing an aerial survey of the entire state of Washington. Jefferson County will be one of the first. Dick Regan recommended we not wait for the State which might not be at the right height to be useful to the PLDD. Walt Cairns concurred.

## 2. New Business:

- Inclusion of Jefferson County Right of Way:  
All of our water goes into the County ditch. A lot of water comes off the roads. Ten percent of drainage comes off County right of ways and contributes a lot of water to our problems. It seems the County could

participate in the Comprehensive Plan since most of the County right of way is impervious surface.

- Dick Regan suggested the questionnaire for the Comp Plan work be included with the newsletter to save about \$2-300 in postage. Barry will draft the questionnaire.
- Walt suggested PLDD change the methodology for assessment this year. We should try to get an agreement with the County changing the set-up so all property owners pay a fair share.
- Walt asked how far into condominium lots we should go for maintenance. Should we come within 12 feet of condo? Consensus we should go in as far as the pipes run.

### 3. **Adjourn Regular Business Meeting**

The next regularly scheduled meeting of the Drainage District will be held on 13 March 2002.

Respectively Submitted:

Approved:

Approved:

Drainage District  
Secretary

Drainage District  
Chairman

Drainage District  
Treasurer