

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 27th Regularly Scheduled Meeting
10 AM, 7 January, 2003

Call to order and Approval of Minutes:

The 27th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan with the first order of business was approval of the Minutes of the 12 December 2002 regularly scheduled meeting and 17 December 2002 special meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 12 December 2002 to 7 January 2003 for the total amount of \$1,018.02. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-001	\$190.47	Payroll (Wilson)
03-002	\$31.56	Payroll Taxes (Bank of America)
03-003	\$17.87	Department of Labor & Industries
03-004	\$15.15	Internal Revenue Service
03-005	\$722.97	Commissioners' Expenses (Regan)
03-006	\$50.00	Bookkeeping (Thayer)

Public Forum:

Pat Pearson, Water Quality Agent, Washington State University (WSU) Cooperative Extension, requested a meeting with the PLDD Commissioners to discuss PLDD stormwater education priorities and approaches, and public involvement strategies. WSU Cooperative Extension is preparing suggestions for the Jefferson County Stormwater Education Plan and a Public Involvement Plan. The Commissioners agreed to devote their second regularly scheduled monthly meeting to the above noted discussion. This meeting will be held at 10 a.m. on Thursday, January 23, 2003, at the Beach Club.

Old Business:

1. The PLDD is still waiting for LMC to sign and return the easement for the portion of the Area 7 system that is within the greenbelt. The LMC Board of Trustees will discuss the transfer requested at their next meeting scheduled for Saturday, January 11, 2003. The PLDD Commissioners Laker and Amundson will attend that meeting to answer the Board's questions about the easement requested. The PLDD Commissioners intend to hire a contractor to clean up the detention pond and

connecting channels as soon as the easement is transferred. Mr. Baker presented the Commissioners with a contract for detention pond facility maintenance. A copy of this document will be sent to Blair Burroughs, PLDD attorney, to review.

2. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Barry Baker, Gray & Osborne Inc., submitted a complete draft of the Comprehensive Plan Chapter 3, "Service Area Characteristics," for the Commissioners' review. More chapters, including the one on public education, should be ready by the next PLDD meeting.
3. Discussions were held pertaining to PLDD insurance and bonding. More research is necessary to resolve this issue.

New Business:

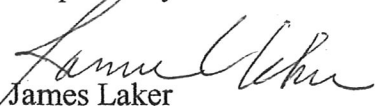
1. The Commissioners discussed a possibility of performing physical inventory of all existing houses within the PLDD boundaries to verify the data on the PLDD assessment roll. Mr. Baker assured the Commissioners that a complete physical inventory is unnecessary as assessment roll can be prepared with minimal discrepancies by processing building permit information recorded by the County.
2. The Commissioners discussed development of PLDD standards for plan review submittals for the new and remodel construction within the PLDD boundaries. Mr. Baker advised that Jefferson County officially adopted the 2001 Department of Ecology Stormwater Management Manual for Western Washington. He familiarized the Commissioners with two drainage requirement plans currently used by other municipalities and was given a copy of the Tillman Engineering drainage plan submitted with 2002 ACC application. Following discussion, Commissioner Laker made a motion to instruct Gray & Osborne Inc. to expeditiously develop PLDD standards for drainage plan review submittals to be included into the Comprehensive Plan Study. Motion passed. When developed standards for drainage plan submittals will be presented to the LMC. Mr. Baker was instructed to have a draft of this document ready by the next PLDD meeting.
3. The Commissioners discussed a possibility of entrusting Olga Wilson, PLDD administrative assistant, with responsibilities of preparing PLDD meeting agendas. By the motion duly made, and carried, Ms. Wilson was instructed from now on to collect data for and prepare agenda, as well as be responsible to have it e-mailed to the PLDD Commissioners, Jefferson County Officials, and Gray & Osborne Inc. at least five working days prior to the meeting. Agenda items should now be submitted to Ms. Wilson at least seven days prior to the meeting.
4. The Commissioners are preparing the end of the year newsletter. They are working with Ralph Thomas, the editor of the Port Ludlow web site, currently bringing news to approximately 2700 Port Ludlow property owners.

5. Mr. Thomas drew Commissioners' attention to a drainage problem on the Cascade Lane. Mr. Baker was instructed to investigate the cause of the problem identified by Mr. Thomas. The Commissioners plan to further discuss this issue at the next PLDD meeting.
6. Discussion pertaining to establishment of the PLDD e-mail account was tabled until the next PLDD meeting.
7. The Commissioners were advised that Walker & Associates received a request from PLA for a copy of mapping of the waterfront area, performed for PLDD. Following brief discussion, the Commissioners instructed Mr. Baker to advise Walker & Associates to advise PLA to request the maps in question directly from the PLDD.
8. The Commissioners discussed walking through all major drainage/conveyance systems within the PLDD boundaries upon completion of the Comprehensive Plan Study. All interested District members are welcome to come along. The walk is scheduled for the time of the February workshop meeting, Thursday, February 27, 2003.
9. The Commissioners discussed the North Bay Condo project. Mr. Baker presented the Commissioners with the cost estimates for this project. Commissioner Amundson was instructed to set up a special meeting with the Condo owners to familiarize the later with the proposed project and discuss cost sharing.
10. Mr. Baker presented the Commissioners with a copy of the Jefferson County Small Works Roster. He also prepared public notice advertising development of the PLDD Small Works Roster and an application form for contractors interested. A motion was made and seconded to advertise development of the PLDD Small Works Roster. Motion carried. Commissioner Laker will put the notice in the Port Townsend Leader.


The next regularly scheduled meeting of the Drainage District will be held on 23 January 2003.

The 7 January 2003 meeting adjourned at 11:55 AM.

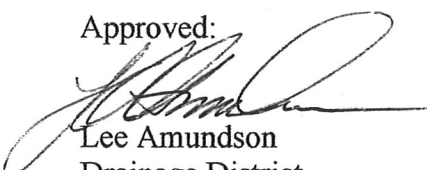
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer