

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 33<sup>rd</sup> Regularly Scheduled Meeting  
10 AM, 10 April, 2003

## Call to order and Approval of Minutes:

The 33<sup>rd</sup> 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 27 February, 13 March, and 27 March 2003 regularly scheduled meetings. Minutes were approved as written.

## Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 13 March to 10 April 2003 for the total amount of \$8,813.24. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-022	\$1,239.94	Commissioners' Expenses (Amundson)
03-023	\$200.00	Rent (Ludlow Maintenance Commission)
03-024	\$4,974.56	Comprehensive Plan (Gray & Osborne, Inc.)
03-025	\$1,647.55	Gray & Osborne, Inc.
03-026	\$387.87	Payroll (Wilson)
03-027	\$9.32	UI Tax Administration
03-028	\$160.00	Bookkeeping (Thayer)
03-029	\$129.74	Bookkeeping (Brown)
03-030	\$64.26	Payroll Taxes (Bank of America)

## Public Forum:

Discussions were held pertaining to the Swansonville/Walker greenbelt trail hydraulic design. Speaking on behalf of the Port Ludlow Village Council (PLVC) Trails Committee, Greenbelt Committee (GBC) Chairman Ross Robson asked the PLDD Commissioners to consider lowering proposed culvert size to 24 inches, assuring the Commissioners that culvert maintenance would be performed regularly on a quarterly basis. Barry Baker, Gray & Osborne Inc., agreed that under the current conditions in the described greenbelt area a minimum pipe size of 24-inches would be sufficient for flow capacity. However, with the width of the existing channel measuring at approximately 48 inches and very high velocity, he recommended culvert over-sizing to a minimum of 36-inch pipe, and preferably maintaining the existing channel width with 48-inch pipe. Mr. Baker named several alternative solutions to velocity reduction. Among those mentioned was substitution of a 48-inch pipe with several smaller pipes. However, it was also noted that lowering the size of the pipe inevitably increases the risk of sudden pipe

blockage and flood. Following further discussion, Commissioner Amundson made a motion to instruct Mr. Baker to run a 36-inch pipe prototype through the PLDD hydraulic model. Mr. Baker asked for a clarification of his task, suggesting preparation of a letter feasibility report, presenting alternative solutions. This project is not a part of the Comprehensive Plan Study Scope of Work. Commissioner Amundson withdrew his motion. Commissioner Regan made a motion to instruct Gray & Osborne Inc. to prepare Swansonville/Walker trail feasibility report complete with alternative solutions and cost estimates to be presented to the PLVC by May 15, 2003. A draft of this report should be ready by the next PLDD meeting, which will be held on May 8, 2003. Motion carried. The work on the proposed trail is scheduled to start in June.

Ross Robson reminded the Commissioners that last year appeal case of the GBC decision to allow selective tree cutting on the Pioneer Lane is about to be reopened. The appeal hearing was delayed until May of 2003 until such as the Pioneer Lane ditch repair work was done by the County and was proven to succeed or fail. The PLDD Commissioners assured Mr. Robson that they are aware of the situation and are writing a letter to LMC on the matter.

Wendy Wrinkle, Jefferson County Commissioner, informed the PLDD Commissioners of a discussion held at the last Jefferson County Commissioners meeting pertaining to signing of an inter-local agreement. If signed this agreement will allow the PLDD Commissioners to review drainage plan submittals for the new and remodel construction within the PLDD boundaries. Ms. Wrinkle noted that the County Commissioners believe that all plans are reviewed by the Architectural Control Committee (ACC) before they are submitted to the County. Unfortunately, that assumption is wrong, as not all PLDD members are members of the Ludlow Maintenance Commission (LMC) and subjects to the ACC review. Ms. Wrinkle recommended that the Commissioners get PLDD on the County Permit Request Notification List. The Commissioners agreed to pursue achievement of an inter-local agreement with the County upon completion and adoption of the Comprehensive Plan.

Ms. Wrinkle also informed the Commissioners that the County Commissioners are considering repayment options on the start-up loan previously issued by the County to the PLDD.

**Old Business:**

1. G&O engineering team analyzed possible modification of the Oak Bay Road system and draw a preliminary project profile on building a detention system in the greenbelt northwest of Oak Bay Road and Montgomery Lane intersection, which was submitted to the Commissioners for a review. Discussions were held pertaining to finding the best way to survey the topography of the proposed detention system location. Mr. Turpin, Jefferson County Engineer, suggested using LIDAR information, kept on record by the County. Mr. Baker was instructed to look into obtaining those records for the area described.
2. The PLDD Commissioners were given an update on the progress of the

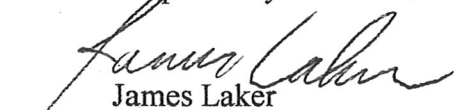
Comprehensive Plan Study. Mr. Baker noted that second and final for the Comprehensive Plan Water Quality Sampling will be performed in two weeks.

3. The Commissioners confirmed the date and time of the second Comprehensive Plan workshop; it will be held at 7 PM on Thursday, April 24, 2003, at the Beach Club. A draft of the presentation will be available for the Commissioners' review next week.
4. Mr. Turpin brought in a paper and an electronic copy of a cost-sharing agreement form used by the County. The Commissioners are looking into development of a legal and binding cost-sharing agreement form to be used in the North Bay Condo and other similar future projects. Information was passed on to Mr. Baker.
5. Mr. Baker continues contacting contractors for the PLDD Small Works Roster.
6. The PLDD Commissioners discussed the North Bay Condo and Area 7 Detention Pond projects. Mr. Baker indicated that both projects are now planned and will be open for bids on the day of the PLDD first May (May 8, 2003) meeting. Mr. Baker will prepare project notices to be placed in the Port Townsend Leader by Commissioner Laker. Commissioner Amundson will inform Don Cooper, North Bay Condominium Association President.
7. Further discussions were held pertaining to development of standards for plan review submittals for the new and remodel construction within the PLDD boundaries. Upon reviewing developmental standards of the Bainbridge Island municipality, the Commissioners instructed Mr. Baker to look into development of a simpler set of instructions, following which will not require hiring an engineering professional. PLDD standards for drainage plan review submittals will be included into the Comprehensive Plan Study.
8. Commissioner Amundson reported receiving a letter of confirmation of receipt on the Centennial Clean Water Fund Loan reimbursement claims.
9. Commissioner Amundson reported signing application for the PLDD insurance with Washington Governmental Entity Pool. Final documentation is expected shortly.

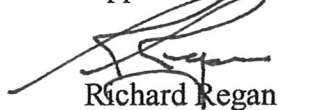
The next regularly scheduled meeting of the Drainage District will be held on 24 April 2003.

The 10 April 2003 meeting adjourned at 11:25 AM.

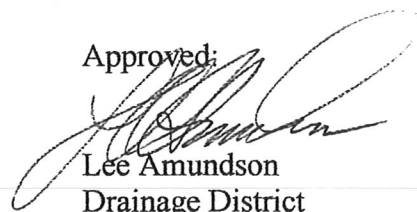
Respectively Submitted:

  
James Laker  
Drainage District  
Secretary

Approved:

  
Richard Regan  
Drainage District  
Chairman

Approved:

  
Lee Amundson  
Drainage District  
Treasurer