

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 35<sup>th</sup> Regularly Scheduled Meeting  
10 AM, 8 May, 2003

## Call to order and Approval of Minutes:

The 35<sup>th</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 10 April 2003 regularly scheduled meeting. Minutes were approved as written.

## Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 10 April to 8 May 2003 for the total amount of \$20,070.00. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-031	\$918.00	Insurance (Washington Governmental Entity Pool)
03-032	\$12,148.50	Jefferson County Treasurer
03-033	\$852.48	Commissioners' Expenses (Regan)
03-034	\$374.02	Payroll (Wilson)
03-035	\$4.23	Reimbursement (Wilson)
03-036	\$61.97	Payroll Taxes (Bank of America)
03-037	\$200.00	Bookkeeping (Brown)
03-038	\$200.00	Rent (Ludlow Maintenance Commission)
03-039	\$871.07	Gray & Osborne, Inc.
03-040	\$3,872.78	Comprehensive Plan (Gray & Osborne, Inc.)
03-041	\$520.00	Advertisement (The Port Townsend Leader)
03-042	\$46.97	Legal (Lawler & Burroughs)

## Public Forum:

Discussions were held pertaining to the Swansonville/Walker greenbelt trail hydraulic design. At the last (April 24) PLDD meeting the Commissioners authorized Gray & Osborne, Inc. to prepare an engineering services greenbelt trail stormwater conveyance pre-design report for the Swansonville/Walker greenbelt trail at a charge of no more than \$3,895. Mr. Baker submitted a draft of this report for the Commissioners' review. An engineering survey showed that 24-inch culverts (individual or twin pipe) should be sufficient in the area of the proposed trail provided that culverts are properly maintained on a regular basis (installment of trash racks upstream from proposed culverts was presented as a requirement to reduce culvert maintenance). Report also includes weight

and cost estimates for the plastic pipe needed to complete this project. Mr. Baker alerted the Commissioners that installation of any pipe above 8 inches in diameter requires SEPA authorization, public process involved is approximately a month long. PLDD can become a SEPA agency. Mr. Baker will provide further information on this subject at the next (May 29) PLDD meeting. Also noted was the fact that bridging does not require SEPA authorization and should be considered an alternative method to crossing a natural drain way.

The survey revealed that the layout of the proposed trail crosses over at least eight undeveloped properties on the northern border of the greenbelt (those properties were identified by PLAT and lot numbers). The PLVC recommended moving trail south not only to avoid trespassing but also to cut down on the number of culverts needed for trail development. A map of the survey was given to the Commissioners and to Ross Robson, Greenbelt Committee Chairman. The report should be finalized by the next (May 29) PLDD meeting.

Mr. Robson informed the Commissioners that last year appeal case of the GBC decision to allow selective tree cutting on the Pioneer Lane has been reopened. The PLDD Commissioners were aware of the situation. They have sent a letter to the LMC advising that proposed tree cutting in the greenbelt on Pioneer Lane has the potential to increase the ground water flow through the area, which could lead to an unstable ground condition. The letter was hand delivered to LMC Trustee Bill Anderson last month. Mr. Robson respectfully requested a copy of the letter discussed and was given one later that day.

#### **Old Business:**

1. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Baker submitted for the Commissioners' review a revised copy of the Plan. Public copy should be available June 1, 2003. All appendices and folding maps are now completed with minor work still due on the text. Complete draft of the text will be e-mailed to the Commissioners next week. Mr. Baker reported that as expected second and final for the Comprehensive Plan Water Quality Sampling showed normal fecal coliform count. Discussion followed.
2. Discussions were held pertaining to the North Bay Condo Project. Mr. Baker has prepared legal description of a non-exclusive easement for the site of the proposed project. The draft will be send to the PLDD attorney for a review and will be recorded as soon as possible. The work will not start until the easement is obtained. The Commissioners drafted project cost sharing agreement and will open bids at the Beach Club at 2:00 PM on the day of this meeting. Mr. Baker gave a detailed description of the project bidding process.
3. The PLDD Commissioners discussed Area 7 Detention Pond Maintenance Project. The Commissioners will open bids for this project at 2 PM on the day of this meeting. Mr. Baker advised the Commissioners that project includes topsoil restoration and

hydro-seeding. Also recommended was herbicide use on the blackberries. Following further discussion, the Commissioners instructed Mr. Baker to issue a change to the contract that prohibits herbicide use.

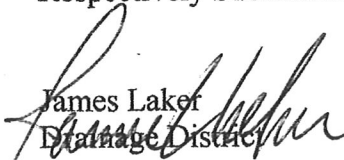
**New Business:**

1. At the last (April 10) meeting Commissioners instructed Olga Wilson, PLDD Administrative Assistant, to draft a brief PLDD update for the June issue of the Village Voice. The article will be submitted for publication. This matter was further discussed at this meeting.
2. Discussions were held pertaining to changing PLDD assessment methodology. By a motion duly made, seconded and unanimously carried, Mr. Baker was instructed to draft a letter report to the County Commissioners requesting reevaluation of the PLDD assessment methodology.
3. Discussions were held pertaining to the future of the PLDD relationship with the South Bay. Commissioner Regan reported South Bay drainage facilities in obvious need of maintenance. The Commissioners discussed future possibilities of the South Bay joining PLDD as a separate assessment zone. The Commissioners decided to meet with the South Bay Board of Trustees to further discuss this issue. Commissioner Amundson will call the President of the South Bay Homeowners association to set up a meeting.

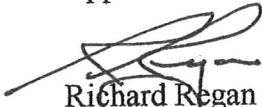
The next regularly scheduled meeting of the Drainage District will be held on 29 May 2003.

The 8 May 2003 meeting adjourned at 11:45 AM.

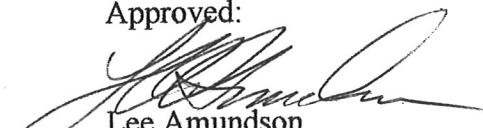
Respectively Submitted:

  
James Laker  
Drainage District  
Secretary

Approved:

  
Richard Regan  
Drainage District  
Chairman

Approved:

  
Lee Amundson  
Drainage District  
Treasurer