

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 41st Regularly Scheduled Meeting

10 AM, 14 August, 2003

Call to order and Approval of Minutes:

The 41st regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Lee Amundson. Commissioner Regan did not attend this meeting. The first order of business was approval of the Minutes of the 24 July 2003 regularly scheduled meetings. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 10 July to 14 August 2003 for the total amount of \$11,845.59. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-062	\$3,659.33	Gray & Osborne, Inc.
03-063	\$1,489.80	Gray & Osborne, Inc.
03-064	\$669.00	Legal (Lawler & Burroughs)
03-065	\$2,200.00	WA Gov. Entity Pool
03-066	\$400.00	Rent (Ludlow Maintenance Commission)
03-067	\$325.53	Payroll (Wilson)
03-068	\$53.93	Payroll Taxes (Bank of America)
03-069	\$200.00	Bookkeeping (Brown)
03-070	\$2,705.00	Detention Pond Project (Olympic Tree Service)
03-071	\$143.00	Advertisement (Port Townsend Leader)

Public Forum:

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

Old Business:

1. The Commissioners received a letter from Wayne Anderson, a multiple lot owner, questioning his assessment. Research showed that Mr. Anderson was assessed a regular single residency rate on his vacant lot parcel due to an error made on the assessment roll. Following brief discussion, Treasurer Amundson made a motion to correct an error made on the assessment roll and issue an assessment refund to Mr.

Anderson in the amount of \$96.21 for 2002 and \$122.07 for 2003. Refund plus interest will be a reduction in drainage district revenues. Motion carried.

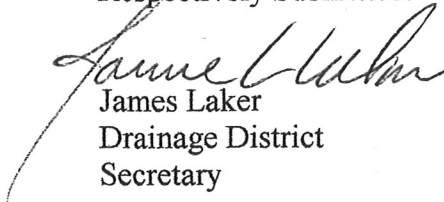
2. Discussions were held pertaining to PLDD involvement in drainage issues associated with the PLA log-dump development project. Mr. Baker, Gray & Osborne, Inc., reported no changes in the status of this project. PLDD will keep monitoring this project. Last month the Commissioners respectfully requested that Mr. Dorsey provide Ludlow Cove development drainage plans for the Commissioners review. To date, drainage plans and other construction documents for this development have not become available to the Commissioners.
3. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Department of Ecology have submitted their comments. The public hearing on the Comprehensive Plan Study will be held at 7 PM on the day of this meeting. Comments will be incorporated, and the plan will then be adopted by the PLDD Commissioners, and sent for adoption by the Jefferson County Commissioners as a part of an overall Comprehensive Stormwater Management Plan for the Jefferson County.
4. North Bay Condo Project is now completed. A field condition change required a small order change, which was issued by the project's field engineer Mr. Baker. Estimated cost of extra catch basins installed is \$900.00. Based on the job well done, Treasurer Amundson recommended hiring Seton Construction Inc. to do Montgomery Lane pipe replacement project.
5. Commissioners received a Small Works Roster application from Reeves Excavating and Land Clearing Inc. of Quilcene, WA. This application will be processed and filed with the rest of the PLDD records.
6. The PLDD Commissioners discussed Area 7 Detention Pond Maintenance Project. Olympic Tree Service had completed clearing the pond of vegetation. Bioswale hydroseeding was not a part of this project.
7. Discussions were held pertaining to changing PLDD assessment methodology. The PLDD Commissioners and the Jefferson County Commissioners will hold a joint public hearing to present new assessment methodology and take public testimony at 7 PM on Monday, August 18, 2003. Jefferson County Commissioners will then make a decision on how the assessment will be applied. If approved, the new assessment methodology will be used to collect PLDD assessment revenues during 2004 and into the future.
8. Discussions were held pertaining to the financing of the pipe repair project on the Montgomery Lane at Libby Court (this project is a part of the Oak Bay Conveyance System Repair Project). Preliminary work estimate for the pipe repair falls under \$70,000 budgeted for a 2003 capital improvement project. The Commissioners would like to see this project completed before November. Survey crew was on site

the day of this meeting and was expected to complete their work some time next week. The Commissioners instructed Mr. Baker to prepare the paperwork necessary to invite bids on the pipe replacement project as soon as possible. Public Works Trust Fund loan will not be available for this project.

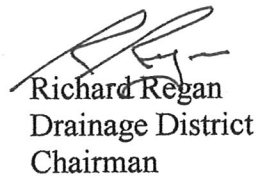
The next regularly scheduled meeting of the Drainage District will be held on 28 August 2003.

The 14 August 2003 meeting adjourned at 10:45 AM.

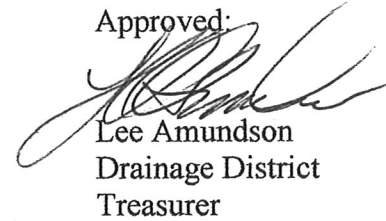
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer