

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 43rd Regularly Scheduled Meeting
10 AM, 11 September, 2003

Call to order and Approval of Minutes:

The 43rd regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. The first order of business was approval of the Minutes of the 28 August 2003 regularly scheduled meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 14 August to 11 September 2003 for the total amount of \$19,458.29. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-072	\$246.00	North Bay Condo Owners Association
03-073	\$200.00	Rent (Ludlow Maintenance Commission)
03-074	\$1,222.73	Gray & Osborne, Inc.
03-075	\$3,266.22	Gray & Osborne, Inc.
03-076	\$420.00	Commissioners' Expenses (Laker)
03-077	\$1,073.46	Commissioners' Expenses (Regan)
03-078	\$311.68	Payroll (Wilson)
03-079	\$51.64	Payroll Taxes (Bank of America)
03-080	\$12,466.56	North Bay Condo Project (Seton Construction)
03-081	\$200.00	Bookkeeping (Brown)

Public Forum:

Commissioner Regan was pleased to report that on August 25, 2003 Jefferson County Commissioners adopted new PLDD assessment methodology. An article to this effect will be published in October issue of the Voice.

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

Old Business:

1. To date there is no change in the status of the PLA log-dump project. Ludlow Cove development drainage plans should be available by the next (September 25) PLDD

meeting. The Commissioners asked Mark Dorsey, PLA engineer, to personally attend that meeting.

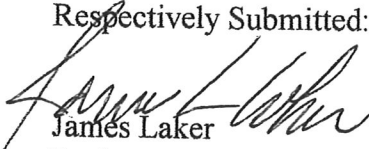
2. Last month PLDD Commissioners received a letter from Wayne Anderson, a multiple lot owner, questioning his assessment. Research showed that Mr. Anderson was assessed a regular single residency rate on his vacant lot parcel due to an error made on the assessment roll. This assessment error has been corrected and Mr. Anderson will be issued an assessment refund in the amount of \$96.21 for 2002 and \$122.07 for 2003. Refund plus interest will be a reduction in drainage district revenues.
3. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Jefferson County Planning Department and WA State have submitted their comments. By the next (September 25) PLDD meeting comments will be incorporated, and a revised copy of the plan will be submitted to the PLDD Commissioners for a final review. 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 has been completed. Following brief discussion regarding financial side of the project, Commissioner Laker made a motion to officially approve completion of the North Bay Condo Project performed by Seton Construction. Motion carried.
5. The Commissioners were given an update on the progress of the pipe repair project on the Montgomery Lane at Libby Court (this project is a part of the Oak Bay Road Conveyance System Repair Project). Mr. Baker brought in copies of a preliminary project design for the Commissioners' review. Project design should be revised and completed within a week from the date of this meeting. Mr. Baker will then prepare bidding documentation and invite bids from the contractors listed on the PLDD Small Works Roster. Pipe replacement portion of this project is estimated at around \$60,000 which is within PLDD capital improvement budget for this year. Pipe anchoring to the beach below and re-grading of the upstream ditch will become next capital improvement project. The Commissioners would like to see pipe replacement project completed before November. Discussion followed.
6. Treasurer Amundson received PLDD insurance policy from Washington Government Entity Pool. Insurance documents will be filed with the rest of the PLDD records.
7. Discussions were held pertaining to development of the PLDD budget for the year 2004. Treasurer Amundson summarized PLDD 2003 expenses on a spreadsheet distributed to the Commissioners and Mr. Baker. He asked Mr. Baker to review PLDD engineering budget. PLDD budget should be submitted to the County for a review and adoption in November. The Commissioners will further discuss and finalize their 2004 budget at their November 13 meeting.

8. Commissioners instructed Mr. Baker to look into borrowing possibilities for the capital improvement projects ahead.

The next regularly scheduled meeting of the Drainage District will be held on 25 September 2003.


The 11 September 2003 meeting adjourned at 11:05 AM.

Respectively Submitted:



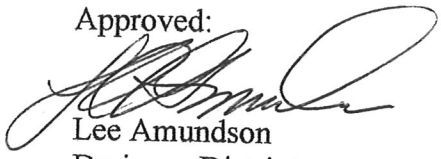
James Laker
Drainage District
Secretary

Approved:



Richard Regan
Drainage District
Chairman

Approved:



Lee Amundson
Drainage District
Treasurer