

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 47th Regularly Scheduled Meeting
10 AM, 13 November, 2003

Call to order and Approval of Minutes:

The 47th 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 23 October 2003 regularly scheduled meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 9 October to 13 November 2003 for the total amount of \$21,546.96. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
03-091	\$1,417.88	Commissioners' Expenses (Amundson)
03-092	\$415.02	Payroll (Wilson)
03-093	\$671.60	Legal (Lawler & Burroughs)
03-094	\$604.00	Seton Construction
03-095	\$15,738.15	Gray & Osborne, Inc.
03-096	\$2,437.20	Gray & Osborne, Inc.
03-097	\$200.00	Bookkeeping (Brown)
03-098	\$63.11	Payroll Taxes (Bank of America)

Public Forum:

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

Old Business:

1. The PLDD Commissioners were given an update on the progress of the Comprehensive Plan Study. Mr. Winkelman, Gray & Osborne, Inc., brought in five final copies of the plan. Mr. Baker will send a draft of a transmittal letter summarizing changes to Commissioner Regan to be finalized. The letter will accompany the plan once sent for adoption by the Jefferson County Commissioners as a part of an overall Comprehensive Stormwater Management Plan for the Jefferson County.

2. The District received a certified letter and an invoice from Seton Construction. Retainage invoice was approved with the rest of the vouchers earlier this meeting. Treasurer Amundson moved to release North Bay Condo Project retainage to the Seton Construction. Motion carried.
3. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Mr. Winkelman brought in the latest copies of this project design plans for a Commissioners' review. The plans show three separate bid items and their cost estimates. A copy of these plans was given to Mr. Turpin, county engineer, for a review. Detailed discussion of the plans followed. Mr. Winkelman answered questions asked by the Commissioners and the members of the audience. The Commissioners intend to award this project in early 2004 to be completed in July-August. The Commissioners informed Dick Smith, LMC Manager, of their intentions to ask LMC for an easement to access the beach below the Baldwin Lane bluff. The Manager will take Commissioners' request to the Board of Trustees.
4. Treasurer Amundson presented the Commissioners with a draft budget proposal showing 2004 expenses of \$236,800 and a carryover income of \$81,700. Funding of the projected 2004 budget will require an assessment of \$155,100, which will be collected in accordance with assessment methodology amended by the County Commissioners in August of 2003. Following brief discussion, Treasurer Amundson made a motion to accept PLDD budget for the year 2004 as presented. Motion carried. A letter was prepared and signed transmitting the approved budget to the County.
5. Discussions were held pertaining to drainage plans review provided by the PLDD for the Architectural Control Committee. Commissioner Regan brought in a revised draft of the PLDD Drainage Plan Guidelines for Mr. Baker to redo. A revised copy of the guidelines should be available by the next (December 11) PLDD meeting. Once approved this document will be included into ACC new construction request package.
6. Discussions were held pertaining to Foster Lane drainage problem. Commissioner Regan had written and sent to the County a letter recommending the solution to the Foster Lane problem. Mr. Turpin will check on this issue.

New Business:

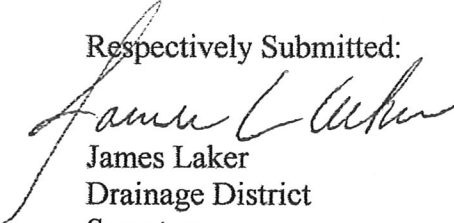
1. The Commissioners discussed the necessity of establishment of an official PLDD record keeping resolution. More research needs to be done on this issue before a decision can be made.
2. Treasurer Amundson brought to the Commissioners' attention a letter from the Washington State Entity Pool inviting them to join the Board of Directors. None of the Commissioners expressed interest in serving on the WSEP Board of Directors at this time.

3. Following brief discussion, by a motion duly made, seconded, and carried the Commissioners canceled their second November and December meetings. They will resume their regular twice monthly meeting schedule in January 2004. A notice of this schedule change will be posted at the Beach Club and placed in the Port Townsend Leader.


The next regularly scheduled meeting of the Drainage District will be held on 11 December 2003.

The 13 November 2003 meeting adjourned at 10:50 AM.

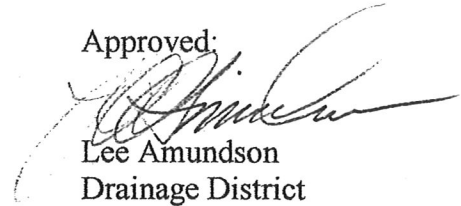
Respectively Submitted:


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer