

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 50th Regularly Scheduled Meeting
10 AM, 22 January, 2004

Call to order and Approval of Minutes:

The 50th 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 8 January 2004 regularly scheduled meeting. Minutes were approved as written.

Public Forum:

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

Old Business:

1. The Commissioners signed PLDD Comprehensive Stormwater Management Plan Adoption Resolution # 2004-2, prepared by Mr. Baker, Gray & Osborne Inc. Mr. Baker will meet with Treasurer Amundson later this month to complete the paperwork necessary to close PLDD Public Trust Fund account established to cover Comprehensive Plan development expenses. The Plan had been submitted to the County for adoption. To date, the Commissioners received no response. A follow up letter requesting a response will be written by Commissioner Regan and sent to the County Commissioners.
2. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. PLDD easement request for this project was approved by the LMC Board of Trustees with a slight change of language. Commissioner Regan objected to this change. Both PLDD and LMC legal counsels agreed with Commissioner Regan. This easement request in its original form will be re-submitted to the LMC Board of Trustees at their next (February 14) meeting. The trees to be cut within the easement will be marked. A tree-cutting request will be submitted to the LMC Greenbelt Committee. The Commissioners also identified and discussed obtaining several temporary easements that would be necessary to complete this project.

Mr. Baker brought in the latest copies of project design plans for Commissioners to review. Detailed discussion of the plans followed. Phase III draw comments from both PLDD Commissioners and the County. Upon checking with Millennium Cable Company and Olympic Water & Sewer Inc., Mr. Baker reported a not previously

marked waterline crossing the Oak Bay Road. Later this day, Mr. Baker took measurements of the existing Oak Bay Road cross-sections for the Phase III plans.

Following discussion, Commissioners instructed Mr. Baker to take Phase III out of bidding document and by the next (February 12) PLDD meeting prepare as simple and as minimal Phase III plan as possible for submission to the County. Phase III covers work in the County right-of-way. Commissioner Amundson suggested writing a letter to the County offering to do Phase III with the funds allocated for this year's PLDD start-up loan repayment to the County.

Mr. Baker took comments and answered questions asked by the Commissioners. Commissioners' comments will be incorporated and a revised copy of the plans will be prepared for the next (February 12) PLDD meeting.

3. Discussions were held pertaining to drainage plans review provided by the PLDD for the Architectural Control Committee. Mr. Baker brought revised copies of the PLDD Drainage Plan Guidelines for the Commissioners to review. Commissioner Regan and Mr. Baker further discussed this issue immediately after this meeting. Once approved this document will be included into ACC new construction request package.
4. PLDD Record Keeping Resolution (#2004-1) will be signed at the next (February 12) PLDD meeting.
5. Commissioner Regan wrote a letter to the County, identifying the Condon Lane easement and requesting to deed its title to the PLDD. To date, there was no response to this letter.
6. Discussions were held pertaining to TV inspection of the several culverts within the PLDD boundaries. Mr. Baker brought in TV inspection daily cost and productivity estimates. The TV inspection crew charges \$150.00 an hour spending approximately two hours on an average pipe. Mobilization costs include \$70.00 per travel hour and approximately \$50.00 in ferry fees. Therefore, an eight hour one day inspection will cost the PLDD approximately \$1500.00. Although a two-day inspection will save the District second day mobilization expense, it will add a \$100.00 per person per diem expense to the estimate.

New Business:

1. Discussions were held pertaining to updating of the PLDD Small Works Roster. Commissioner Regan suggested changing the previously used notice to also call for contractors capable to perform TV inspections. Commissioner Laker will put a notice in the Port Townsend Leader.

The next regularly scheduled meeting of the Drainage District will be held on 12 February 2004.

The 22 January 2004 meeting adjourned at 11:20 AM.

Respectively Submitted:

Approved:

Approved:

James Laker
Drainage District
Secretary

Richard Regan
Drainage District
Chairman

Lee Amundson
Drainage District
Treasurer
