

Port Ludlow Drainage District

Post Office Box 65261
Port Ludlow 98365

Minutes of the 57th Regularly Scheduled Meeting
10 AM, 14 May 2004

Call to order and Approval of Minutes:

The 57th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. All commissioners were in attendance with Commissioner Laker being excused. The approval of the minutes of the 8 April and 22 April 2004 regularly scheduled meetings was deferred till the next (May 27) PLDD meeting.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 8 April to 14 May 2004 for the total amount of \$21,298.21. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
04-026	\$1,320.10	Commissioners' Expenses (Amundson)
04-027	\$159.30	Payroll (Wilson)
04-028	\$26.39	Payroll Taxes (Bank of America)
04-029	\$400.00	Rent (LMC)
04-030	\$344.00	Legal (Lawler & Burroughs)
04-031	\$7,555.79	Gray & Osborne, Inc.
04-032	\$200.00	Bookkeeping (Brown)
04-033	\$11,292.63	Jefferson County Treasurer

Public Forum:

Rick Clifton, 241 Montgomery Lane, expressed his concerns regarding several existing and potential drainage problems on Montgomery Lane. One, Libby Court outfall pipe will be replaced this summer as a part of the Oak Bay Road/Montgomery Lane Project (Phase I). Another, a culvert running along Mr. Clifton's property, was inspected last month as a part of the culvert TV inspection performed for the District. He also noted that a slough might have occurred on the bluff behind his house. Barry Baker, Gray & Osborne Inc., agreed to stop by Mr. Clifton's property after this meeting to check the situation. This site visit was later postponed, as the owner was not available.

Old Business:

1. Earlier this month the Commissioners changed PLDD legal representation from Blair Burroughs to Ted Knauss. Commissioner Amundson reported receiving Mr.

Burroughs' final statement for services provided to the district. This voucher was approved earlier this meeting. Mr. Burroughs' letter will be filed with the rest of the PLDD records.

2. Jefferson County Treasurer Judith Morris reported no problems with collection of the April PLDD assessments, very few assessment-related complaints, and a single corrected error made on the PLA nine-piece parcel assessment.
3. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. On April 29, 2004, on behalf of the PLDD Mr. Baker collected and opened three bids for the Libby Court Outfall replacement. The bids ranged from \$189,239.64 to \$282,077.40 with the engineer's estimate being \$166,979.65. Each proposal was checked for correctness of extensions of the prices per unit and total price. Two corrections made did not change the position of the low bidder Seton Construction of Port Townsend, WA. Having checked registration, license, and references of Seton Construction, Gray & Osborne recommended that the PLDD award Libby Court Outfall Replacement Project to the above named contractor. Since even the low bid came in higher than the engineer's estimate, the Commissioners chose to discuss PLDD finances before acting on Mr. Baker's recommendation. The Commissioners have forty-five days to award the contract. Following discussion, Treasurer Amundson made a motion to award Project Phase I to Seton Construction. Motion carried. A notice to proceed will be prepared and send to the contractor next week. Project must be completed no later than October 15, 2004. Mr. Baker proceeded to explain this project's permit requirements. The PLDD had acquired all permits necessary to complete this project.
4. Phase III plans are being drafted. Since the PLDD had already made this year's payment towards repayment of the county loan, Treasurer Amundson officially withdrew district's offer to complete Phase III at the district's expense. Phase III will involve improvement of the roadside ditches within the county right of ways, which are excluded from the district.
5. Discussions were held pertaining to the county inspectors' and plan reviewers' training. First training session took place on Thursday, April 29, 2004. Mr. Baker gave a detailed training session report. Mr. Baker reported handing out G&O drainage plan checklists. The county will also be provided with a PLDD map of existing drainage conditions and recommended drainage discharge points. At the next training session Mr. Baker will invite the county staff to review and discuss some drainage plans proposed for the new house construction in the North Bay area. Having Port Ludlow built out as an urban community in a rural setting, makes it drainage needs unique. Making county staff understand this uniqueness is PLDD goal.

Following the first training session, Mr. Regan received two Port Ludlow new construction drainage plans from the county for a review. Recommendations have been submitted back to the county.

Josh Stewart, County engineer, brought in materials the county hands out to the applicants preparing stormwater management plans.

The Commissioners find PLDD stormwater management training of the county staff beneficial to the community. Therefore, by a motion duly made, seconded, and carried, Mr. Baker was authorized to work with the county helping to educate their staff with regards to property and drainage problems within Port Ludlow Drainage District.

6. Mr. Baker brought in DVD copies of the culvert TV inspection performed last month. Walter Taylor, Condon Lane resident, asked for a print showing the damage to one of the Condon Lane culverts. Mr. Baker was instructed to prepare a print requested by Mr. Taylor.
7. Mr. Baker reported that Centennial Clean Water Fund loan will be closed and its repayment schedule will be identified as soon as the necessary paperwork is completed. This loan will have to be repaid within five years. First out of ten equal semiannual payments will be due a year after the loan is closed. The PLDD had borrowed \$54,000 from the Centennial Clean Water Fund.

First payment on Public Works Trust Fund loan is due in July 2004. Mr. Baker will be meeting with Treasurer Amundson and Ginger Brown, PLDD bookkeeper, later this day to further discuss Public Trust Fund and Centennial Clean Water loan repayment schedules.

New Business:

1. Mr. Turpin brought to the Commissioners' attention a drainage problem occurring on 80 Olympic Lane cal de sack property. The problem is similar to the one on Adventurer Lane addressed by the PLDD last summer. The Commissioners visited the site after the meeting.
2. The Commissioners discussed Port Ludlow Resort Plan Revision Draft Supplemental Environmental Impact Statement dated April 2004. By a motion duly made, seconded, and carried, Mr. Baker was directed to review this document. Draft response prepared by Mr. Baker was submitted to the Commissioners for a review. One of Mr. Baker's recommendations is to include PLDD on the county distribution list. Public comment deadline for this document is 28 May 2004. Port Ludlow Associates New Land Use Proposal will also be reviewed. It is expected that once the project is completed, all drainage facilities will be turned over to the PLDD for operation and maintenance. Prolonged technical discussion followed.

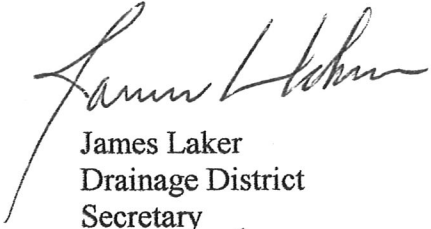
The next regularly scheduled meeting of the Drainage District will be held on 27 May 2004.

The 14 May 2004 meeting adjourned at 11:25 AM.

Respectively Submitted:

Approved:

Approved:

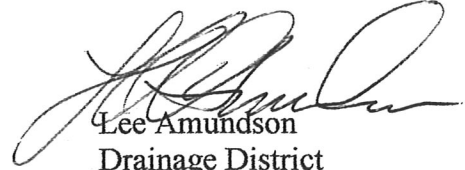


James Laker
Drainage District
Secretary

absent



Richard Regan
Drainage District
Chairman



Lee Amundson
Drainage District
Treasurer