

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 59th Regularly Scheduled Meeting
10 AM, 10 June 2004

Call to order and Approval of Minutes:

The 59th regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Chairman Richard Regan. Two out of three PLDD Commissioners were in attendance with Commissioner Laker being excused. The minutes of the 27 May 2004 regularly scheduled meetings were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 14 May to 10 June 2004 for the total amount of \$12,188.83. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
04-034	\$200.00	Rent (LMC)
04-035	\$10,250.00	Loan Repayment (Public Works Board)
04-036	\$1,135.14	Gray & Osborne Inc.
04-037	\$346.31	Payroll (Wilson)
04-038	\$57.38	Payroll Taxes (Bank of America)
04-039	\$200.00	Bookkeeping (Brown)

Public Forum:

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

Old Business:

1. Commissioner Regan brought in a signed legal representation contract for attorney Ted Knauss, chosen by the PLDD to replace attorney Blair Burroughs. This contract will be filed with the rest of the PLDD records.
2. The Commissioners were given an update on the progress of the Oak Bay Road Conveyance System Repair Project. Earlier today, a representative of the Seton Construction of Port Townsend, WA, brought in a signed contract for the Phase I. This contract will be checked for errors and signed by the PLDD Commissioners after this meeting. Mr. Baker will then prepare and send to the contractor a notice to proceed. Phase I should be completed this summer.

3. Discussions were held pertaining to the funding of the Oak Bay Road Conveyance System Repair Project Phase I & Phase II. Treasurer Amundson gave a detailed report of the PLDD financial situation with regards to this project. The Commissioners considered asking Seton Construction to finance this project and/or taking out a bank or a county loan. The Commissioners have 60 days from the bid opening date (April 28) to award the project. Following discussion, Treasurer Amundson moved that the PLDD take necessary steps to borrow sufficient funds (\$68,000) to complete Phase II in conjunction with Phase I. Motion carried. Mr. Baker was directed to prepare all necessary paperwork to award Phase II contract but not to send anything to the contractor until the loan is secured. Treasurer Amundson will be meeting with the Marine Bank loan officer and County Treasurer Judith Morris next week.
4. PLDD comments on the Port Ludlow Resort Plan Revision Draft Supplemental Environmental Impact Statement dated April 2004 were submitted to the county earlier this week.
5. No date has been set for the next county inspectors' and plan reviewers' training session. Training should be complete this summer.
6. Mr. Regan reported meeting with Al Scalf, Jefferson County Community Development Department, later this day to discuss an application to build a house on Condon Lane lot # 1-2-024. The lot in question contains an adjacent drainage easement and has a significant existing drainage problem. Taking into consideration difficult drainage conditions of this lot, the Commissioners agreed to request that the owner retains services of a professional engineer to prepare a drainage plan for the property and that the county does not issue a building permit until this PLDD request is satisfied. The PLDD is willing to provide all available technical information to help designing an adequate drainage plan for the proposed construction.
7. Discussions were held pertaining to the annual maintenance of the Area 7 Detention Pond. Mr. Baker will contact contractor Joe Thompson to get a cost estimate for this project. Pond maintenance should be done annually in August- September.
8. Mr. Baker reported an assessment dispute by the Port Ludlow Associates. A parcel in question was divided into ten individual parcels of which PLA still pays for two with seven being assessed to the individual lot owners. The 10th parcel is identified as a common area for the seven individual lots. Therefore, its assessment should be split seven ways among the seven above mentioned lot owners. Due to a county clerical error on the assessment roll sent to the G&O to calculate the 2004 assessment, this parcel's assessment was mailed to the PLA, who owned the parcel prior to subdivision. The lot owners have been already billed for this year. Since the common area should be assessed differently from a regular lot, adjusting this parcel's assessment and re-billing of the seven owners will trigger assessment adjustment for the rest of the PLDD members. Therefore, the Commissioner decided not to collect this parcel's assessment this year. Following prolonged discussion, Commissioner

Regan moved not to collect assessment for the above-described common area parcel this year. Treasurer Amundson made a correction to this motion to reduce the budget by the amount of the assessment in question to accommodate the error. Mr. Baker suggested consulting Ms. Morris before passing any assessment adjustment related motions. Commissioner Regan withdrew his motion. This issue will be further discussed with Ms. Morris at the next (June 24) PLDD meeting.

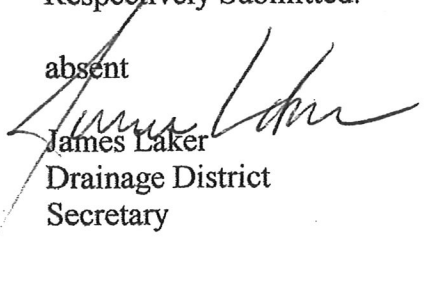
9. Commissioner Regan reported receiving a county drainage plan review request for a commercial property proposed by Paradise Bay Design & Construction. The Commissioners authorized Mr. Baker to review this plan. Average drainage plan review takes four hours.

The next regularly scheduled meeting of the Drainage District will be held on 24 June 2004.


The 10 June 2004 meeting adjourned at 11:20 AM.

Respectively Submitted:

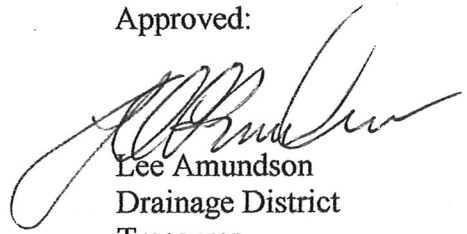
absent


James Laker
Drainage District
Secretary

Approved:


Richard Regan
Drainage District
Chairman

Approved:


Lee Amundson
Drainage District
Treasurer