

Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 68th Regularly Scheduled Meeting
10 AM, 11 November 2004

Call to order and Approval of Minutes:

The 68th 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 October 2004 regularly scheduled meeting. Minutes were approved as written.

Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 14 October to 11 November 2004 for the total amount of \$32,613.93. A breakdown of this total is shown below:

| Voucher Number | Amount | Item Description |
|----------------|-------------|---------------------------------------|
| 04-064 | \$1,140.00 | Commissioners' Expenses (Amundson) |
| 04-065 | \$1,521.16 | Gray & Osborne, Inc. |
| 04-066 | \$400.00 | Rent (Ludlow Maintenance Commission) |
| 04-067 | \$2,430.00 | Insurance (WA Government Entity Pool) |
| 04-068 | \$24,611.29 | Seton Construction of Port Townsend |
| 04-069 | \$477.12 | Payroll (Wilson) |
| 04-070 | \$75.74 | Payroll Taxes (Bank of America) |
| 04-071 | \$200.00 | Bookkeeping (Brown) |
| 04-072 | \$978.62 | American Marine Bank |
| 04-073 | \$780.00 | Yard Dog Landscaping |

Assessments & Improvements:

Earlier this fall Treasurer Amundson consulted Judith Morris, County Treasurer, with regards to a possibility of collecting PLDD assessment as one annual spring payment. Ms. Morris has personally attended this meeting to explain the difference between capital improvement assessments and budget-based assessments. Different from the capital improvement assessments which are set up as even repayments of the funds spent on the capital improvement projects of one sort or another, PLDD assessment is a budget-based assessment, which varies from year to year depending on the variations of the budget. Twice a year collection method is the only method available to collect budget-based assessments.

Public Forum:

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

Old Business:

1. Oak Bay Road Conveyance System Repair Project Phases I & II have been completed earlier this fall. Barry Baker, Gray & Osborne Inc., reported receiving project completion statement. Mr. Baker, Gray & Osborne Inc., brought in three copies of change orders for the Commissioners to sign. Signed by the Commissioners at this meeting, these documents will be signed by Seton Construction. Once all the paperwork is completed, PLDD will release retainage payment for this project.
2. Mr. Baker reported still working with the county on finalizing PLDD design for Oak Bay Conveyance Repair Project Phase III. Drawings should be in by the next (December 9) PLDD meeting and out for bids in February-March. This project is a small works roster job. Phase III financing agreement is being reviewed by the county legal staff. Once released by the county it will be reviewed by PLDD attorney Ted Knauss. This project will not start till May-June 2005.
3. Discussions were held pertaining to Montgomery Lane emergency flood prevention plan which to date had not been finalized.
4. Mr. Baker is still working on setting up county inspectors' training sessions. Mr. Baker was directed to contact the county on a weekly basis.
5. Mr. Baker reported discussing Ludlow Cove Phase II drainage facilities with Mark Dorsey, an engineer for Port Ludlow Associates. The PLDD will have legal access to these facilities by means of an easement and a public trail. Mr. Baker reported his general satisfaction with a drainage design implemented at this development.
6. Discussions were held pertaining to 80 Olympic Lane drainage problem. Robert Snow, the owner of the effected property, personally attended this meeting. Mr. Baker explained his solution to the problem as stated in his letter report drafted earlier this fall. A copy of this report has been sent to the county. Mr. Baker believes that directing water runoff from the West Side of the street driveways off the road and into the roadside ditch will significantly decrease the volume of the water running through 80 Olympic Lane and other East Side properties. The Commissioners recommended that Mr. Snow personally contacts the county to solve his drainage problem based on PLDD recommendations. The PLDD has no authority to perform work in the county right of way.
7. Mr. Amundson suggested that the Commissioners consider obtaining a drainage easement on the now vacant Olympic Lane lot # 1-4-023 to solve that area drainage problem before that lot is developed. Following discussion, by a motion duly made,

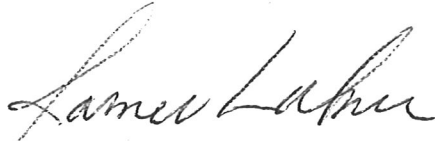
seconded, and carried, Mr. Baker was directed to make a letter report describing the problem and it's possible solution. This report should be ready by the January PLDD meeting.

8. Earlier this fall the Commissioners requested legal council to determine if PLDD had legal authority to acquire water and sewer facilities. Mr. Knauss, PLDD attorney, addressed this issue at this PLDD meeting. Having read Statute 91010, Mr. Knauss concluded that PLDD has legal authority to acquire water and sewer facilities and the first step toward it would be passing a PLDD resolution stating PLDD intentions to control local water and sewer. Prolonged discussion followed. Walter Cairns, former PLDD chairman, asked to research the costs of acquisition of Olympic Water & Sewer Inc. Mr. Baker was directed to check if there are grant funds available for such an undertaking.
9. Discussions were held pertaining to 2005 budget. Treasurer Amundson gave a detailed presentation of the PLDD budget for the next year. Treasurer Amundson's budget proposal shows building up PLDD contingency fund by performing small cost construction projects. Proposed budget shows an assessment increase of approximately 9%. Following discussion, Treasurer Amundson made a motion to approve 2005 budget as prepared. Commissioner Laker seconded this motion. Motion carried by a unanimous vote. Approved budget will be submitted to the county later this week.
10. Discussions were held pertaining to a drainage situation by 241 Montgomery Lane. Rick Clifton, the owner of the above-mentioned property, personally attended this PLDD meeting. The PLDD had inspected a damaged drainage pipe running along the side of his property before and it was Mr. Baker's recommendation to monitor the situation until such time when the pipe can be replaced. Since the time of the last inspection a large tree went over the bluff. Following brief discussion, Mr. Baker was directed to make another site visit to this location and report his findings at the next (December 9) PLDD meeting.
11. Melvin Smith, Grove Court resident, reported that local residents met with the LMC Greenbelt Committee to discuss landscaping of the greenbelt area effected by the Oak Bay Road Conveyance Repair Project. The Greenbelt Committee reviewed two submitted plans, and approved Smiths' plan of planting and maintaining approximately thirty trees along Oak Bay Road and Baldwin Lane. The trees were paid for and planted by the Smiths.
12. Mr. Regan reported county decision against placing a road barrier on Baldwin Lane. The PLDD should have a written explanation of this county decision by the next (December 9) PLDD meeting.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on 9 December 2004.

The 11 November meeting adjourned at 11:40 AM.

Respectively Submitted:



James Laker
Drainage District
Secretary

Approved:



Richard Regan
Drainage District
Chairman

Approved:



Lee Amundson
Drainage District
Treasurer