

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 71<sup>st</sup> Regularly Scheduled Meeting  
10 AM, 10 February 2005

## Call to order and Approval of Minutes:

The 71<sup>st</sup> 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 13 January 2005 regularly scheduled meeting. Minutes were approved as written.

## Expenses:

The PLDD Commissioners approved Drainage District expenses that have accrued from 13 January 2005 to 10 February 2005 for the total amount of \$12,136.44. A breakdown of this total is shown below:

Voucher Number	Amount	Item Description
05-008	\$174.38	Payroll (Wilson)
05-009	\$1,167.30	Gray & Osborne Inc.
05-010	\$400.00	Rent (Ludlow Maintenance Commission)
05-011	\$325.00	Legal (Knauss Law Firm)
05-012	\$221.90	Bookkeeping (Brown)
05-013	\$152.20	Port Townsend Leader
05-014	\$8,700.25	Seton Construction of Port Townsend
05-015	\$27.54	Payroll Taxes (Bank of America)
05-016	\$967.87	American Marine Bank

## Public Forum:

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

## Old Business:

1. Discussions were held pertaining to the Oak Bay Road Conveyance Repair Project Phase III. Earlier this month, Commissioners received a letter of concern from Mel and Katie Smith, Grove court residents, regarding a county culvert that extends across Oak Bay Road and empties on their Port Ludlow lot # 2-1-016 and the adjacent lot # 2-1-017. In this letter and in person at this meeting Mr. Smith expressed his fear that this problem may never be resolved as neither the county nor the PLDD feel it to be in their jurisdiction. Because there is a financial cooperation between PLDD and the county in Phase III, and due to the fact that no action has been taken since their initial

request in 2002, the Smiths requested that this problem be addressed in Phase III construction by either creating of a ditch on the east side of the Oak Bay Road to carry the culvert runoff southward or by plugging the culvert and allowing the water to flow on the west side of the Oak Bay Road. Barry Baker, Gray & Osborne Inc., responded by stating that in his professional opinion Phase III flow control inlet structure installation would significantly reduce the volume of water carried by the culvert described. Following discussion, Commissioners agreed to come back to this problem if it not resolved by completion of Phase III.

Mr. Baker brought in Phase III plans and contract documents for a final review. A set of plans will also submitted to the county. If everything goes as scheduled, this project will be advertised in March for April pre-construction walk-through meeting, May bid opening, and June-August construction time.

Having received PLDD attorney Ted Knauss's approval, Commissioners signed an official agreement that the county would financially contribute to Phase III. A signed copy of this document will be mailed back to the county later this week.

2. First county inspectors' training session will be held at 1 p.m. at the Beach Club the day of this meeting. Mr. Baker has prepared a presentation. Commissioners discussed a list of on-going construction projects to show the inspectors after the presentation.
3. Mr. Baker reported receiving final amendment and repayment schedule for the Department of Ecology loan. Due to a clerical mistake repayment schedule has been mailed to the PLDD after the due date of the first payment. There will be no late payment penalty. A voucher for the first payment will be prepared and submitted for the Commissioners' approval at the next (March 10) meeting.
4. Discussions were held pertaining to the large greenbelt project scheduled to be designed this year. A survey crew is currently working in the greenbelt and should be done within the next few days. Once the survey is done, Mr. Baker will be able to start designing 2006 greenbelt project. Once the project is designed, it will be submitted to the LMC Greenbelt Committee and Port Ludlow Village Council Trails Committee for a review.
5. Commissioner Regan brought to the Commissioners' attention a new house construction project planned for Pioneer Drive lot # 2-3-122. Contractor Harold Moe is willing to cooperate and install a drainage system for the house he intends to build on the above-described lot. Unfortunately for Mr. Moe, at this time one of the adjacent property owners is denying him a drainage easement to run a pipe to a downstream roadside ditch. As recommended by Mr. Regan on behalf of the PLDD, the county has issued a building permit for this project, condition to final inspection of drainage system been installed. The same recommendation will be made to the Architectural Control Committee members who are upholding their approval of this project awaiting PLDD approval of the drainage plan.

6. Mr. Baker brought in a letter report for the Olympic Lane where water run-off from the uphill greenbelt discharges into a currently vacant lot. Mr. Baker recommended obtaining a drainage easement to install a pipe along two sides of the above-described property to channel the water into the downhill greenbelt. Discussion followed. This letter report will be kept on file until the property is up for development.
7. John Van Zonneveld, Vice-president of the Ludlow Maintenance Commission, brought in Greenbelt Committee's plan to restore and maintain for two years greenbelt areas effected by the Oak Bay Road Conveyance System Repair Project and a request to allocate \$1500 to fund this project. All other expenses, if any, will be paid by the GBC. Following discussion, Commissioner Amundson made a motion to reimburse LMC up to \$1500 for restoration of the above-mentioned greenbelt areas upon submission of the nursery invoice. Motion carried
8. Mr. Baker sent a letter report to William Lazarus explaining his findings regarding the drainage of Mr. Lazarus's Montgomery Lane lot. To date, Mr. Baker received no response to his letter.
9. The Commissioners started receiving applications for 2005-2006 PLDD Small Works and Engineering Services Rosters. Applications deadline is February 28, 2005.

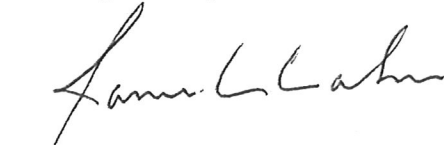
**New Business:**

1. Commissioner Amundson made a motion to grant Olga Wilson's, PLDD administrative assistant, request to leave town on a family business. Ms. Wilson will be back in time for the second April PLDD meeting, if such is scheduled. Motion carried.
2. Walter Cairns, former PLDD Chairman, inquired on the status of his earlier request to check if any grants were available to the PLDD to start Port Ludlow Water District. Mr. Baker responded that his research found no grants available.
3. Commissioner Regan reported that Ludlow Cove Division II plans had been submitted to the county for a review. He reviewed drainage plan submitted with this application and passed an environmental checklist on to Mr. Baker for a review. Once again Port Ludlow Associated stated that Drainage District would sign an agreement to maintain drainage facilities that would be installed in the above-described development without consulting the PLDD. Mr. Baker was directed to prepare PLDD response to the county regarding this development as soon as possible.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on 10 March 2005.

The 10 February meeting adjourned at 11:45 AM.

Respectively Submitted:



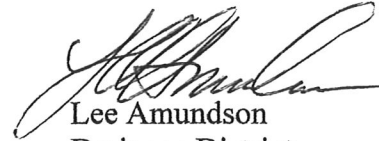
James Laker  
Drainage District  
Secretary

Approved:



Richard Regan  
Drainage District  
Chairman

Approved:



Lee Amundson  
Drainage District  
Treasurer