

# Port Ludlow Drainage District

Post Office Box 65261

Port Ludlow 98365

Minutes of the 83<sup>rd</sup> Regularly Scheduled Meeting  
10:05 AM, 22 September 2005

## **Call to order and Approval of Minutes:**

The 83<sup>rd</sup> regularly scheduled meeting of the Port Ludlow Drainage District (PLDD) was called to order by the Commissioner Chairman Richard Regan with the first order of business being approval of the minutes of the regular 8 September 2005 meeting. The 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 work on the Oak Bay Road Conveyance Repair Project Phase III should start as soon as the Adventurer Lane Project is completed.
2. The Adventurer Lane Project is underway. Stacy Clear, Gray & Orsborn engineer, is going to visit the construction site immediately after this meeting to check on installation of the lower catch basin. This project should be completed later this week. Discussion of the path restoration was tabled until the next (October 13) PLDD meeting, as there were no GBC or LMC representatives present at this meeting.
3. The bid opening for the small channels and detention pond maintenance contract took place at 10 AM on the day of this meeting. No bids were submitted at that time. A bid proposal from Sunny Bees' Landscaping was brought in late (at approximately 10:45 AM). This bid was opened, reviewed by the Commissioners, and forwarded to Barry Baker, PLDD engineer, for consideration. The estimate appears to be very high. During the discussion that followed, the Commissioners considered simplifying the contract and hiring someone listed on PLDD Small Works Roster.
4. Discussions were held pertaining to a Comprehensive Plan update. Ms. Clear brought in an updated prioritized list of capital improvement projects for the Commissioners to review. The Commissioners needed the list to see what projects might be considered for next year's construction season. New list includes downstream drainage improvement project as a less costly alternative to the large greenbelt project. This project includes Oak Bay culvert replacement, which falls under county jurisdiction. The county will be informed of this project as soon as possible.

5. No discussions were held pertaining to the large greenbelt project.
6. Discussions were held pertaining to 2006 PLDD budget. Commissioner Amundson gave a line-by-line analysis of the PLDD 2005 budget vs. actual and expressed his concerns with engineering costs consistently coming in over budget. Commissioner Amundson met with Mr. Baker prior to this meeting to discuss the 2006 budget. He recommended starting implementing a work-order policy for engineering and including an engineering contingency into 2006 budget. Commissioner Amundson has also explained that his main objective for 2006 budget is building up the reserve to avoid borrowing for the upcoming capital improvement projects. Prolonged line-by-line discussion of the first draft of the proposed 2006 budget followed. The Commissioners decided to change the time of their October 27 meeting to 7 PM to solicit membership's comments on the budget. This meeting will be advertised as a 2006 budget meeting. The announcement will be placed in the fall issue of the Log and posted on the Beach Club bulletin board. The budget must be approved at the second October meeting to be submitted to the county in November.
7. Commissioner Regan reported receiving a letter from the county with a copy of PLA letter expressing their dissatisfaction with the PLDD for holding up approval of their construction plans for Resolute Lane lot # 2-2-065. The PLDD turned down two drainage plans prepared for this construction. The third plan submitted requires a drainage easement through the adjacent lot # 2-2-066 and LMC greenbelt. The PLA was advised to pursue putting in a drainage pipe through that property while it was being developed. The PLA took no action. Having recently discussed the matter with the owners of lot # 2-2-066, Mr. Regan concluded that they were willing to grant PLA an easement and waiting for the PLA to present them with an easement agreement. Port Ludlow Associates claim that they have exhausted all possibilities for a successful resolution of the drainage situation in this case. Mr. Regan disagrees with these conclusions. He sent the county his comments regarding this case showing an option of draining into the Resolute Lane roadside ditch through another property adjacent to proposed construction (lot # 2-2-068). The PLA have not yet considered this route. The county has forwarded Mr. Regan's response to the PLA.

**New Business:**

1. The Commissioners discussed future work-order procedures for the PLDD engineers. Commissioner Laker made a motion to prepare a work-order form. Seconded by Commissioner Amundson, this motion carried. Ms. Clear stated that the G&O engineers are already using a certain proposal authorization form. A copy will be provided for a Commissioners' review.
2. Commissioner Amundson made a motion to raise PLDD administrative assistant's hourly pay 10% starting 1 January 2006. Seconded by Commissioner Laker, this motion carried.

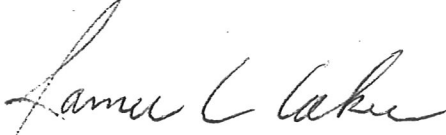
The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on 13 October 2005.

The 22 September 2005 meeting adjourned at 11:35 AM.

Respectfully Submitted:

Approved:

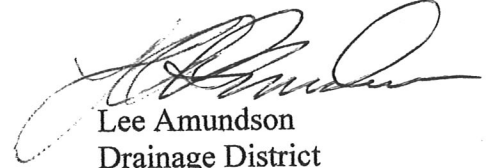
Approved:



James Laker  
Drainage District  
Secretary



Richard Regan  
Drainage District  
Chairman



Lee Amundson  
Drainage District  
Treasurer