

**Port Ludlow Drainage District
Board of Commissioners' Meeting #0332**

Agenda

December 12, 2024 at 10:00 AM

ZOOM and In Person Meeting

Beach Club, 121 Marina View Drive, Gallery Room, Port Ludlow WA 98365

Join Zoom Meeting

<https://us06web.zoom.us/j/85899487210?pwd=8ZvPEGhOINmkX04ML7pCgnn4znPrHA.1>

Meeting ID	858 9948 7210
Passcode	910600

Topic: PORT LUDLOW DRAINAGE REGULAR BUSINESS MEETING

For Telephone Audio-only: Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on your telephone. **If you wish to provide public comment press *9 to “raise your hand”.** Participation will be up to the Chair of the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Commissioner Communications**
Review of any communications by the commissioners.
- 4. Public Comment**
The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission’s meeting.
- 5. Consent Agenda**

Items 5.a and 5.b, listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that

item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

Consent Action: *Approve a motion to accept the Consent Agenda as presented.*

5.a. Minutes November 14, 2024 #0331.

5.b. Voucher Summary: voucher numbers 24-125 through 24-132 for a total of \$5,426.01, payroll of \$949.09, \$0.00 supplies, and \$4,431.92 services.

6. New Business

None noted

7. Old Business

7.a Resolute Lane Greenbelt Open Ditch Discharge

Recommended action: review the project with information from Gray and Osborn and Yard Dogs.

7.b Enduris Insurance Property Inventory Schedule

Recommended action: review any updates.

8. Reports:

8a. Financial Reports:

Recommended Action: The Commissioners will review the District monthly reports on financial activities.

9. Signing of the Documents will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

10. Meeting Adjournment.

Port Ludlow Drainage District (PLDD)

DRAFT November 14, 2024

Board of Commissioners Meeting #0331

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order at 10:00 a.m.

2. **ROLL CALL:** Commissioner 1, Chair, Dean Cole and Commissioner 3 Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator. Commissioner Ron Mountain was not present. Kerri Sidebottom, Consulting Engineer at Gray & Osborn was also present via Zoom. Dave Bernard was also present.

3. **Public Comments:**

None reported

4. **Commissioner Communications**

None reported

5. **Agenda Approval:** Commissioner Nilssen moved to approve the agenda as presented. Commissioner Cole seconded and the motion carried.

6. **Consent Agenda:**

6 a. minutes of 10/14/2024 were included for approval.

6.b Voucher Summary: numbers 24-114 through 24-124 totaling \$9,176.22 with \$1,118.92 for payroll, \$00.00 for supplies, and \$8,057.27 for services provided.

Commissioner Nilssen moved and Commissioner Cole seconded to approve; motion carried.

7. **New Business:**

7. a **2025 Budget Approval**

Commissioner Cole moved, and Commissioner Nilssen seconded, that the 2025 budget be approved via Resolution 2024-001 in the amount of \$104,400 with an assessment of \$80,000 to the rate payers of the district. Commissioner Nilssen will drop off the appropriate paperwork with the county. The commissioners thanked

Kerri Sidebottom and her team at Gray and Osborn for their hard work on the budget.

7. Old Business

7. a Falge Bookkeeping Letter of Engagement

After reviewing Falge's letter, Commissioner Nilssen moved to approve the Falge letter of engagement, and Commissioner Cole seconded, all approved. The document was signed and Commissioner Nilssen will deliver the signed letter to Falge tomorrow.

7.b Resolute Lane Greenbelt Open Ditch Discharge

Discussion was centered around the issues at Resolute Lane and the impact on Mr. Bernard's property. Various scenarios of addressing this problem, both on a short-term and long-term basis, were discussed along with the associated costs and bidding processes, and safety issues. Gray and Osborn would need contract with the district for the scope and design of the project, and then would be able to bid it out with contractors. First would be to determine if the water is surface water versus ground water, and installing a liner first would identify that issue. The liner installation may be able to be done by Yard Dogs or by another company, potentially under the bid limit. It was determined to include Commissioner Mountain and Commissioner Cole, Kerri from Gray and Osborn, Russ Lowry from Yard Dogs and Mr. Bernard to meet at a later date (*determined later to be December 6*) to review the site and determine the next steps, which will be discussed at the December 12th regular business meeting.

7. c Enduris Insurance Property Inventory Schedule

Commissioner Cole spoke with Mitch Eaden, the Risk Manager at Enduris, and is scheduling a walkthrough with Mitch and Russ Lowry regarding the chain link fence, the diffuser and the bridge to verify the replacement costs on the insurance inventory list. Commissioner Cole has contacted another fence company to ascertain replacement costs. The district needs to do due diligence when it comes to costs to the district.

7. d Comprehensive Plan

Commissioner Mountain and Kerri at Gray and Osborn have not yet met in person to review G&O's work with the district. Commissioner Mountain should also get in touch with Monte Reinders at the Jefferson County Public Works and Brian Belmont, General Manager of Ludlow Maintenance Commission and with Russ Lowry for area familiarization. Commissioner Nilssen suggested that the review of the Comp Plan be postponed until after January until Commissioner Mountain is fully on board. Kerri mentioned that there may be additional work beyond their regular engineering services depending on her involvement.

7.e Zoom versus GoToMeetings

Christianson noted that the cost between the two services was negligible, and she did a quick test run of the GoToMeeting and had some troubling issues.

Commissioner Nilssen noted that per MSRC there was no requirement under the RCWs to have recorded meetings. "There is no requirement that a public meeting be either audio or video recorded, however the legislature recently amended the Open Public Meetings Act (OPMA) to, among other things, encourage agencies to record their meetings. RCW 42.30.220 provides:

(1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.

(2) This section does not alter a local government's recordkeeping requirements under chapter 42.56 RCW."

Recorded meetings were necessary during COVID, but now they are not required. There were some administrative issues with Zoom that are now resolved. Nilssen recommended that going forward the District post the agendas, the minutes and the audio recordings of the meetings on the website for the public and the public is encouraged to attend the meetings. The minutes can be brief and succinct with just bullet points and voted actions taken. Commissioner Cole agreed and the next meeting will be posted audio only and continue with Zoom versus GoToMeetings.

7. Reports:

7.a. Financial Reports:

Financial reports were presented and reviewed. The documents prepared by Falge regarding financial statement and cash receipts and expenses per month are to be the only ones posted on the district website. Commissioner Nilssen stated that the district was in good financial shape. He also noted that Falge was using a new accounting system that will need to be tweaked to fit the district's needs.

8. Signing of the Documents will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

9. Meeting Adjournment.

MOTION: Commissioner Cole moved to adjourn the meeting at 11:30 am, Commissioner Nilssen seconded. All approved.

Commissioner 1, Ron Mountain _____ Date _____

Commissioner 2, Dean Cole, Chair _____ Date _____

Commissioner 3, Michael Nilssen, Vice Chair _____ Date _____

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.

DRAFT

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/16/2024	12/1/2024	V24-125		10069	0 LEIGH CHRISTIANSON	NOV HOURS	677.09	69500589	589400	677.09
1	12/16/2024	12/1/2024	V24-126		10069	0 LEIGH CHRISTIANSON	REIMBURSE MICROSOFT	109.09	69500589	589400	109.09
1	12/16/2024	12/1/2024	V-24-127		10069	0 LEIGH CHRISTIANSON	MILEAGE	48.91	69500589	589400	48.91
1	12/16/2024	12/1/2024	V24-128		9255	0 DEAN COLE	NOV 14 REGULAR MEETIN	116.78	69500589	589400	116.78
1	12/16/2024	12/1/2024	V24-129		9255	0 DEAN COLE	NOV 12 SPECIAL MEETIN	116.78	69500589	589400	116.78
1	12/16/2024	12/1/2024	V24-130		9255	0 DEAN COLE	NOV 20 SPECIAL MEETIN	116.80	69500589	589400	116.80
1	12/16/2024	12/1/2024	V24-131		9228	0 MICHAEL NILSSEN	NOV 14 REGULAR MEETIN	116.80	69500589	589400	116.80
1	12/16/2024	2/6/1902	V24-132		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM	184.45	69500589	589400	184.45
1	12/16/2024	12/1/2024	4953-V24-133		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	12/16/2024	12/4/2024	24429-12-V24-134		3041	0 GRAY AND OSBORNE 11/3-11/30	ENGINEERING SERVICES	530.51	69500589	589400	530.51
1	12/16/2024	11/20/2024	15428,24-V24-135		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	109.10	69500589	589400	109.10
1	12/16/2024	12/2/2024	12.2-1547-V24-136		7001	0 SEA WING DESIGNS	ANNUAL COSTS WEBSITE	1,067.24	69500589	589400	1,067.24
1	12/16/2024	12/1/2024	V24-137		8781	0 YARD DOG LANDSCAPING INC	LANDSCAPING	1,979.91	69500589	589400	1,979.91

5,568.46 5,568.46

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

TOTAL WARRANT AMOUNT: 5,568.46

MONTH 12/1/2024

CHAIRMAN, COMMISSIONER COLE

COMMISSIONER, MEMBER NILSSEN

COMMISSIONER, MEMBER MOUNTAIN

Report of Account Balances and Changes
For November 2024
Port Ludlow Drainage District

Account	January ¹	February	March	April	May	June	July ²	August ³	September ⁴	October	November	December	13th Month	Totals
General Fund (GF):														
GF Beginning Cash Balance	\$ 67,256.88	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43	\$ 78,948.33	\$ 72,960.78	\$ 65,121.67	\$ 54,938.75	\$ 48,930.02	\$ 63,285.63			
GF Receipts	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90	\$ 8,340.70	\$ 1,229.10	\$ 4,985.79	\$ 1,034.17	\$ 3,758.16	\$ 20,858.11	\$ 7,010.82			\$ 86,527.75
GF Disbursements	\$ (5,741.53)	\$ (7,969.65)	\$ (10,944.19)	\$ (4,918.98)	\$ (6,385.80)	\$ (7,216.65)	\$ (12,824.90)	\$ (11,217.09)	\$ (9,766.89)	\$ (6,502.50)	\$ (9,176.22)			\$ (92,664.40)
GF Ending Cash Balance	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43	\$ 78,948.33	\$ 72,960.78	\$ 65,121.67	\$ 54,938.75	\$ 48,930.02	\$ 63,285.63	\$ 61,120.23			
GF Investment Pool														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00			
GF Investment Pool Gross Interest	\$ 681.54	\$ 636.52	\$ 679.60	\$ 656.57	\$ 678.58	\$ 657.39	\$ 680.16	\$ 678.20	\$ 636.08	\$ 620.13	\$ 574.83			\$ 7,179.60
GF Investment Pool Fee Amount	\$ (34.08)	\$ (31.83)	\$ (33.98)	\$ (32.83)	\$ (33.93)	\$ (32.87)	\$ (34.01)	\$ (33.91)	\$ (31.80)	\$ (31.01)	\$ (28.74)			\$ (358.99)
GF Investment Pool Net Interest	\$ (647.46)	\$ (604.69)	\$ (645.62)	\$ (623.74)	\$ (644.65)	\$ (624.52)	\$ (646.15)	\$ (644.29)	\$ (604.28)	\$ (589.12)	\$ (546.09)			\$ (6,820.61)
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00			
GF Receipts Breakdown														
Special Assessment Revenue	\$ 80.38	\$ 5,302.52	\$ 3,456.80	\$ 22,208.16	\$ 7,696.05	\$ 604.58	\$ 474.74	\$ 377.01	\$ 2,652.74	\$ 20,268.99	\$ 6,464.73			\$ 69,586.70
Interest from GF Investment Pool	\$ 647.46	\$ 604.69	\$ 645.62	\$ 623.74	\$ 644.65	\$ 624.52	\$ 646.15	\$ 644.29	\$ 604.28	\$ 589.12	\$ 546.09			\$ 6,820.61
Transfers & Other Activity	\$ 5,741.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,864.90	\$ 12.87	\$ 501.14	\$ -	\$ -			\$ 10,120.44
<i>GF Receipts</i>	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90	\$ 8,340.70	\$ 1,229.10	\$ 4,985.79	\$ 1,034.17	\$ 3,758.16	\$ 20,858.11	\$ 7,010.82			

- 1). \$5,741.53 Added to January to cancel out the \$(5,741.53) recorded as being spent in January. The Expenditure is now recorded in the 13th Month of 2023. This is to match the correction to the Jefferson County reports after their audit. Adjustment made to Port Ludlow Drainage District's records on 5-1-2024.
- 2). \$3,864.90 was added as both a debit and credit to the expenditures tracked by Jefferson County. Because this transaction only happened within the County's system it does not display on the revenues and expenditures of the district and is only visible here as an increase to the receipts and disbursements.
- 3). \$12.87 was from a check being voided.
- 4). \$501.14 Reprint of paycheck from prior period.

Port Ludlow Drainage District
Statement of Activity
January - November, 2024

Account	Nov 2024			Year to Date		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Revenue						
361.11 Investment Interest	\$ 574.83	\$ -	\$ 574.83	\$ 7,179.60	\$ -	\$ 7,179.60
368.00 Special Assessment Capital (SA)	\$ 6,464.73	\$ 5,833.33	\$ 631.40	\$ 69,586.70	\$ 64,166.67	\$ 5,420.03
389.00 Refund & Voided Expenditures	\$ -	\$ -	\$ -	\$ 12.87	\$ -	\$ 12.87
Total Revenue	\$ 7,039.56	\$ 5,833.33	\$ 1,206.23	\$ 76,779.17	\$ 64,166.67	\$ 12,612.50
Gross Profit	\$ 7,039.56	\$ 5,833.33	\$ 1,206.23	\$ 76,779.17	\$ 64,166.67	\$ 12,612.50
Expenditures						
5144000 Elections Costs						
5144010 Salaries & Wages	\$ -	\$ 166.67	\$ (166.67)	\$ 2,375.47	\$ 1,833.37	\$ 542.10
5144030 Supplies	\$ -	\$ -	\$ -	\$ 75.77	\$ -	\$ 75.77
5144040 Services	\$ -	\$ 166.67	\$ (166.67)	\$ 8,856.07	\$ 1,833.37	\$ 7,022.70
Total 5144000 Elections Costs	\$ -	\$ 333.34	\$ (333.34)	\$ 11,307.31	\$ 333.34	\$ 10,973.97
5535000 Field Expenses						
5535018 Temporary Labor	\$ -	\$ -	\$ -	\$ -	\$ 2,660.00	\$ (2,660.00)
5535030 Misc. Supplies	\$ -	\$ -	\$ -	\$ 72.54	\$ -	\$ 72.54
5535040 Drainage Maintenance Operation	\$ 1,979.91	\$ 2,000.00	\$ (20.09)	\$ 21,653.80	\$ 22,000.00	\$ (346.20)
Total 5535000 Field Expenses	\$ 1,979.91	\$ 2,000.00	\$ (20.09)	\$ 21,726.34	\$ 24,660.00	\$ (2,933.66)
5535100 Engineering						
5535140 General District Engineering	\$ 2,236.87	\$ -	\$ 2,236.87	\$ 15,154.40	\$ 110.00	\$ 15,044.40
5535141 Assessment Roll & Certification		\$ -	\$ -	\$ -	\$ 1,690.00	\$ (1,690.00)
5535143 Unanticipated Engineering Costs		\$ 400.00	\$ (400.00)	\$ -	\$ 4,400.00	\$ (4,400.00)
Total 5535100 Engineering	\$ 2,236.87	\$ 400.00	\$ 1,836.87	\$ 15,154.40	\$ 6,200.00	\$ 8,954.40
5535200 Personnel						
5535210 Administrative Personnel	\$ 873.83	\$ 1,100.00	\$ (226.17)	\$ 9,946.02	\$ 12,100.00	\$ (2,153.98)
5535220 Federal Taxes						
FICA Expense	\$ 86.43	\$ 116.00	\$ (29.57)	\$ 1,339.55	\$ 1,373.00	\$ (33.45)
Total 5535220 Federal Taxes	\$ 86.43	\$ 116.00	\$ (29.57)	\$ 1,339.55	\$ 1,373.00	\$ (33.45)
5535221 State Taxes						
L&I Expense	\$ 4.46	\$ -	\$ 4.46	\$ 57.87	\$ -	\$ 57.87

WAPFML Expense	\$ -	\$ 31.00	\$ (31.00)	\$ -	\$ 368.00	\$ (368.00)
Total 5535221 State Taxes	\$ 4.46	\$ 31.00	\$ (26.54)	\$ 57.87	\$ 368.00	\$ (310.13)
5535230 Commissioner Meetings/District	\$ 256.00	\$ 390.00	\$ (134.00)	\$ 5,220.02	\$ 5,460.00	\$ (239.98)
Total 5535200 Personnel	\$ 1,220.72	\$ 1,637.00	\$ (416.28)	\$ 16,563.46	\$ 19,301.00	\$ (2,737.54)
5535300 Miscellaneous/Office Expenses						
5535331 Supplies	\$ -	\$ 25.00	\$ (25.00)	\$ 194.59	\$ 1,405.00	\$ (1,210.41)
5535341 Rent	\$ 125.00	\$ 140.00	\$ (15.00)	\$ 2,441.32	\$ 2,720.00	\$ (278.68)
5535342 Postage/Mailings	\$ -	\$ 10.00	\$ (10.00)	\$ 68.00	\$ 850.00	\$ (782.00)
5535343 Advertising	\$ -	\$ 40.00	\$ (40.00)	\$ 92.10	\$ 400.00	\$ (307.90)
5535344 Insurance	\$ -	\$ -	\$ -	\$ 5,818.00	\$ 5,780.00	\$ 38.00
5535345 Website Maint. & Renewal	\$ 40.00	\$ -	\$ 40.00	\$ 300.00	\$ 1,560.00	\$ (1,260.00)
5535346 Misc. Filing/Recording Fee	\$ -	\$ -	\$ -	\$ 142.40	\$ 500.00	\$ (357.60)
5535740 Software & Subscriptions	\$ 262.43	\$ -	\$ 262.43	\$ 269.53	\$ -	\$ 269.53
Total 5535300 Miscellaneous/Office Expenses	\$ 427.43	\$ 215.00	\$ 212.43	\$ 9,325.94	\$ 13,215.00	\$ (3,889.06)
5535301 Commissioners Mileage & Expense						
5535340 Commissioner Mileage/Travel Exp	\$ -	\$ -	\$ -	\$ 17.55	\$ 330.00	\$ (312.45)
TBA Commissioner Bond Aid	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Total 5535301 Commissioners Mileage & Expense	\$ -	\$ -	\$ -	\$ 117.55	\$ 330.00	\$ (212.45)
5535302 Assessments/County Fees/Electio						
48.0000 Assessments/County Fees/Electio	\$ 3,018.06	\$ -	\$ 3,018.06	\$ 3,018.06	\$ -	\$ 3,018.06
5535347 State Auditor	\$ -	\$ -	\$ -	\$ -	\$ 1,240.00	\$ (1,240.00)
Total 5535302 Assessments/County Fees/Electio	\$ 3,018.06	\$ -	\$ 3,018.06	\$ 3,018.06	\$ 1,240.00	\$ 1,778.06
5535400 Professional Services						
5535442 Budget Asssitance	\$ -	\$ -	\$ -	\$ 355.32	\$ 1,500.00	\$ (1,144.68)
5535443 Legal	\$ -	\$ 310.00	\$ (310.00)	\$ 1,059.20	\$ 3,410.00	\$ (2,350.80)
5535444 Accounting Clerk	\$ 395.00	\$ 340.00	\$ 55.00	\$ 3,962.70	\$ 3,740.00	\$ 222.70
Total 5535400 Professional Services	\$ 395.00	\$ 650.00	\$ (255.00)	\$ 5,377.22	\$ 8,650.00	\$ (3,272.78)
5594144 Engineering - Capital Projects						
5535145 Miscellaneous Design Project	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)
Total 5594144 Engineering - Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)
Total Expenditures	\$ 9,277.99	\$ 5,235.34	\$ 4,042.65	\$ 82,590.99	\$ 83,929.34	\$ (1,338.35)
Net Operating Revenue	\$ (2,238.43)	\$ 597.99	\$ (2,836.42)	\$ (5,811.82)	\$ (19,762.67)	\$ 13,950.85
Net Revenue	\$ (2,238.43)	\$ 597.99	\$ (2,836.42)	\$ (5,811.82)	\$ (19,762.67)	\$ 13,950.85