

## Port Ludlow Drainage District (PLDD)

October 10, 2024

### Board of Commissioners Meeting #0330

### 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 due to a family emergency. Kerri Sidebottom, Consulting Engineer at Gray & Osborne was also present.
- 3. Public Comments:**

**Public Hearing for 2025 Budget:** no public were in attendance in person or via Zoom, however an email was received on 10/2/2024 from Katie Smith regarding the District's public notice of the hearing. Commissioner Nilssen states that per RCW 85.38.170 the district's obligations to inform the rate payers of the new rates had been met. Per MRSC, budget hearings for districts such as PLDD, notices are not necessarily required to be posted in local newspapers, however the district opted to post the public hearing in The Leader, the local newspaper, as has been done in the past. The 2025 budget is also posted on the PLDD website for the public to review. The district is requesting an \$80,000 annual assessment for 2025. The estimated total amount of the budget is \$104,400. That does not include a reserve of \$21,000 recommended by Gray and Osborne. The 2025 budget has increased \$10,000 from the 2024 budget, noting higher costs for administration and equipment. Commissioner Nilssen will be working with Falge Bookkeeping to produce more detailed budget reports for the prudent management of the district's assets.

No other comments by the commissioners or the public were heard regarding the 2025 budget.

#### 4. Commissioner Communications

Commissioner Nilssen noted that he responded to a request for a recommendation for Falge Bookkeeping from the Humane Society of Jefferson County.

He also noted that he and the board had failed to respond to Commissioner Mountain's request for additional training on the workings of the district. This could be accomplished via phone calls or the district could schedule a special meeting.

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

**6. Consent Agenda:**

6a. minutes of 9/12/2024 were included for approval.

6.b Voucher Summary: numbers 24-097 through 24-109 totaling \$5,641.92 with \$1,235.73 for payroll, \$00.00 for supplies, and \$4,406.19 for services provided, and \$860.13 for Q3 payroll taxes.

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

**New Business:**

**7.a Budget Approval**

The budget approval via Resolution 2024-001 is scheduled for November 14, 2024 at 10 am at this location.

**8. Old Business**

**8.a. 150 Resolute:**

It was determined that the repairs discussed were the responsibility of the district as it was reviewed in October 2023. The district is looking at performing a temporary fix and then determining if the issue was resolved after that or if there are other issues present, perhaps with the ground water or surface water. G&O recommends a 60 ft pipe with liner and Yard Dogs could do the project. No bids are required for projects under \$6,000. Commissioner Cole and Kerri recommend starting the project ASAP with Russ Lowry from Yard Dogs and to advise the homeowner of the intention to begin the work.

**8.b. Enduris Insurance and Property Inventory Schedule**

Commissioner Cole reported that the property inventory mainly includes chain link fencing, two diffusers and small bridges. Joe Davis at Enduris noted a 5% increase annually to the property for a \$47,000 valuation. They recommended a walkthrough of assets with the commissioners and Enduris' risk manager. Other districts experienced a 20% increase. PLDD has never filed any claims with Enduris. The commissioners will get a bid to replace the chain link fence and ask Kerri for the cost of replacement of the diffusers.

**8.c. Comp Plan**

It is tabled for an additional month when Commissioner Mountain returns. Kerri stated she could get all the background information to the commissioners for review. It was suggested that during 2025, each monthly meeting would include a review of

each section of the plan, and that should take about 9 months. This could be beyond Kerri’s scope of work so this work would be a separately billed project. Having an updated Comprehensive Plan would guide the district toward future projects and be able to anticipate their costs.

**9. Reports:**

**9.a. Financial Reports:**

The financials were reviewed. Commissioner Nilssen reported that he did an audit of the financial statements and noted that some of the payments were not assigned to the correct line items. He will work with Falge Bookkeeping to fine tune the reports to make them more transparent. He noted that worker’s comp rates have been proposed to increase 3.8% for 2025.

**10. 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**

The September minutes were approved along with this month’s vouchers as presented.

**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn the meeting at 11:51 pm, Commissioner Nilssen seconded. All approved.

Commissioner 1, Ron Mountain \_\_\_\_\_ Date \_\_\_\_\_

Commissioner 2, Dean Cole, Chair dean cole Date 11/18/24

Commissioner 3, Michael Nilssen, Vice Chair mnilssen Date 11/18/24

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

Signature: *Michael Nilssen*

Email: commissioner3@pldd.org

Signature: Dean Cole  
Dean Cole (Nov 19, 2024 14:10 PST)

Email: commissioner2@pldd.org

**APPROVED**











# minutes10.10.24 330 APPROVED

Final Audit Report

2024-11-21

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