

Port Ludlow Drainage District (PLDD)

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.

12/17/24
Commissioner 1, Ron Mountain  Date _____

Commissioner 2, Dean Cole, Chair Dean Cole (Dean Cole (Dec 13, 2024 13:39 PST)) 12/13/24
Date _____

12/14/24
Commissioner 3, Michael Nilssen, Vice Chair  Date _____

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

