

Port Ludlow Drainage District (PLDD)

**DRAFT** July 25, 2024

Board of Commissioners Meeting #0326

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 9:06 a.m. Originally scheduled to begin at 9:00, it was delayed due to technical difficulties.
2. **ROLL CALL:** Commissioner 1, Chair, Dean Cole, and Leigh Christianson, Administrative Coordinator were present in person. Gary Rygmyr; Commissioner 2, Commissioner 3, Michael Nilssen and Kerri Sidebottom, consulting Engineer of Gray & Osborne, were present via Zoom.

This special meeting was called to discuss the updating of the Comprehensive Plan for the district. Kerri Sidebottom of Gray & Osborne answered questions and provided insight of the plan to the commissioners.

Recommendations were:

1. Make the plan as concise as possible and bring it to “modern times.” Use best practices and incorporate any legislative changes. The old plan should be the framework for the new plan.
2. Check to see that all waterways and outfalls are operating at capacity and include any possible increases in stormwater capacity using data as available to anticipate possible weather and climate changes. Update hydrologic model as needed.
3. Given that the drainage system was created over 20 years ago, some of the anticipated maximum loads of impervious water might be at the max. Investigate if any additional capital improvement needs to be performed.
4. Identify any new locations of concern that might be the district’s responsibility.
5. Inform the County that their overview of the plan will be needed and required.
6. Discern and/or identify which projects are the county’s responsibility versus the district’s responsibility versus the property owner’s responsibility.
7. Gray and Osborne to do site visits as needed and work with individual commissioners as needed.
8. Gray and Osborne to provide a scope of action, an estimated cost of the project, and a due date between six and nine months. A contract will need to be reviewed and approved.

Kerri Sidebottom is planning to attend the August 8 commissioner meeting. Kerri will supply any budgetary needs to Commissioner Nilssen to include in the 2025 budget. There will need to be time for public comments and hearings on the plan as it comes close to being completed and approved..

**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn the meeting. All approved. The meeting adjourned at 10:53 a.m.

**DRAFT**

Commissioner 1, Gary Rygmyr \_\_\_\_\_ 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.*