

## Port Ludlow Drainage District (PLDD)

**DRAFT** August 8, 2024

### Board of Commissioners Meeting #0328

### Zoom/In Person Meeting Minutes

- 1. CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order at 10:09 a.m. Originally scheduled to begin at 10:00, it was delayed due to technical difficulties.
- 2. ROLL CALL:** Commissioner 1, Chair, Dean Cole, and Commissioners Gary Rygmyr and Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator. Kerri Sidebottom, consulting Engineer of Gray & Osborne was also present. Commissioner candidate Ron Mountain was also present. Katie Smith was present via Zoom.
- 3. Commissioner Communications**

Credit Card: Commissioner Nilssen received a communication that the district credit card he applied for at Sound Bank was declined, possibly due to the tax id number. Commissioner Nilssen suggested that the district open a checking account, deposit \$2500 and get a debit card in order to purchase supplies and services (i.e. Microsoft, Adobe, postage stamps, etc.) for the district and spend down that amount.

He also received two letters regarding the district's assessment information that was mailed out by Gray and Osborne, and residents inquired of the financial impact on their property. Another letter was also received by Commissioner Cole and he responded. Nilssen notified the resident that the district won't know the impact of the increase amount and that will be determined once the budget is processed.

He also attended virtually the MRSC webinar on Small Works Roster and recommended that the other commissioners attend.

Commissioner Rygmyr mentioned that he and Kerri Sidebottom would check out the Pope Way spillway today after the meeting. Two other spillways have been on and off the radar and they are southwest of the marina comprised of two corrugated pipes. They were not in last year's report and he and Kerri will check those out also. Other outfalls are not PLDD's responsibilities, in areas 34 and 35, stated they were outside the right of way so would not be the county's responsibility but probably the PLA's responsibility. These would be covered in the scope of work of

Gray and Osborne. Commissioner Rygmyr did some research of the area and will work with Kerri on those. Any new or existing commissioners would benefit from studying the inventories and touring the properties.

**4. Public Comment: none heard**

**5. Agenda Approval:** Commissioner Nilssen moved to approve, Commissioner Rygmyr seconded, all approved.

**6. Public Inquiries:** Commissioner Cole spoke with one of the responses from the assessment letter. The resident wanted special consideration due to his medical issues due to his service in the military but the district could not comply and recommended that he could contact the Jefferson County. Another owner Valerie B. wanted additional information regarding the assessment and was satisfied by Commissioner Cole's response. Some residents were looking at how the assessment was produced and suggested utilizing a double page printing process.

**7. Consent Agenda –** minutes of 7/11 and 7/25 were included. Voucher Summary: numbers 24-75 through 24-85 totaling \$11,385.81 with \$2,002.28 for payroll, \$00.00 for supplies, and \$9,383.53 for services provided. Commissioner Nilssen moved and Commissioner Rygmyr seconded to approve, all approved.

**8.a EJCR Clearing**

This item was asked to be put on the agenda by Commissioner Rygmyr and the updated agenda was emailed out the evening prior to the meeting and updated on the web.

Commissioner Rygmyr noted that work was performed clearing the foliage and blackberries by the Fire Station. The contractor had to rent additional tools to get the work done and Rygmyr had approved the additional \$500 for the rental on top of the \$1200 bid to complete the project. Commissioner Rygmyr provided before and after photos of the project which was completed to his satisfaction.

**8.b. Enduris Insurance renewal**

Commissioner Nilssen reviewed the invoice, inventory list and other documents received from Enduris. He raised a question on the dollar amount and content of the inventory. Commissioner Nilssen will contact Enduris to verify the information and will discuss his findings at the next meeting.

**8.b. New Commissioner position**

No additional letters of interest were received at this time, the only candidate interested is Ron Mountain. Commissioner Nilssen contacted Jefferson County elections to verify that the board recommends to the county to appoint the new candidate Ron Mountain for PLDD Commissioner seat 1 assuming there are no additional candidates to consider. Commissioner Nilssen moved, and Commissioner Rygmyr seconded, to recommend appointment of Mr.

Mountain. All approved. Nilssen will contact the county for Mountain's appointment. The length of the appointment was discussed and Nilssen will verify the details with Jefferson County elections office.

Mr. Mountain will need to go to the county to be sworn in, and a reimbursable bond amount needs to be obtained. District admin will get him an email.

**8.c. Response to letter for assessment review**

This was discussed in #6, Public Inquiries.

**9. Old Business**

**9.a. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.**

Kerri Sidebottom from Gray and Osborne submitted three different scopes of work for the comp plan and the associated costs. Timelines ranged from 10 to 12 months for completion. There is no line item in the budget for this, so will need to be included in 2025 and possibly 2026 budgets. Discussion ensued. Nilssen noted that the number of hours is considerable for completion with the associated costs. Nilssen asked Ms. Sidebottom of the requirement of having a comprehensive plan for the district and noted that comp plans are usually completed by the city and/or the county. Jefferson County has a comprehensive plan that addresses the district's area. Kerri noted there was no legal requirement for the district to have one. Many issues are already included in the inventory report. For the amounts discussed, the district would need to increase the budget and therefore would need to increase the assessments to the taxpayers.

Commissioner Rygmyr noted that in the three years he has been with the board, all properties have been pretty much static with no capital projects on the horizon. With no legal requirement to have a comp plan, he suggested to just flesh out the inventory list with more information such as long-term plans, and that can be the ongoing plan. Commissioner Cole thanked Kerri for her good work on the scopes and suggested that the project gets scaled down (don't need a sledgehammer to kill a gnat!) to meet the district's needs. Kerri noted that some areas of the scope could be deleted or revised and just look at the existing system. With the commissioners' feedback on the scopes she can review and revise the scope and costs. Commissioner Cole pondered the idea of sending out an advisory ballot to the taxpayers to get their level of interest in completing a comprehensive plan. Nilssen thought an executive report or asset plan would suffice also. This is a great educational tool to provide to the community. He encouraged all commissioners to send their feedback to Kerri. 20 years ago the comp plan cost \$80,000. Doing this in phases could be considered also. Need to get an idea of costs to put in the 2025 and/or 2026 budget. Commissioners will need to discuss this at the September meeting and get their recommendations to Kerri as soon as possible.

**9.b. Web Site Content Review**

Nilssen noted that the June minutes were missing from the website, and Commissioner Rygmyr noted that they were just approved. The recordings will be posted soon. The website has the current link as "refer to the agenda/minutes page" on the home page. Commissioner Nilssen prefers the agenda to be on the home page and to have consideration how the public finds the information. Commissioner Rygmyr had suggested the current change. Christianson had thought to include the agenda only on the home page, and on the

agenda/minutes page have the agenda with all the associated documents. Nilssen recommended to have just the agenda on the home page by the Monday before the meeting and on the agenda page to have the “working” agenda with all the documents. It was recommended to have a cutoff date for the agenda posted on the web to be posted on the Monday prior to the meeting. Christianson will send out a draft agenda for approval by the chair or vice chair on Friday before the meeting to be posted on the web on the following Monday and any changes to the agenda can be made at the meeting itself.

Commissioner Rygmyr will have Jason load the updated maps to the page.

**9.c. 2025 Budget**

Commissioner Nilssen presented the draft 2025 budget. The commissioners had copies of the draft budget emailed to them. He will include any additional information that Gray and Osborne might need for future work. Nilssen color-coded those items that were either deemed ok or needed an adjustment. Christianson will look for invoices from the State Auditor to project expenses for next audit. Nilssen looked at adding reserves for future projects. Each commissioner should look into the future for any budgetary increases keeping in mind the taxpayer’s assessment rate. Commissioner Cole asked if the district was on pace to getting it completed and Nilssen assured that it is. Nilssen will work with Kerri to get the figures. May need to have an additional special meeting with all commissioners to have a solid draft budget to present in September.

**9.d. Email from Diana Smeland**

Addressed in 6. Public Inquiries  
Nilssen supported her view but acknowledged that the mailings were done as needed.

**10. Reports:**

**10.a. Financial Reports:**

Reports were received last night from Falge Bookkeeping. The format has changed due to the new software. There are some changes with the county that need to be tracked. Nilssen pointed out that the district was at budget for the year. The interest on the reserve accounts has helped out!

**11. 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.**

**12. Meeting Adjournment**

All thanked Commissioner Rygmyr for his hard work with the district.

**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn the meeting. All approved. The meeting adjourned at 11:36 a.m.

Commissioner 1, currently vacant 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.*