

Port Ludlow Drainage District (PLDD) **DRAFT**  
September 12, 2024 Board of Commissioners  
Meeting #0329  
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, Commissioner Ron Mountain and Commissioner Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator. Kerri Sidebottom, consulting Engineer of Gray & Osborne was also present via Zoom along with Katie Smith. Mr. Dave Bernard regarding 150 Resolute was also present in person.

3. **Commissioner Communications**

Commissioner Nilssen: In regard to the property at 150 Resolute, Commissioner Nilssen spoke with Russ Lowery and compared an analysis with Gray and Osborne. He will discuss that later in the meeting in 9.e.

4. **Public Comment: Re: 150 Resolute:** Mr. Bernard stated that the last heavy rain did some damage to his property; he is losing soil. There has been some discussion about changes to the area circa 2011, to create a path down to a park area, however no other records or paperwork were discovered. At this point, Kerri Sidebottom from Gray and Osborne informed the commissioners that indeed that area had been considered in 2011-2012 looking at re-grading. However, it conflicted with Jefferson County and DFW regulations, so it was determined to be too much of a permitting issue to continue at that time. This last torrent moved a lot of dirt and rocks. No water had entered the house or garage. (Although he offered to send pictures of the area, they were not received.) Commissioner Nilssen noted that this would be discussed later in the meeting. Two issues, the ditch long the driveway, the other is the greenbelt behind the property and re-digging the channel, however permitting is prohibitive. If it is dangerous to the house then the agencies could be contacted for mitigation.
5. **Agenda Approval:** Commissioner Cole asked to add the 150 Resolute issue to 9.e in the agenda. Ron Mountain moved to approve, Nilssen seconded and the motion carried.
6. **Public Inquiries:** Discussion ensued as to the difference between a public inquiry and public comment. Commissioner Cole asked that the 6. Public Inquiries be deleted from future agendas and any public questions will be under Public Comment.

7. **Consent Agenda** – minutes of 8/8/2024 were included. Voucher Summary: numbers 24-86 through 24-96 totaling \$9,265.75 with \$1,352.94 for payroll, \$00.00 for supplies, and \$7,912.81 for services provided. Commissioner Nilssen asked that the minutes be amended to remove instances where “taxpayer” was used and replace it with “assessment payers.” A date change was made from 2014 to 2024. Commissioner Nilssen moved and Commissioner Mountain seconded to approve, all approved.

## **New Business:**

### **8.a New Commissioner Ron Mountain**

Congratulations to Ron Mountain and his appointment as Commissioner 1 replacing Gary Rygmyr. We look forward to working with you!

### **8.b Drainage District Draft 2025 Budget Public Hearing**

The 2025 budget hearing will be held at the beginning of the 10/10/2024 regularly scheduled meeting. Commissioner Nilssen pointed out the PLDD is a little different than other tax districts as far as public hearings. Nilssen had sent out the draft budget to all members. No comments were received. Discussion ensued to reserve \$21,000 annually for the District replacement reserve account. Nilssen was concerned about the impact to the assessment payers. \$148,000 is in our investment account that could be used for projects. He proposed to not touch the investment account, and to not add the recommended additional \$21,000 for future reserve replacement costs but to use the \$148,000 for future projects as needed. Any future special project could permit the District the ability to assess the homeowners. \$105,230 would be the recommend budget amount for 2025. He suggested a total 2025 assessment at \$80,000. The increased rate cost to the assessment payers may raise the property assessment around \$8-12 depending on the assessed value of the property. Ron Mountain noted that he was the new guy here and not aware of the backstories, and Nilssen suggested a workshop meeting with all members; a special meeting could be called if needed. Cole suggested an area familiarization visit with Russ Lowery of Yard Dogs to assist Mountain in learning more about the district. All agreed. Kerri was asked to amend the budget to reflect the changes and that document will be placed on the district’s website for public review. All thanked Commissioner Nilssen for his work on the budget.

### **8.c Budget Public Hearing**

The hearing is scheduled for October 10, 2024 at 10 am at this location.

### **8.d 2025 Assessment Analysis**

This topic was discussed during the budget discussion in 8.b.

### **8.e Training available from Enduris**

Staff and commissioners are encouraged to review the free training sessions from our insurance company Enduris and from MRSC.

## **9. Old Business**

### **9.a. District Credit Card and Policy**

Commissioner Nilssen reported that per the RCWs the district could not use a debit card for the district. To use a credit card, the district would need to enter into a state contract for credit cards and that company will want three years of audited financial statements, and that would be another big financial hit for the district. Nilssen can talk to the county treasurer if they could help with getting a card. Nilssen has no problem using his own credit card for expenses for the district. Staff can contact him with the items required, and he can order those, provide payment, and be reimbursed for these costs. Nilssen stated he contacted MRSC and the Attorney for guidance on this issue.

### **9.b. PLDD Property Schedule Values / Enduris**

Commissioner Nilssen reported that he had questioned Enduris on the values of our property inventory schedule. Kerri had an old email from 2020 where they set the values. Since 2020 Enduris has been tacking on a 5% annual increase per year for replacement costs. Replacing the chain link fence would probably be the first item to be replaced. Other items should depreciate instead of appreciate. The footbridge, which the district owns, on Montgomery trail that crosses the creek near the church, is about 10 feet long and has a high inventory value. Commissioner Nilssen pointed out that this issue would be under Commissioner Cole's area of responsibility. Nilssen asked Cole to talk to Enduris regarding the cost of the inventory and its appreciating and/or depreciating values.

### **9.c. Citizen Inquiry / Monthly Financial Reporting**

Commissioner Nilssen reported that he received an email from property owner Katie Smith commenting on potential increases to the 2025 budget. She also asked why other financial reports were not posted on the website and questioned some of the large account balances. Commissioner Nilssen reviewed her email with the commissioners and he had answered many of her questions and explained his reasonings as a commissioner on their email exchange. Commissioner Nilssen pointed out that the district's financial activities are discussed at the open meetings and encouraged her and any other interested parties to come to one of the meetings to express their concerns during public comment. Open discussion with all commissioners is more effective than emailing one commissioner. He appreciated her concern and input. The commissioners discuss the district's operations and financial reports at the public meetings. He encouraged all public, including Katie Smith, to make their interests or concerns known at these public meetings under

Public Comments so all commissioners may know everyone's concerns. He also mentioned that financial statements and their forms have changed over time with the bookkeepers' new software and the commissioners had agreed earlier that only specific reports would be posted. Any other reports can be requested through the Public Records Act. It would be prudent for Katie Smith to make her comments known during the public hearing on October 10 at 10 am at the public hearing on the 2025 draft budget or at any other public meeting.

#### **9.d. Comprehensive Plan**

Comments ensued to give Kerri at Gray and Osborne direction on the Comprehensive plan update issue. Total costs for the scopes she has presented are cost prohibitive at this time. The budget can direct what the comp plan can be without raising assessments. Commissioner Cole asked Commissioner Nilssen as to what the budget could withstand as an expense amount for the comp plan. Cole would ask Gray and Osborne to do an assessment of the district's property and point out those projects that would need any major work. The initial comp plan has some pertinent issues about the soil, etc. and much of that is currently in the plan and would not change significantly. Nilssen asked if new commissioner Ron Mountain would take over the engineering responsibilities of the district and the comp plan. Doing a slower-paced comp plan update, ie. monthly or yearly, would also suffice. Kerri could supply a scope of work for that project. Commissioner Mountain can work with Kerri and Russ to look at the overall needs of the district, including preventative maintenance.

#### **9.e. 150 Resolute Drive**

Commissioner Nilssen met with Russ Lowry right after the recent giant rain. Russ recommends installing an 18-inch drain onto 60 feet of the current drainage trench for a cost of \$5,000-\$6,000. There would be substantial amounts of grading and rip rap to install. Nilssen also spoke with Kerri regarding this and she provided an estimate of 150 feet of pipe including a survey, rip rap for a cost of \$48,000. Having this project engineered properly with the longer pipe will assist with the drainage, so he recommended Kerri's plan. Cole verified that the \$48,000 would come from the investment fund. With the wet season coming up the timing is crucial. Engineering and design can be done, but actual installation needs to be done during the drier months. Commissioner Mountain prefers to have the engineering behind this project before beginning construction, and not sure what a "quick fix" would be for this upcoming rainy season. Cole and Mountain agreed to go to the area in question with the property owner to look at the issues.

### **10. Reports:**

#### **10.a. Financial Reports:**

The financials were reviewed. Commissioner Nilssen noted the revenues were down but reminded all that the assessment monies are deposited into the district's

accounts twice a year and that usually happens in April and October. All expenses are on track, but need to include the 150 Resolute project, whatever the cost, and charge it to the investment fund. Election costs were at \$11,000 in 2014. Should there be another election in 2026 an election cost would be similar to 2024. Kerri and her team did a great job producing the budget.

**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**

**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn this portion of the meeting at 11:37 pm as it will continue with two of the three commissioners doing a site visit to 150 Resolute Drive. All approved. At the end of the site visit, the meeting officially adjourned at 12:00 pm.

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.*