

**Port Ludlow Drainage District (PLDD)**  
**December 12, 2024 Board of Commissioners Meeting #0332**  
**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 along with Brian Belmont from Ludlow Maintenance Commission. Kerri Sidebottom, Consulting Engineer at Gray & Osborn and Katie Smith were also present via Zoom.

3. Public Comments:

None reported

4. Commissioner Communications

A letter was received from Mr. Gary Coyan regarding his property parcel number 821081003 near Talbot and Haynes Lane. His drainage concerns were reviewed by Mr. Belmont and the other commissioners, and there was a question as to whose responsibility it would be to address his concerns. It appears it is more a county problem than the PLDD's problem. Commissioner Nilssen recommended that after this meeting concludes, the meeting should be recessed while they go to the property and assess the situation. All agreed.

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

Consent action:

5 a. minutes of 11/14/2024 were included for approval.

5.b Voucher Summary: CORRECTED: numbers 24-125 through 24-132 totaling \$5,426.41, with \$949.09 for payroll, \$00.00 for supplies, and \$4,431.92 for services provided.

Commissioner Nilssen moved and Commissioner Mountain seconded to approve; motion carried.

6. Old Business None noted

## 7. New Business:

### 7. a. Resolute Lane Greenbelt Open Ditch Discharge

There was a field trip to the site on 12/6/24 with all commissioners and with Russ Lowry from Yard Dogs. This field trip was for information only and no action was taken during the field trip. Mr. Lowry submitted a bid for a liner in the ditch. He quoted for the work to be performed for \$4,960.42 for a 60 mil 60 x 80 foot membrane and includes tax, labor and installation and the bid expires 2/25/25. Kerri from Gray & Osborn asked to see a breakdown of the charges, and the length might need to be shorter than 80 feet. Russ will be invited to the January meeting to review the project. Commissioner Mountain will take the lead on this project, Commissioner Mountain moved to approve the project, when itemized, for this project not to exceed \$5,500. Commissioner Nilssen seconded and all approved. The motion carried.

### 7. b Enduris Insurance Property Inventory Schedule

Commissioner Cole met with the Enduris Insurance risk manager and did a walkthrough to look at some of the items on our insurance inventory. Commissioner Cole received a bid for \$28,000 from Inline Fencing should the fence need to be replaced and the replacement value with Enduris was \$60,000. Enduris will amend the inventory amount for that fencing. Enduris noted that any work needs to be at the prevailing wage and that might affect the quote received. The bridge and the diffusers were also looked at and they need to be reviewed again as they may not be part of PLDD. A diffuser is valued at \$266,000 and to reinstall it could involve cranes and barges. Kerri has information from past installations. PLDD needs to provide Enduris with the actual costs to replace the beach diffusers and also the replacement cost of the 8 x 16 bridge off the south end of Montgomery. Also need to verify that all diffusers in the PLDD inventory are also on the Enduris insurance inventory. Questions about the inventory maps could be directed to previous PLDD commissioner Gary Rygmyr. All gave thanks to Commissioner Cole for following through with this.

## 8. Financial Reports:

### 8.a. Financial Reports:

Financial reports were presented and reviewed. Christianson explained the mishap in her payroll. It was noted that Yard Dogs need to sign their yearly maintenance contract. Russ had suggested an additional one-year contract with a second-year option and increasing the compensation by the COLA amount (3-5% is usual). Commissioner Mountain will work with Russ and Kerri for the proposed increase and present at the January meeting.

Commissioner Nilssen reviewed the financial reports with the board. All expenses are in line, the unanticipated election costs earlier in the year caused an overage.

Commissioner Nilssen noted that reimbursement forms for the commissioners for special meetings or other reimbursements can be done through Adobe ecosign and Christianson will devise a form for them to use and keep track of the meetings.

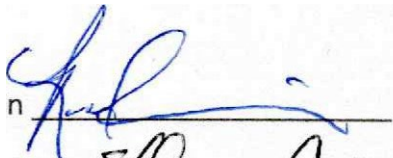

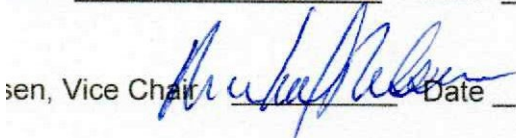
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Commissioner Nilssen also presented a draft Resolution 2025-001 along with Exhibit A approving the Accounts Payable procedure, which will be more transparent to all involved,

9. 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 or in person if available.

10. Meeting Adjournment.

MOTION: Commissioner Cole moved at 11:25 am to recess the meeting and the meeting reconvened at the Coyan property that was discussed in Section 4, Commissioner Nilssen seconded. All approved. The meeting resumed at the site at 11:31, and the property was reviewed and determined to not be in PLDD's area of responsibility. Nilssen moved, and Mountain seconded that the meeting be adjourned at 11:44, all approved and the motion carried.

Commissioner 1, Ron Mountain		Date <u>9 JAN 25</u>
Commissioner 2, Dean Cole, Chair		Date <u>1/9/25</u>
Commissioner 3, Michael Nilssen, Vice Chair		Date <u>1/9/25</u>

Commissioner 3, Michael Nilssen, Vice Ch

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