

Approved

Port Ludlow Drainage District

Board of Commissioners' Meeting #0333

Thursday, January 9, 2025 at 10:00 AM

ZOOM and In Person Meeting

Beach Club, 121 Marina View Drive, Gallery Room, Port Ludlow WA 98365

Join Zoom Meeting

<https://us06web.zoom.us/j/82237898690?pwd=5lIndmmmvAsFabBtAa0h3L2wmZ4CBq.1>

Meeting ID	822 3789 8690
Passcode	890318

Topic: PORT LUDLOW DRAINAGE DISTRICT REGULAR BUSINESS MEETING

For Telephone Audio-only: Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on your telephone. **If you wish to provide public comment press *9 to “raise your hand”.** Participation will be up to the Chair of the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

1. **Call to Order**

2. **Roll Call**

3. **Commissioner Communications**

Review of any communications by the commissioners.

4. **Public Comment**

The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

5. **Consent Agenda**

Items 5.a and 5.b, listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

Approved

Consent Action: *Approve a motion to accept the Consent Agenda as presented.*

5.a. Approve minutes December 12, 2024 #0332.

5.b. Voucher Summary:

voucher numbers 25-001 through 25-019 for a total of \$5,495.12, payroll of \$1,582.91, \$0.00 supplies and \$3,262.94 for services, and Q4 taxes of \$649.67

6. New Business

6.a. Election of Officers

Recommended Action: Per PLDD by laws, Officers of the PLDD shall be chair and vice chair. Candidates for chair and vice chair shall be nominated and elected annually at the first regular meeting in January from among its active members.

6.b Approval of Resolution 2025-001 to establish an accounts payable procedure.

Recommended Action: approve Resolution

6 c. Admiralty Condo II drainage issue

Recommended Action: investigate cause of water buildup at the bottom of Admiralty II.

7. Old Business

7.a Resolute Lane Greenbelt Open Ditch Discharge

Recommended action: review the project with information from Gray and Osborn and Yard Dogs.

7.b Enduris Insurance Property Inventory Schedule

Recommended action: review any updates.

7.c. Comp Plan Review

Recommended action: begin discussion on the annual review of Comprehensive Plan. Commissioner Mountain and Kerri Sidebottom will work on this together.

8. Reports:

8a. Financial Reports:

Recommended Action: The Commissioners will review the District monthly reports on financial activities.

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 as needed.

10. Meeting Adjournment.

Port Ludlow Drainage District (PLDD)

DRAFT 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 x16 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.

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 _____

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.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	1/27/2025	1/1/2025	V25-001	10069		0 LEIGH CHRISTIANSON	DECEMBER HOURS	649.93	69500589	589400	649.93
1	1/27/2025	1/1/2025	V25-002	10069		0 LEIGH CHRISTIANSON	REIMBURSE MILEAGE	8.04	69500589	589400	8.04
1	1/27/2025	1/1/2025	V25-003	9255		0 DEAN COLE	DEC 12 REGULAR MEETIN	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-004	9255		0 DEAN COLE	SPEC MTG DEC 3	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-005	9255		0 DEAN COLE	SPEC MTG DEC 6	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-006	9228		0 MICHAEL NILSSEN	DEC 12 REGULAR MEETIN	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-007	9228		0 MICHAEL NILSSEN	SPEC MTG DEC 6	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-008	9228		0 MICHAEL NILSSEN	SPEC MTG DEC 13	116.62	69500589	589400	116.62
1	1/27/2025	1/1/2025	V25-009	9228		0 MICHAEL NILSSEN	REIMBURSE ZOOM 12/3C	10.00	69500589	589400	10.00
1	1/27/2025	1/1/2025	V25-010	10134		0 RON MOUNTAIN	DEC 12 REGULAR MEETIN	116.63	69500589	589400	116.63
1	1/27/2025	1/1/2025	V25-011	10134		0 RON MOUNTAIN	SPEC MTG DEC 6	116.63	69500589	589400	116.63
1	1/27/2025	12/31/2024	4999-V25-012	9022		0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	1/27/2025	12/31/2024	13-V25-013	3041		0 GRAY AND OSBORNE	ENGINEERING SERVICES 1	753.40	69500589	589400	753.40
1	1/27/2025	12/16/2024	5433-V25-014	4574		0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	116.19	69500589	589400	116.19
1	1/27/2025	12/1/2024	V25-015	8781		0 YARD DOG LANDSCAPING INC	LANDSCAPING	1,979.91	69500589	589400	1,979.91
1	1/27/2025	1/1/2025	V25-016	9062		0 UNITED STATES TREASURY	Q4 FICA, MEDICARE, SOC	588.34	69500589	589400	588.34
1	1/27/2025	1/1/2025	V25-017	2338		0 EMPLOYMENT SECURITY DEPT. *	Q4 FAMILY LEAVE	18.13	69500589	589400	18.13
1	1/27/2025	1/1/2025	V25-018	9038		0 WA DEPT LABOR AND INDUSTRIES	Q4 WORKERS COMP	23.11	69500589	589400	23.11
1	1/27/2025	1/1/2025	V25-019	2338		0 EMPLOYMENT SUESECURITY DEPT **	Q4 WA CARES FUND	20.09	69500589	589400	20.09

* and ** please make two different checks!

5,495.12 5,495.12

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

TOTAL WARRANT AMOUNT: 5,495.12

MONTH 1/1/2025

CHAIRMAN, COMMISSIONER COLE

COMMISSIONER, MEMBER NILSSEN

COMMISSIONER, MEMBER MOUNTAIN