

**Port Ludlow Drainage District  
Board of Commissioners' Meeting #0334  
Thursday, February 13, 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](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto: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.

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

**5.a. Approve minutes January 9, 2025 #0333.**

**5.b. Voucher Summary: voucher numbers 25-020 through 25-031 for a total of \$9,133.61: \$1,310.15 for payroll, \$163.58 for supplies and \$7,659.88 for services.**

**6. New Business**

None noted

**7. Old Business**

**7.a. PLDD Bylaw change of date of election of Officers**

**Recommended Action:** review and approve amended bylaws switching the annual election date of officers from January to March.

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

**Recommended action:** review the completion of the project

**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. Executive Session:** Per RCW 42.30.110(g) the board is calling an Executive session to review the performance and hourly wage of the administrative assistant..

**10. 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.

**11. Meeting Adjournment.**

Port Ludlow Drainage District (PLDD)

**DRAFT** January 9, 2025

Board of Commissioners Meeting #0333

Zoom/In Person Meeting Minutes

- 1. CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order but, due to a technical difficulty, the meeting began at 10:10 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 & Osborne and Katie Smith were also present via Zoom. Jason White from Olympic Water and Sewer was present along with several members of the Admiralty II condominiums.

**3. Public Comments:**

**Rainier Lane:** Brian Belmont noted that on Rainier Lane and the Sports Court adjacent to Cutter Lane, there is a discharge pipe with a damaged sleeve, and it is no longer functioning. The bank is starting to erode from the runoff in a common area of LMC. Kerri from Gray and Osborne noted there was discussion on that issue in 2013 but it was not known if any action was taken. It was recommended following up with the county. Brian and/or Commissioner Mountain and/or Kerri Sidebottom will follow up with Jefferson County Public Works.

**Drainage issue Admiralty II:** the north end of parking lot two has two catch basins that are not draining properly. Inspection of the pipes showed significant root intrusion that could not be cleared. The offending trees belong to Olympic Water and Sewer. Getting a root cutter could significantly damage the pipes that were installed circa 1968. A great deal of discussion ensued about the issue and it was determined that the Drainage District had no liability in this issue and encouraged the Admiralty II Association and Olympic Water and Sewer to develop a plan. Jason and the Admiralty II members left the meeting for their further discussion.

**4. Commissioner Communications**

Commissioner Mountain: Commissioner received email regarding revisit an issue from last year Admiralty from the Heavey property. He advised them to speak with PLA.

Ron also received an email from Mr. Condon about his situation, and Ron answered his request and directed him to the county.

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

**6. Consent Agenda:**

6 a. minutes of 12/12/2024 were included for approval.

6.b Summary voucher numbers 25-001through 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

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

**7. New Business:**

**7a. Election of Commissioners:**

The original bylaws indicated that the chair and vice chair be elected each January. It was later determined should an election occur in November or December the new commissioner(s) may not have been installed by January. The bylaws will be amended to elect chair and vice chair in March. The amended bylaws will be on next month's agenda.

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

Commissioner Nilssen had met with Jefferson County Auditor and developed an accounts payable procedure that was Exhibit A of the resolution. Christianson noted that the exhibit A was a great procedure but felt that it didn't need to be a resolution, as if anything changed in the procedure (i.e. due date, or submittal date) the resolution would need to be resubmitted. Christianson stated that she has worked with the county accounts payable for over six months now and understands the deadlines and procedures and has worked well with the staff. It was determined that Resolution 2025-001 did not need to be signed, but the accounts payable procedure will be implemented and tweaked if needed. Most important is that the district needs to follow the county's deadlines. All agreed.

Commissioner Nilssen stated that some accounting procedures include a "13<sup>th</sup> month" but after speaking with Falge Bookkeeping, they have opted to forgo that 13<sup>th</sup> month and continue with a 12-month schedule.

Christianson also pointed out that having the necessary documents signed via Adobe E-Sign was implemented during COVID. Now that any COVID restrictions have been lifted, it would better serve the district to have the documents signed in person at the meetings. All agreed.

## **8. Old Business**

### **8.a Resolute Lane Greenbelt Open Ditch Discharge Issue:**

Commissioner Mountain had spoken with Yard Dogs and materials had been ordered but not delivered, waiting for clear weather to begin work. An itemized bid is still forthcoming, and this is still considered a maintenance project.

### **8. b Enduris Insurance Property Inventory Schedule**

Commissioner Cole spoke with Inline Fence and they will resubmit their bid stating “prevailing wages.” The footbridge on Montgomery still needs a bid, Commissioner Mountain will pursue. Commissioner Nilssen wasn’t certain that the district installed that bridge after researching the property. Kerri will further research. The footbridge itself was estimated at \$5,000 at that time, and the easement was granted in 2006. Kerri noted the diffusers were installed for \$60-\$70K and using 2025 numbers it should be around \$100K. The district is requesting a note from Gray and Osborne to show to Enduris what the values of the diffusers are. The diffusers near Lake View road are determined to not belong to the district. So those and the footbridge should be excluded from the insurance inventory.

### **8 c. Comp Plan Review**

Commissioner Mountain and Kerri from Gray and Osborne were going to tackle the Comp Plan update bit by bit. Commissioner Mountain requested Kerri to meet after February’s meeting to get a better idea of the task ahead.

### **8 d. Yard Dog Contract Renewal**

The signed contract was submitted this morning and reflects a 3% COLA increase.

## **9. Financial Reports:**

### **9.a. Financial Reports:**

Financial reports had not been received yet from Falge, although the county had submitted their reports and were read by Commissioner Nilssen. All expenses and income look stable.

### **9.b Computer Issues:**

Christianson noted that there are some issues with the district’s laptop, and Commissioner Nilssen highly recommended Cynthia Koan, a computer consultant, who will come to Christianson’s home to ascertain any issues with the laptop. The district will be charged for her services.

**Signing of the Documents** was completed at the end of the meeting.

## **10. Meeting Adjournment.**

**MOTION:** Commissioner Mountain moved to adjourn the meeting, seconded by Commissioner Nilssen and all approved. The meeting was adjourned at 11:48 am.

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.*