

**Port Ludlow Drainage District
Board of Commissioners' Meeting #0335**

Thursday, March 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 or districtadmin@pldd.org for help joining the meeting.

1. Call to Order

2. Roll Call

2.a Elections: According the PLDD bylaws amended February 13, 2025, the election of chair and vice chair will be performed at the first meeting in March.

2b. Introduction of new Gray and Osborne engineer, Stacey Clear. And farewell Kerri Longbottom.

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 February 13, 2025 #0334.

5.b. Voucher Summary: voucher numbers V25-032 through V25-041; payroll \$1,252.50 and services \$3,743.45

6. Old Business

6.a. PLDD Project 12 Outfall at Wastewater treatment

Recommended Action: review any correspondence or action relating to Jason White's of Olympic Water and Sewer comments at the February meeting

7.a Enduris Insurance Property Inventory Schedule

Recommended action: review any updates including the new schedule.

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. Farewell Kerri, and welcome Stacey.

7. Reports:

8a. Financial Reports:

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

8. 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.

9. Meeting Adjournment.

Port Ludlow Drainage District (PLDD)

DRAFT February 13, 2025

Board of Commissioners Meeting #0334

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order at 10:10 a.m.

2. **ROLL CALL:** Commissioner 1, Chair, Dean Cole, and Commissioner 3 Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator. Attending via Zoom were Commissioner 2 Ron Mountain along with Kerri Sidebottom and Stacey Clear from Gray & Osborne and Katie Smith. Jason White from Olympic Water and Sewer was present.

3. **Public Comments:**

None heard

4. **Commissioner Communications**

Commissioner Mountain: Re: Water Outfall at Rainier Sports Court, Commissioner Mountain spoke with Ryan Lammers at Jefferson County who identified numbers on the street as belonging to the county but will research it further. Commissioner Mountain and Commissioner Nilssen had walked the area to determine if the Wells Ridge outfall could contain the overflow. Kerri Sidebottom noted that ten years ago this subject had been addressed and the county had cleared out an existing culvert. She and Stacey will review the area after the March meeting and see if additional maintenance is needed.

Commissioner Nilssen: Offered an apology to the members of Admiralty II Condo Association when he asked them to not record him during the January meeting. He reviewed the state regulations and recording was allowed. He noted that the recording that is posted on the PLDD website is readily available.

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 January 13, 2025 were included for approval. Commissioner Nilssen asked to amend the minutes to include the determination that the 13th Month accounting process will not be used by the district. Commissioner Cole also noted a change in the minutes regarding the Commissioner elections, noting the RCW was added.

DRAFT

Commissioner Nilssen moved to approve the amended minutes, Commissioner Mountain seconded, motion carried.

6.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.

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

7. New Business

7.a Admiralty II Condo: Jason White of Olympic Water and Sewer (OWS) offered an update on the project that was discussed at the January meeting. He spoke with the homeowner association and property management group. OWS and Kitsap Drainage cut the roots of the plugged pipe and followed up with a camera inspection. The homeowner group will be responsible for maintenance going forward.

7.b PLDD #12 Outfall at the Wastewater Treatment: there was an easement granted to install and maintain a new ditch to increase capacity of outfall to Ludlow Cove (should be noted the actual location is Ludlow Bay). He noted that the area to be maintained is to Ludlow Bay and felt it should be maintained to where the outfall meets the beach. Kerri noted the easement covers just the ditch itself and not the other conveyance down to the beach. Jason asked to review those documents. Commissioner Cole asked that Commissioner Mountain review the area with Jason, Kerri and Stacey to review the documents. Upon his return, Commissioner Mountain will contact the district's legal representative. Commissioner Nilssen noted a 2/7/2006 easement up to the fence of the sewer treatment granted by PLA and PLDD. The document is available on the website. Jason will review documents and if necessary, he will return next month to discuss them further.

8. Old Business

8.a Amend bylaws to adjust date of the election of officers:

Bylaws were amended to reflect the change of the election date. Nilssen moved to amend the bylaws, Mountain seconded, all in favor, motion carried.

8. b Resolute Lane open discharge

Commissioner Cole received notification from Yard Dogs that the project had been completed and Kerri was able to review the photos. Commissioner Mountain also saw the project and spoke with the homeowner who felt the job was done to satisfaction. The proof will be after the next big rain. The Yard Dog invoice was approved during 6.b.

8 c. Enduris Insurance Schedule

Need to get an updated bid for potential future repairs of the diffusers, perhaps from G & O letterhead. Kerri had sent out the documents. The footbridge was also addressed. Commissioner Mountain contacted Seton Construction who built it in 2008 and one of their representatives came out to review it and was asked to prepare a bid for its eventual repair or replacement.

8.d Maintenance Scheule Commissioner Nilssen noted that the maintenance list should be updated with these new projects.

8.e Comp Plan Review:

Commissioner Mountain and Kerri will meet to review the plan. Kerri and Stacey will attend after March's meeting to review. This is an ongoing project.

9. Financial Reports:

9.a. Financial Reports:

Commissioner Nilssen had sent out to the commissioners an audit he did with Tristan Hefley from Falge Bookkeeping. Between the county reports and Falge's reports, the financial statements had a \$4,000 discrepancy. The audit explains the difference, and the 13th month has created some problems. When the taxes are due to the county, the assessment payments will begin to appear in the account.

It was noted that Seawings had increased their fees to maintain the district website and email system.

10. Executive Session

Commissioner Nilssen moved, and Commissioner Mountain seconded, that the board go into executive session to discuss the performance review and salary increase of the district administrator. The motion carried. At 10:45 am the board announced they were going into the executive session. It was determined that it would last until 11:15 am when at that point the public meeting would resume.

The public meeting resumed at 11:15 am. The increase of the salary wage from \$28.64 to \$29.80 an hour for the district administrator was moved and approved by all.

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

12. Meeting Adjournment.

MOTION: Commissioner Mountain moved to adjourn the meeting, seconded by Commissioner Nilssen and all approved. The meeting was adjourned at 11:17 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.