

Port Ludlow Drainage District (PLDD)

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

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 13<sup>th</sup> 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.

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 (OWSI) offered an update on the project that was discussed at the January meeting. He spoke with the homeowner association and property management group. OWSI 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). Jason White 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 Sidebottom noted the easement covers just the ditch itself and not the other conveyance down to the beach. Jason White 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 # 508252, <https://pldd.org/wp-content/uploads/2024/08/Area-Inventory.pdf>, shows the easement up to the fence of the sewer treatment plant granted by PLA and PLDD. Jason White will review the easement 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. **SECTION 4 - OFFICERS:** 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 March from among its active members. 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 Sidebottom 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**

PLDD requires an updated bid for potential future repairs of the shoreline diffusers and the valuation for the Districts Enduris Insurance Policy, from G &O. Kerri Sidebottom will send Commissioner Cole the valuation 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 the commissioners a 2024, 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, the 13<sup>th</sup> month County bookkeeping process had created some problems.

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

**10. Executive Session**

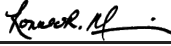
Commissioner Nilssen moved, and Commissioner Mountain seconded, that the board go into executive session to discuss the six month performance review and salary of the Administrative Coordinator. The motion carried. At 10:45 am the board announced they were going into the executive session. It was determined 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 PLDD Administrative Coordinator was discussed. Commissioner Cole moved to approve the increase in salary, Commissioner Mountain seconded, and it was 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 03/16/25

Commissioner 2, Dean Cole, Chair   
Dean Cole (Mar 25, 2025 15:36 PDT) Date 03/16/25

Commissioner 3, Michael Nilssen, Vice Chair  Date 03/16/25

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












# approved 02.13.2025 minutes 0334

Final Audit Report

2025-03-25

Created:	2025-03-17
By:	Leigh Christianson (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAATI5MRMd6bnAykRRjX7TKjbtooShgDTpS

## "approved 02.13.2025 minutes 0334" History

-  Document created by Leigh Christianson (districtadmin@pldd.org)  
2025-03-17 - 1:44:44 AM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2025-03-17 - 1:44:48 AM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2025-03-17 - 1:44:48 AM GMT
-  Document emailed to Ron Mountain (commissioner1@pldd.org) for signature  
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-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2025-03-17 - 3:46:04 AM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
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-  Email viewed by Ron Mountain (commissioner1@pldd.org)  
2025-03-25 - 1:10:24 PM GMT
-  Document e-signed by Ron Mountain (commissioner1@pldd.org)  
Signature Date: 2025-03-25 - 1:10:48 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2025-03-25 - 10:35:17 PM GMT
-  New document URL requested by Dean Cole (commissioner2@pldd.org)  
2025-03-25 - 10:35:48 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2025-03-25 - 10:36:59 PM GMT - Time Source: server

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