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Port Ludlow Drainage District (PLDD)

March 13, 2025

Board of Commissioners Meeting #0335

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 2, Chair, Dean Cole, and Commissioner 3 Michael Nilssen, and Commissioner 1 Ronald Mountain were present along with Leigh Christianson, District Administrative Coordinator. Attending also were Kerri Sidebottom and Stacey Clear from Gray & Osborne in person and Katie Smith attending via Zoom.

2.a. Election of chair and vice chair for 2025. Commissioner Nilssen accepted as Chair, and Ron Mountain as vice chair. Commissioner Cole **moved** to approve, Commissioner Mountain seconded, and all approved.

2.b. Stacey Clear from Gray and Osbourne joins PLDD as Kerrie Sidebottom's replacement engineer. Stacey has been with G&O for 28 years as head of the stormwater group. Has worked with previous administrators in water quality, focus goals and regulatory permits. Farewell to Kerrie who is moving to Canada and she has enjoyed working with PLDD. Commissioner Nilssen offered her to use PLDD as a work reference.

3. Public Comments:

None heard

4. Commissioner Communications

Commissioner Mountain: Received a quote for pedestrian bridge over the WWTP culvert drainage from the original contractor with a \$15K replacement cost.

Commissioner Mountain: Received a public records request from Mr. Oyler for 101 Fleet Drive. Mr. Oyler was contacted and reported that the district was meeting today and this topic will be discussed. Commissioner Nilssen reviewed some of the records and found no

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records that met their request. Commissioner Mountain will respond to Mr. Oyler in writing.

Commissioner Nilssen: An email was received last month regarding some Legislative actions from a Mr. Hawkins from Thurston County Drainage District. Commissioner Nilssen emailed and phoned for additional information but none was forthcoming. Commissioner Mountain offered to follow up.

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 February 13, 2025, were included for approval. Commissioner Nilssen noted that he was on vacation and had not had a chance to review them. He added some additional comments for clarification and will forward those for final signature.

6.b Voucher Summary: voucher numbers V25-032 through V25-041 for a total of \$4995.95: \$1252.50 for payroll and \$3743.45 for services.

Commissioner Cole moved to approve the amended minutes and voucher summary, Commissioner Mountain seconded, motion carried.

7. New Business

none

8. Old Business

8.a PLDD #12 Outfall at the Wastewater Treatment: At the last meeting Jason White Olympic Water and Sewer (OWS) noted that the area to be maintained is the outfall 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 and it appears that the issue is not PLDD's responsibility.

8.b. Enduris Insurance Property Inventory Schedule: Additional information regarding the replacement of the outfalls, the fence, two diffusers and the pedestrian bridge have been received and will be sent to Enduris for inclusion in their rate formulas. The policy is due to be renewed in August.

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8c. Comp Plan: Commissioner Nilssen recommended that that project be put on hold until firmly on board with Commissioner Mountain and Stacey Clear from G&O. There is a high cost of creating a new plan. Commissioner Cole noted that last year a review of all drainage systems over the course of two years could be done to update the plan. The district needs to be sure that the environmental issues - county, state and federal - are reviewed and updated and which areas are critical. Commissioner Cole feels that all the capital projects have been completed and now in the maintenance phase. Stacey asked if there were any flooding hotspots in the district and if not, just the maintenance is needed. The area is in good shape with so much vegetation. Site visits, photographs, etc. could be updated and G&O could develop a scope of work and that could be done quickly.

Resolute Drive Project

Commissioner Mountain informally met the owner of Resolute Drive and the work recently completed on their property seemed to be working.

9. Financial Reports:

9.a. Financial Reports:

Commissioner Nilssen reviewed the financial reports completed by Falge Bookkeeping. He also stated that balances in the operating expenses have been declining over the past several years. The interest in the investment account has decreased from 5.2% to 4.4%. A YTD audit has been completed by Nilssen and Falge with all revenues and expenses having been appropriately accounted for on the February 2025, Report of Account Balances and Changes.

Cynthia Koan, computer technician, will be reviewing the district's laptop to make sure it is running smoothly and Commissioner Nilssen approved this expense.

Commissioner Nilssen would like to review the website and make it more efficient.

Commissioner Cole suggested that the PLDD commissioners retain their areas of responsibility. And update the administrative calendar to avoid any issues.

10. Signing of the Documents was completed at the end of the meeting or via e-sign as necessary.

11. Meeting Adjournment.

The meeting was adjourned at 10:55 am.

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Commissioner 3, Michael Nilssen, Chair _____ **Date** _____

Commissioner 1, Ron Mountain, Vice Chair _____ **Date** _____

Commissioner 2, Dean Cole _____ **Date** _____

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