

**Port Ludlow Drainage District**  
**Board of Commissioners' Meeting #0336**  
**Thursday, April 10, 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>

<b>Meeting ID</b>	<b>822 3789 8690</b>
<b>Passcode</b>	<b>890318</b>

**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 March 10, 2025 #0335.

**5.b. Voucher Summary:** voucher numbers V25-042 through V25-057 in the amount of \$8,312.12; payroll \$1,147.81, services \$6,389.71, and payroll taxes Q1 2025 \$780.60

## 6. Old Business

### 6.a. TBD

## 7. New Business

### 7.a Compensation Resolution 2025-001

**Recommended Action:** The Commissioners will review the Resolution concerning updated compensation for commissioners.

### 7.b Letterhead

**Recommended Action:** review the draft letterhead for official District correspondence.

## 8. Financial Reports:

### 8a. SAO Report

### 8b. 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

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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 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	4/21/2025	3/1/2025	V25-042		10069	0 LEIGH CHRISTIANSON	MARCH HOURS	797.95	69500589	589400	797.95
1	4/21/2025	3/1/2025	V25-043		9255	0 DEAN COLE	MARCH 13 REGULAR MEI	116.62	69500589	589400	116.62
1	4/21/2025	3/1/2025	V25-044		10134	0 RON MOUNTAIN	MARCH 13 REGULAR MEI	116.62	69500589	589400	116.62
1	4/21/2025	3/1/2025	V25-045		9228	0 MICHAEL NILSSEN	MARCH 13 REGULAR MEI	116.62	69500589	589400	116.62
1	4/21/2025	3/1/2025	V25-046		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM 2/28/	10.00	69500589	589400	10.00
1	4/21/2025	2/28/2025	5083-V25-047		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	4/21/2025	2/26/2025	5489-V25-048		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	81.83	69500589	589400	81.83
1	4/21/2025	2/26/2025	5489-V25-049		4574	0 LUDLOW MAINTENANCE COMMISSION	ANNUAL STORAGE	654.60	69500589	589400	654.60
1	4/21/2025	3/3/2025	25429.00-1 V25-050		3041	0 2/22 GRAY AND OSBORNE	ENGINEERING SERVICES 1	692.13	69500589	589400	692.13
1	4/21/2025	3/28/2025	254291.00-1 V25-051		3041	0 3/22 GRAY AND OSBORNE	ENGINEERING SERVICES 1	2,328.15	69500589	589400	2,328.15
1	4/21/2025	3/31/2025	122037-V25-052		8781	0 YARD DOGS	LANDSCAPING	2,040.00	69500589	589400	2,040.00
1	4/21/2025	2/20/2025	V25-053		8117	0 UNITED STATESPOST OFFICE	ANNUAL POST OFFICE RE	188.00	69500589	589400	188.00
1	4/21/2025	4/7/2025	V25-054		8881	0 EMPLOYMENT SECURITY DEPARTMENT	PAID FAMILY & MED LEA	29.96	69500589	589400	29.96
1	4/21/2025	4/7/2025	V25-055		10266	0 EMPLOYMENT SECURITY DEPARTMENT	WA CARES FUND	26.46	69500589	589400	26.46
1	4/21/2025	4/7/2025	V25-056		9032	0 UNITED STATES TREASURY	Q4 FICA, MEDICARE, SOC	697.72	69500589	589400	697.72
1	4/21/2025	4/7/2025	V25-057		9038	0 WA DEPT LABOR AND INDUSTRIES	Q4 WORKERS COMP	26.46	69500589	589400	26.46
								8,318.12			8,318.12

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: 8,318.12

4/1/2025

MONTH

SIGNED APRIL 10, 2025

CHAIRMAN, COMMISSIONER NILSSEN

COMMISSIONER, MEMBER COLE

COMMISSIONER, MEMBER MOUNTAIN

**RESOLUTION No. 2025-001**  
**PORT LUDLOW DRAINAGE DISTRICT**  
**Jefferson County, Washington**  
**P.O. Box 65261, Port Ludlow, WA 98365**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT  
LUDLOW DRAINAGE DISTRICT, REVISING COMMISSIONER  
COMPENSATION AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, RCW 85.38.075 authorizes compensation for members of a special district governing body spent in actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and

**WHEREAS**, the Port Ludlow Drainage District commissioners last updated compensation for commissioners under Resolution 2018-05, approved on August 9, 2018; and

**WHEREAS**, pursuant to RCW 85.38.075 the Washington State Office of Financial Management may adjust the per diem maximum amounts every five years based upon changes in the consumer price index during that time period; and

**WHEREAS**, the Office of Financial Management recently adjusted the per diem maximum amount from one hundred fourteen dollars (\$128) per day to one hundred sixty one dollars (\$161) per day, effective July 1, 2024; and

**WHEREAS**, the Port Ludlow Drainage District commissioners desire to update the compensation available in the amounts consistent with rates that became effective on January 1, 2024 per WSR 23-23-158.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, as follows:

**Section 1. Compensation for Meetings of the Board.** The Commissioners of the Port Ludlow Drainage District shall receive per diem compensation at the rate of one hundred sixty-one dollars (\$161) per regular or special meeting of the board attended for up to two meetings per month.

**Section 2. Compensation for Performance of Official Services of the District.** The Commissioners may also receive per diem compensation at the rate of one hundred sixty-one dollars (\$161) for each day a commissioner performs additional official services or duties on behalf of the District for up to five days per commissioner per year without advance approval from the Port Ludlow Drainage District Board of Commissioners. The Board of Port Ludlow Drainage District Commissioners may authorize per diem compensation at the rate of one hundred sixty-one dollars (\$161) for up to nine (9) additional days per year, in advance, for additional official services or duties performed by

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any commissioner on behalf of the District. *Compensation for each commissioner not to exceed \$15,456 per year.*

**Section 3. Effective Date of Compensation**

The new rate of compensation adopted under this Resolution for currently serving commissioners shall become effective at such time as the commissioner begins a new term of office. New commissioner appointed by the Jefferson County Board of County Commissioners to fill vacated unexpired terms of office shall receive compensation at the rate of the commissioner being replaced.

PASSED at the regular meeting of the Port Ludlow Drainage District Board of Commissioners this 10<sup>th</sup> day of April, 2025.

Michael Nilssen, Chair, Commissioner 3 \_\_\_\_\_

Ronald Mountain, Vice Chair, Commissioner 1 \_\_\_\_\_

Dean Cole, Commissioner \_\_\_\_\_

# Port Ludlow Drainage District

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These are headers and footers, so just type inside and all should be well!