

Port Ludlow Drainage District (PLDD)
December 9, 2021
Board of Commissioners Special Meeting - #0286
Zoom Meeting - Draft Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called the Special Meeting of the Port Ludlow Drainage District to order at **10:00** a.m.

2. **ROLL CALL:** Commissioner 1 Gary Rygmyr, Commissioner Nilssen were present. District Engineer Nancy Lockett and Administrative Coordinator Mary Paxton were also present. Commissioner Cole joined the meeting at 10:04 a.m.

3. **AGENDA APPROVAL:** Chair Rygmyr went over the Agenda.

MOTION: Commissioner Michael Nilssen made a motion to approve the agenda with the addition of the discussion of 2022 Port Ludlow Drainage District Elections at the end with two corrections: 1. remove the F at the end of the word AMENDEDE; 2. Correct the Voucher numbers from 21-080 through 21-085 to 21-080 through 21—086. Commissioner Rygmyr seconded the motion. Motion carried unanimously.

4. **PUBLIC COMMENT:** There were no comments from the public.

5. **COMMISSIONER COMMUNICATIONS:**

5.a. FOLLOW-UP WITH RESIDENT INQUIRY ON EBB TIDE COURT. Chair Rygmyr shared some research he had done to address a request from Mark Baker a resident on Ebb Tide Court to remove vegetation (alders) along a storm drainage easement. During the course of discussion District Engineer Nancy Lockett explained that the District has a recorded maintenance agreement at the nearby Ludlow Cove II “Cottages”. She said the District does not have a recorded maintenance agreements for the plats on Ebb Tide Court and Waterhouse Lane even though the subdivision plat says the Port Ludlow Drainage District (the “District”) is responsible for maintenance. After much discussion, Nancy Lockett was directed to prepare a Memo to Jefferson County Public Works with a detailed overview of the easements, agreements and commitment for maintenance of the three subdivisions (Ebb Tide Court, Ludlow Cove II “the Cottages”, and Waterhouse Lane). The purpose of the letter is to clarify the roles of the District in relation to storm water maintenance for the subdivisions with reference to assuring compliance with Shoreline Master Plan requirements. Engineer Lockett committed to sending the Memo by Monday, December 13th and providing the Commissioners a copy for information purposes. Chair Rygmyr agreed to provide Mark Baker with an update on the Commission’s consideration of his question about vegetation removal along the storm drainage easement on Tract G.

5.b. 110 KELLER LANE. Chair Rygmyr was contacted by Mr. Gary Maupin, 110 Keller Lane that asked whether the District would address issues with water seeping into his crawl space under his house. District Engineer Nancy Lockett was directed to prepare a letter for Chair Rygmyr to send Mr. Malcom explaining that the problem is subsurface flow of groundwater not surface water and that groundwater is not within the purview of the District.

5.c OTHER COMMUNICATIONS: There were no other communications.

6. CONSENT AGENDA: Chair Rygmyr read the items, noting the minutes from the previous meetings November 11, 2021 #283 and #284 and November 18, 2021 #285 in the Consent Agenda.

MOTION: Chair Rygmyr moved to approve the Minutes – Consent Agenda items 6.a. 6.b. and 6.c. Commissioner Nilssen seconded. Motion carried unanimously.

MOTION: Commissioner Nilssen moved to approve Consent Agenda Item 6.d. Voucher summary. Chair Rygmyr seconded. Motion passed unanimously.

7. OLD BUSINESS

7.a. CONTINUE THE NOVEMBER 11, 2021, SPECIAL MEETING DISCUSSION OF RESOLUTION 2020-01, A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT REPEALING RESOLUTION 2018-02 AND AUTHORIZING QUARTERLY REGULAR MEETINGS OF THE COMMISSION AND THE USE OF TELEPHONIC SPECIAL MEETINGS OF CERTAIN DESIGNATED FUNCTIONS AND PROVIDING PROCEDURES AND LIMITATIONS REGARDING SUCH SPECIAL MEETINGS.

MOTION: Commissioner Nilssen moved to bring a resolution to the January 2022 meeting to repeal and replace Resolution 2020-01 schedule of quarterly regular meetings and special meetings in other months with regular meetings on the second Thursday of the month at 10:00 a.m. Chair Rygmyr seconded. Motion passed unanimously.

7.b. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT WEBSITE. There was consensus the Announcement about the “Port Ludlow Drainage District request for Suspension of Operations Denied” should be removed from the web page.

8. NEW BUSINESS:

8.a REVIEW OF 2022 ASSESSMENT ROLL. The Commissioners reviewed the 2022 Assessment Roll. District Engineer Lockett agreed to send our information on the equations used to prepare the 2022 assessment She noted they are updated every four years. Commissioner Rygmyr moved to direct District Engineer Lockett to send a letter to Jefferson County. Commissioner Cole seconded. Commissioner Nilssen requested an amendment to note the approval is for the 2022 assessment. Motion carried unanimously.

8.b. DISCUSSION OF RESOLUTION 2019-02, A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT REGARDING DELEGATION OF ADMINISTRATIVE AUTHORITY. It was agreed by Consensus that Chair Rygmyr would continue to serve as Chair with Engineering responsibilities, Commissioner Nilssen would continue with financial functions and Commissioner Cole would assume the document management including secretarial, web, mail and record keeping for the next six months. It was agreed that Commissioner Cole and Mary Paxton would meet further clarify responsibilities.

8.c INTERAGENCY DATA SHARING AGREEMENT BETWEEN PORT LUDLOW DRAINAGE DISTRICT – 2820 AND THE OFFICE OF WASHINGTON STATE AUDITOR. The request from the state to enter into an agreement was continued. Commissioner Cole was directed to clarify the following: 1. Is the agreement optional? 2. If the District enters the agreement, how does the District share the data? What is the staff time commitment – is it a scalable requirement in context of the size of the District.

8.d. DISCUSSION OF PROCEDURES (E.G.) SIGNING PROCEDURES FOR DOCU-SIGN AND EMAIL OF INVOICES.

Mary Paxton explained that the District is now enrolled with Docu-sign and that the minutes and vouchers will be emailed for electronics signatures. She said she would send instructions.

8.e. DISCUSSION OF YARDDOGS INVOICE INFORMATION. Chair Rygmyr explained that he would prefer to receive a summary of maintenance activities included with the invoice to develop a historical record of activities. He said he spoke with Russ Lowry of Yarddogs about this and he was amenable to providing the information. Commissioners Cole and Nilssen were supportive of the recommendation. Chair Rygmyr expressed a desire to amend the contract with Yarddogs after the maintenance responsibilities of the Cottages, Ebb Tide Court and Waterhouse Lane are further clarified.

8.f. CONSIDER PURCHASE OF A LAPTOP TO REPLACE THE EXISTING DISTRICT LAPTOP USES BY THE ADMINISTRATIVE COORDINATOR. The Commissioner's directed Chair Rygmyr to meet with Administrative Coordinator to review the potential replacement of the laptop in relationship to the whole IT network (paper, the laptop, external hard drives and in the cloud).




8.G. 2022 PORT LUDLOW DRAINAGE DISTRICT ELECTION. Commissioner Nilssen provided informational report on the upcoming Port Ludlow Drainage District election. He explained all three Commissioners need to file as candidates since each Commissioner has been appointed. If the Commissioners wish to continue serving, each Commissioner will need to file candidate papers between December 13th and 17th. If no other candidates are filed, then Commissioners will be automatically deemed elected. If other candidates are filed, the cost for an election ranges from \$10,000 - \$15,000. The Commissioner terms are six years but are staggered. In context of the election, the term for Commissioner 1 will be for four more years and end in 2026. The term for Commissioner 2 will be for two more years ending in 2024. The term for Commissioner 3 ends this year so it will be a six-year term that ends in 2028.

9. Signing of Documents will be done via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

10. Meeting Adjournment.

MOTION: Chair Rygmyr moved to adjourn the meeting. Commissioner Nilssen seconded. Motion carried unanimously and the meeting adjourned at 12:12p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

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Commissioner 1, Gary Rygmyr, Chair	Date
DocuSigned by:  903253C1DE1745D...	1/20/2022
Commissioner 2, Dean Cole	Date
DocuSigned by:  5DA5EDD4B102409...	1/22/2022
Commissioner 3, Michael Nilssen	Date

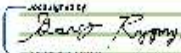
*The Port Ludlow Drainage District (PLDD)
Meeting minutes are recorded and posted on the website.*

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HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/13/2021	11/30/2021	V21-080 0286	8925		O MARY PAXTON	M PAXTON NOV PAYROLL	915.75	69500389	589400	915.75
1	12/13/2021	12/1/2021	3257 V21-081 0286	9022		O FALGE BOOKKEEPING SERVICES	NOV BOOKKEEPING	250	69500389	589400	250
1	12/13/2021	11/18/2021	856885-V21-082 0286	5610		695 OGDEN MURPHY WALLACE PLLC	OCT 31 2021	324	69500389	589400	324
1	12/13/2021	12/1/2021	1062 V21-083 0286	7001		O SEA WING DESIGNS	QUARTERLY WEB SERVICE	995.8	69500389	589400	995.8
1	12/13/2021	12/2/2021	202112 V21-084 0286	8781		O YARD DOG LANDSCAPING INC	NOVEMBER MAINTENAN	1590.03	69500389	589400	1590.03
1	12/13/2021	12/2/2021	V21-085 0286	9255		O DEAN COLE	REIMBURSEMENT FOR SL	100	69500389	589400	100
1	12/13/2021	11/3/2021	V21-086	9227		O GARY RYGMWR	REIMBURSEMENT FOR SL	110	69500389	589400	110
								4285.58			4285.58

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.

DECEMBER TOTAL WARRANT AM 4285.58
MONTH

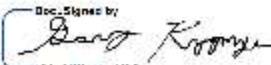
 12/13/2021
 CHAIRMAN, COMMISSIONER
 12/14/2021
 COMMISSIONER MEMBER
 12/12/2021
 COMMISSIONER MEMBER

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PLDD Voucher Summary for Fund #695 001 010
Date: December 9, 2021 [0286]

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
V21-080	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$632.21	\$632.21
				<i>Payroll Subtotal \$</i>	\$632.21
V21-081	Falge Financial, Inc. Bookkeeping Services Nov. 2021 Invoice 3257	9022	53150.41.0150	\$250.00	\$250.00
V21-082	Ogden Murphy Wallace, Legal services thru October 31 2021 Invoice 856885	5610-695	53150.41.0100	\$324.00	\$324.00
V21-080	Reimbursement to Mary Paxton for annual subscriptions: ZOOM \$163.54 and DocuSign \$120.00	8925	53150.31.0020	\$163.54 \$120.00	\$163.54 \$120.00
V21-083	Seawings Design Quarterly web services and domain renewal Invoice 1062	7001	53150.47.0000	\$995.80	\$995.80
V21-084	Yarddogs Landscaping, Inc. Maintenance thru November 2021 Invoice 202112	8781	53150.31.0030	\$1590.03	\$1590.03
V21-085	Dean Cole – Reimbursement for surety bond	9255	53150.10.0010	\$100.00	\$100.00
V21-086	Gary Rymyr – Reimbursement for surety bond	9227	53150.10.0010	\$110.00	\$110.00
				<i>Vouchers for supplies and services subtotal \$</i>	3,653.37
				<i>TOTAL</i>	4,285.58

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.
SUBSCRIBED THIS 9th DAY OF December 2021

Doc. Signed by:  12/21/2021

APPROVED
Port Ludlow Drainage District

Commissioners Signatures

Commissioner 1 Gary Rymyr 

Commissioner 2 Dean Cole 

Commissioner 3, Michael Nilssen 

Audited By _____
Date: _____