

**Port Ludlow Drainage District (PLDD)
February 17, 2022
Board of Commissioners Special Meeting - #0288
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 2, Dean Cole, and Commissioner 3, Michael Nilssen were present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton and Jefferson County Commissioner Greg Brotherton were also present.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Chair Rygmyr moved to approve the agenda. Commissioner Cole seconded. Motion carried unanimously.

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

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the January 20, 2022, Special Meeting #0287 and the #0288 Voucher Summary numbers 22-001 through 22-006 totaling \$5,729.31 with \$494.095 for payroll and \$5,235.26 for goods and services. Commissioner Nilssen noted the need to correct the misspelling of the word 'draft' for item 8.a. on page two of the Minutes.

MOTION: Chair Rygmyr moved to approve the Minutes with the correction noted by Commissioner Nilssen and the Consent Agenda. Commissioner Cole seconded. Motion carried unanimously.

6. **COMMISSIONER COMMUNICATIONS:** Commissioner Cole reported that he toured the District facilities with the District's Maintenance Contractor, Russ Lowry of Yard Dogs Landscaping, Inc. He requested a copy of the maps of the maintenance areas. Barry Baker, consulting Engineer with Gray and Osborne offered to provide copies.

7. **OLD BUSINESS:**

7.a. **FOLLOW-UP WITH AGREEMENTS FOR MAINTENANCE AT LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE.** The scope of work for reviewing possible amendments to the Maintenance contract at Ludlow Cove II "Cottages", Ebb Tide Court and Waterhouse Lane subdivisions was shared via zoom. Barry Baker, consulting Engineer with Gray and Osborne explained that the \$15,005 cost was conservative. Maintenance needs will be reviewed with respect to the level and frequency of demand for light and heavy tasks. Chair Rygmyr shared that he thought the scope of work for review of

maintenance at the three developments was adequate based on the review of recorded documents and maintenance he has observed.

County Commissioner Greg Brotherton was asked for input. He said he could not speak from a legal perspective but supported partnerships with the District. He suggested re-initializing review of storm water plans for homes with a plan for cost-sharing that does not burden the District. He reiterated a desire for partnerships.

It was noted during the course of discussion that when some prior developments occurred, assumptions were made about the maintenance responsibilities of the District but the District may not have been involved with formalizing agreements for maintenance responsibilities. The scope of work on the agenda could help clear-up ambiguities, clarify the scope of District responsibilities and expectation with the County and to develop agreements with Home Owner Associations. County Commissioner Brotherton supported a participation in a joint meeting with the District consulting engineer Barry Baker, County Development Director Brent Butler, the County Public Works Director, and Chair Rygmyr as part of the review of the maintenance agreements and possible amendments to the District contract for maintenance services. It was noted that any future agreement will need legal review.

MOTION: Commissioner Rygmyr moved to approve the Scope of Work from Gray & Osborne, Inc. to review maintenance needs at Ludlow Cove II “Cottages”, EBB Tide Court and Water House Lane. Commissioner Cole seconded. Motion passed unanimously.

7.b. REVIEW OF DRAFT ADMINISTRATIVE CALENDAR: The Commissioners reviewed the Draft Administrative Calendar. The Administrative Coordinator was directed to add quarterly informational updates to the content on District website to the calendar. There was discussion of purchasing a subscription for a program similar to Adobe Acrobat to facilitate combining files into PDFs and posting agenda packets on the District home page along with the agenda. Commissioner Nilssen requested that agenda materials be shared so the public can see the agenda materials during ZOOM meetings.

7.c. REPORT ON CONSIDERATION OF THE PURCHASE OF A LAPTOP TO REPLACE THE EXISTING DISTRICT LAPTOP USED BY THE ADMINISTRATIVE COORDINATOR. Chair Rygmyr recommended allocating up to \$1,000 for the purchase of laptop to replace the current District laptop. He noted that the District will still need to review the whole information technology system for the organization (e.g. email, cloud storage, the web site and records management). There was discussion of purchasing a subscription for a program similar to Adobe Acrobat to facilitate combining files into a PDF and posting agenda packets on the District home page along with the agenda.

MOTION: Chair Rygmyr moved to authorize the expenditure of up to \$1,000 to purchase a replacement laptop with needed software. Commissioner Cole second the motion and it carried unanimously.

7.d. FOLLOW-UP ON WHETHER TO INITIATE A REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES OR CONTINUE SERVICE WITH OGDEN, MURPHY WALLACE, PLLC (OMW). Commissioner Cole reported that he visited the offices of OMW and met with Scott

Snyder (80% retired) and Andrew Tsoming. He explained they have represented the District since 2017 and the firm has a division that specializes in municipal law. The hourly rate will be increasing from \$305/hour for a senior partner to \$425/hour.

MOTION: Commissioner Cole moved to continue legal services with OMW for continuity, history and qualifications and to not pursue a Request for Qualifications for legal services. Commissioner Nilssen seconded the motion and it carried unanimously.

8. NEW BUSINESS: There was no new business.

9. REPORTS:

9.a. REPORT OF FINANCIAL ACTIVITIES. Commissioner Nilssen provided a financial informational report on the following:

- ✓ State Audit: He recommended retaining Falge Financial to complete the required Annual Audit for the District with the BARS at a rate of \$60/hour with about two hours for report preparation and two hours for training. There was Commission consensus to support the recommendation.
- ✓ Reimbursements: Commissioner Nilssen will set up a form for reimbursements for meeting attendance and mileage for auto/ferry expenses based on Resolution 2018-05. He noted the reimbursement rate for 2021 was \$0.56/mile and increased to \$0.58.05 per mile in 2022. The reimbursement rate for the Commissioners will change to \$128 per meeting because all three Commissioners are elected instead of appointed.
- ✓ Each Commissioner needs to complete the Internal Revenue Service Form W-4 and submit a hard copy to Falge Financial, the District Bookkeeper.
- ✓ All reimbursement forms need to be emailed to both the Districtadmin@pldd.org and to Falge Financial.
- ✓ Commissioner Nilssen shared the 2021 year-end financial reports. Jefferson County moved to a 13-month calendar year in 2021 to capture all 2021 expenses that may have been paid in January of 2022. The Finance section of the District web page currently includes the budget and quarterly reports. Commissioner Nilssen suggested adding each month an up to date monthly 'Report of Account Balances and Changes' and a monthly 'Statement of Financial Income & Expense Budget Performance'.
- ✓ Commissioner Nilssen recommended holding a workshop the week before the next District meeting to discuss operations, financial reports. He emphasized the purpose of the workshop would be discussion only and no decisions would be made. There was consensus to hold an in-person workshop on March 3, 2022 at 10:00 a.m. that includes a discussion of the following: financial reports, progress on the review of Maintenance, information technology, and the Port Ludlow Drainage District bulletin board at the Beach Club.

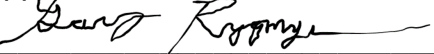
10. Signing of Documents will be done via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

11. Meeting Adjournment.

MOTION: Chair Rygmyr moved to adjourn the meeting. Commissioner Cole seconded. Motion carried unanimously and the meeting adjourned at 11:42 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


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3/15/2022

DocuSigned by:
Commissioner 1, Gary Rygmyr, Chair

Date


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3/12/2022

DocuSigned by:
Commissioner 2, Dean Cole

Date


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3/11/2022

DocuSigned by:
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	2/22/2022	2/1/2022	V22-001-0288	8925		O MARY PAXTON	M PAXTON PAYROLL JAN	494.05	69500389	589400	494.05
1	2/22/2022	1/31/2022	3333 V22-02-0288	9022		O FALGE BOOKKEEPING SERVICES	JANUARY BOOKKEEPING	250	69500389	589400	250
1	2/22/2022	1/7/2022	V22-003-0288	3041		O GRAY AND OSBORNE INC	DECEMBER ENGINEERING	2499.9	69500389	589400	2499.9
1	2/22/2022	2/2/2022	202202V22-004-022	8781		O YARD DOG LANDSCAPING INC	JANUARY MAINTENANCE	1828.53	69500389	589400	1828.53
1	2/22/2022	1/5/2022	V22-005-0288	3752		O JEFFERSON COUNTY AUDITOR AT PUBLIC NOTICES FOR 202		299.63	69500389	589400	299.63
1	2/22/2022	21/7/2022	859 911 V22-006-02	3610		695 OGDEN MURPHY WALLACE PLLC	JANUARY LEGAL SERVICE	201.2	69500389	589400	201.2
1	2/22/2022	2/10/2022	V22-007	8117		695 U S POSTMASTER	ANNUAL PO BOX RENTAL	156	69500389	589400	156
								5729.31			5729.31

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.

FEBRUARY MONTH TOTAL WARRANT AM 5729.31

Resolved by: *Dan Rypke* 2/17/2022

COMMISSIONER MEMBER
Dan Rypke 2/22/2022

COMMISSIONER MEMBER
Resolved by: *Michael Wilson* 2/20/2022

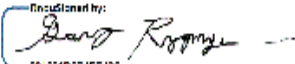
COMMISSIONER MEMBER

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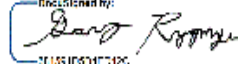
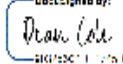
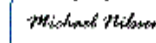
ATTACHMENT TO COUNTY CHECK REQUEST 02172022 PLDD288
 PLDD Voucher Summary for Fund #695 001 010
 Meeting #0288 Date: February 17, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-001	Mary Paxton -- Employee Payroll Hours worked January 2022	8925	53150.10.0010	\$494.05	\$494.05
				<i>Payroll Subtotal \$494.05</i>	
22-002	Falge Financial, Inc. -- January Bookkeeping Services	9022	53150.41.0150	\$250.00	\$250.00
22-003	Gray & Osborne, Inc. General Engineering and project review thru December 31st	3041	53150.41.0010	\$2,499.90	\$2,499.90
			53150.41.0050		
			53150.45.0010		
22-004	Yard Dogs Landscaping Maintenance through January	8781	53150.31.0030	\$1,828.53	\$1,828.53
22-005	Jefferson County Auditor Attn: Elections Public Notices for Feb 2022 Election	3752	53150.51.0020	\$299.63	\$299.63
22-006	Ogden Murphy & Wallace PLLC Legal Services through January	5610-695	53150.41.0100	\$201.20	\$201.20
22-007	Post Office Box Rental	8117-695	53150.45.0010	\$156.00	\$156.00
				<i>Vouchers for supplies and services subtotal \$5,235.26</i>	\$5,235.26
				TOTAL	\$5,729.31

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 17th DAY OF February 2022

DocuSigned by:
 2/17/2022

APPROVED
 Port Ludlow Drainage District

Commissioners Signatures	
DocuSigned by: 	2/17/2022
DocuSigned by: 	2/22/2022
DocuSigned by: 	2/20/2022

Audited By _____
 Date: _____