

Port Ludlow Drainage District (PLDD)
July 14, 2022
Board of Commissioners Meeting - #0293
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0293 of the Port Ludlow Drainage District to order at 10:07 a.m. at the Port Ludlow Fire District meeting room.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

GUESTS: Unknown caller.

3. **PUBLIC COMMENT:** There were no comments from the public.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda and noted that there was an Inventory and Maintenance Table that he had emailed to Commissioners that was not in the agenda packet posted on the web site.

MOTION: Commissioner Nilssen moved to approve the agenda and Chair Rygmyr seconded. The motion passed unanimously.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the revision to Minutes of the May 12, 2022, Meeting #0291, Minutes of the June 11, 2022 Meeting 0292 and the #0293 Voucher Summary numbers 22-041 through 22-050 totaling \$5,623.79 with \$822.02 for payroll and \$4,171.56 for supplies and services and \$630.21 for quarterly tax withholdings.

MOTION: Commissioner Nilssen moved to approve the Consent Agenda and Commissioner Cole seconded. The Motion carried unanimously.

6. **COMMUNICATIONS:** There were no communications from the Commissioners.

7. **OLD BUSINESS:**

- 7.a. **UPDATE ON DRAFT AMENDMENTS FOR MAINTENANCE AT LUDLOW COVE II “COTTAGES” AND EBB TIDE COURT.** Chair Rygmyr reported that the vegetation clearance work approved with the Task Order 1 with Yard Dogs Landscaping was substantially complete based on a site visit.

Chair Rygmyr reported that he received a plat map for the Ludlow Cove Cottages II from Cliff O'Brien of Port Ludlow Associates LLC that did not clarify questions he asked in email communication about the assessor parcel number in the agreement and that he also received a letter from Robert Grindelund that was shared by email with the Commissioners. The Commissioners discussed the recorded Storm Water Maintenance

Agreement sections 2.2.3 and 2.1. Commissioner Nilssen suggest talking to prior Commissioners and emphasized that the Commission should be consistent with maintenance throughout the District (e.g., not supporting private systems). District Engineer, Barry Baker noted that some construction best management practice (BMP) filter bags still have not been removed. There was a consensus of the Commission on the following: 1) invite Cliff O'Brien and Mr. Grindeland to the August meeting; 2) identify what party will remove the BMP filter bags; 3) the problems identified in the letter from Mr. Grindewald are an anomaly within the District.; 4) the District is on the periphery; 5) the need to establish an updated agreement with clarified responsibilities for each party to the agreement.

7.b. REPORT ON PORT LUDLOW DRAINAGE DISTRICT PURCHASE OF LAPTOPS AND SECURITY FOR THE LAPTOPS: Chair Rygmyr reported that laptops were bought for Commissioners 1 & 2 and are working well. Evaluation of security is ongoing and to be included on the August 2022 Meeting agenda.

7.c. PROPOSED DEVELOPMENT OF PROPERTIES AT RAINIER LANE (APN 990100019 AND APN 990100019): The Commission received an oral report from consulting District Engineer Barry Baker of Gray & Osborne Engineering. Barry Baker reported that there was insufficient information to respond to Jefferson County's request for review of development on the properties for the following reasons: 1) it is unclear what party constructed the drainage improvements in the area, the type of improvements and associated responsibility for the improvements; 2) insufficient information about the proposed development. There was consensus that Chair Rygmyr will send an email to Jefferson County explaining that Barry Baker has been directed by the Commission to gather more information. Commissioner Nilssen recommended that Barry talk to one of the first PLDD Commissioners that lives near the proposal, Jim Laker.

7.d. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr shared that he prepared a draft amendment to the table prepared by Gray & Osborne. The draft table includes hot links to documents associated with the improvements on the inventory. He asked for direction on the concept to flush out the format going forward. The Commissioners commended the work. Barry Baker encouraged the Commission to continue with the revised table and noted that the level of detail Chair Rygmyr is supplying would have been very costly to the District if Gray & Osborne prepared the table. There was consensus that Chair Rygmyr will take the lead and continue to work on the table and bring it back for review when it is about 98% complete.

7.e. REVIEW OF RESOLUTION 2202-02 TO CHANGE THE LOCATION OF REGULAR MEETINGS AND REVIEW AND AMENDMENT TO THE FACILITY USE AGREEMENT BETWEEN THE PORT LUDLOW DRAINAGE DISTRICT AND THE LUDLOW MAINTENANCE COMMISSION TO USE THE GALLERY ROOM FOR REGULAR MEETINGS AND THE BEACH CLUB ST THE ADDRESS TO FILE CLAIMS AND DISCUSSION OF INSURANCE: Commissioner Dean provided an information report about communications with the District's insurance agent Enduris and the means to provide coverage for use of the Beach Club for regular meetings. He reported that

there would be a supplemental cost but probably not more than \$50.

MOTION: Commissioner Nilssen moved to approve Resolution 2022-02 with the deletion of the last Whereas mentioning the Fire Hall and moved to approve the Amended Facility Use Agreement with a change to Item 3 to note that the Beach Club could be used for delivery of any public records request or for official communications. Commissioner Cole seconded. Motion passed unanimously.

7.f. EXPIRATION OF CONTRACT FOR MAINTENANCE (DECEMBER 2023): Commissioner Cole reported that he contracted Andrew Tsoming at the District's law firm to understand why the prior Commissioners passed a resolution to stop the Small Works Roster. He explained that a semi-retired lawyer worked with the District on the resolution, and it was not clear why the District passed the resolution. Commissioner Cole reported that Andrew Tsoming suggested that it might be a good idea to re-establish the roster. Barry Baker, District consulting Engineer supplied background on the public works Small Works Roster and some of the pros and cons of using and not using the system. It was the consensus of the Commissioners to table the discussion until March or April of 2023.

7.g. DISCUSSION OF WEB-BASED PUBLIC INQUIRY FORM AND STRATEGIES TO PROVIDE A HISTORICAL RECORD FOR FUTURE COMMISSIONERS AND THE PUBLIC. Commissioner Cole shared a sample drainage complaint form and log. Commissioner Nilssen recommended deleting the email summary and establishing a dedicated folder for complaint with the districtadmin@pldd.org email address. Commissioner Cole and the Administrative Coordinator were directed to complete the form using recent property owner complaints and report on any recommended adjustments.

8. NEW BUSINESS:

8.a. DISCUSSION OF THE PORT LUDLOW DRAINAGE DISTRICT WEB SITE AND BUSINESS CARDS: Commissioner Nilssen explained that he requested the topic to be placed on the agenda. He suggested identical business cards for the Commissioners with their names. Commissioner Dean was directed to collect prices and prepare a template to review at the next meeting. Commissioner Nilssen reported that some of the information on the District web site is outdated such as the election results. There was discussion of a future workshop. It was the consensus of the Commission that as a first step all Commissioners and the Administrative Coordinator should review the six tabs on the web site and supply a list of suggested comments for the applicable section to the Administrative Coordinator. The comments will be compiled into a simple summary to help a discussion about the framework of the content and administrative procedures at the meeting. Commissioner Cole suggested a quarterly review of the web page that was supported by the Commissioners.

8.b. ANNUAL BUDGET DISCUSSION:

REPORTS: Commissioner Nilssen reported that he will send out sections of the budget for each Commissioner to review in relation to the responsibilities of each Commissioner.

(e.g., Field Engineering and Capital Improvements to Chair Rygmyr) and all should review Professional Services. He will be making recommended changes for the budget, so it is easier for the bookkeeper to prepare ongoing reports.

9.a. REPORT OF FINANCIAL ACTIVITIES: Commissioner Nilssen reported that he has worked with the Bookkeeper to review the format of the monthly Statement of Financial Income & Expense Budget Performance. The revised template eliminates some of the net revenue information that was on the bottom of page and adds a running budget total.

Commissioner Nilssen reported that he contacted MRSC to inquire about State requirements to set up reserves for maintenance of capital improvement projects. He explained the State does not have a requirement, but the State Auditor has a Financial Policy Toolkit to develop a reserve policy. He noted that most of the PLDD infrastructure improvements have a 50-year life, but the District does not have a policy and financial documentation to address long term maintenance. He said he would research the toolkit and report back to the Commission and there was support from the Commission.

10. Signing of the 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: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 12:15 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

| | |
|--|------------------|
| <p><small>DocuSigned by:</small>  <small>594594D5D4ED42C...</small></p> | <p>8/12/2022</p> |
| <p><small>DocuSigned by:</small>  <small>903253C1DE1745D...</small></p> | <p>8/14/2022</p> |
| <p><small>DocuSigned by:</small>  <small>5DA5EQD4B162409...</small></p> | <p>8/12/2022</p> |
| <p>Commissioner 1, Gary Rygmyr, Chair</p> | <p>Date</p> |
| <p>Commissioner 2, Dean Cole</p> | <p>Date</p> |
| <p>Commissioner 3, Michael Nilssen</p> | <p>Date</p> |

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

Certificate Of Completion

Envelope Id: 4CC684298B7B4353996A97E4AFF248B7

Status: Delivered

Subject: Please DocuSign: 5.b Voucher Attach #0293 22 07 14.docx, 2022 Amendment FacilityUsageAgreement7...

Source Envelope:

Document Pages: 4

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Mary Paxton

AutoNav: Enabled

1205 Jackman St

Envelopeld Stamping: Enabled

Port Townsend, WA 98368

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

recordsclerk@pldd.org

IP Address: 24.113.172.221

Record Tracking

Status: Original

Holder: Mary Paxton

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7/18/2022 7:56:12 PM

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Signer Events**Signature****Timestamp**

Brian Belmont

beachclub@olympus.net

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/19/2022 6:59:43 AM

ID: 3aa4b94e-1133-42c8-8549-638d3dc2c2ee

Sent: 7/18/2022 8:04:47 PM

Viewed: 7/19/2022 6:59:43 AM

Dean Cole

Commissioner2@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


903253C1DE1745D...

Sent: 7/18/2022 8:04:46 PM

Viewed: 7/22/2022 11:29:28 AM

Signed: 7/22/2022 11:31:05 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.113.157.41

Electronic Record and Signature Disclosure:

Accepted: 12/14/2021 10:57:38 AM

ID: d4d2b5c5-662e-48a8-894e-f51558b42c9e

Gary Rygmyr

Commissioner1@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


581591D5D4ED42C...

Sent: 7/18/2022 8:04:46 PM

Viewed: 7/19/2022 10:19:10 AM

Signed: 7/19/2022 10:19:55 AM

Signature Adoption: Drawn on Device

Using IP Address: 24.113.175.231

Electronic Record and Signature Disclosure:

Accepted: 12/13/2021 12:00:42 PM

ID: 97b4ea50-96ff-4a8c-aa2f-a559e940265f

Michael Nilssen

Commissioner3@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


5DA5EDD4B162409...

Sent: 7/18/2022 8:04:47 PM

Viewed: 7/19/2022 10:17:47 AM

Signed: 7/19/2022 10:18:21 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.113.149.193

Electronic Record and Signature Disclosure:

Accepted: 12/12/2021 9:58:37 AM

ID: b9d52c57-3f32-496b-9481-783f02abba9f

In Person Signer Events**Signature****Timestamp**

| Editor Delivery Events | Status | Timestamp |
|---|------------------|-----------------------|
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 7/18/2022 8:04:47 PM |
| Certified Delivered | Security Checked | 7/19/2022 10:17:47 AM |
| Signing Complete | Security Checked | 7/19/2022 10:18:21 AM |
| Payment Events | Status | Timestamps |
| Electronic Record and Signature Disclosure | | |

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: recordsclerk@pldd.org

To advise Port Ludlow Drainage District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at recordsclerk@pldd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to recordsclerk@pldd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to recordsclerk@pldd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING #0293
 PLDD Voucher Summary for Fund #695 001 010

Date

| Voucher Number | Vendor Services | Vendor Number | Account to be Charged (BARS) | Amount | Total Voucher Amount |
|---|---|---------------|--|------------|----------------------|
| 22-041 | Mary Paxton – Employee Payroll Hours worked June and correction | 8925 | 53150.10.0010 | \$481.26 | \$481.26 |
| 22-042 | Dean Cole June Meeting Attendance | 9255 | 53150.10.0020 Commission 53150.41.0000 Meetings | \$104.98 | \$104.98 |
| 22-043 | Michael Nilssen June Meeting Attendance | 9228 | 53150.10.0020 Commission 53150.41.0000 Meetings | \$117.88 | 117.88 |
| 22-044 | Gary Rygmyr June Meeting Attendance | 9227 | 53150.10.0020 Commission 53150.41.0000 Meetings | 117.90 | 117.90 |
| <i>Payroll Subtotal \$822.02</i> | | | | | \$822.02 |
| 22-041 | Mary Paxton reimbursement Adobe subscription March thru June \$16.35/month | | 53150.31.0020 | \$65.40 | \$65.40 |
| 22-044 | Gary Rygmyr Reimbursement for purchase of two district laps tops for Commissioners 1 and 2 | 9227 | 53150.31.0020 | \$1,117.18 | \$1,117.18 |
| 22-045 | Falge Financial, Inc. June Bookkeeping (\$250) and May 12-31 State Audit Report (\$173) | 9022 | 53150.41.0150 | \$423.00 | \$423.00 |
| 22-046 | Gray & Osborne, Inc. General Engineering May 22 through June 18 | 3041 | 53150.41.0010 | \$736.96 | \$736.96 |
| 22-047 | Yarddogs Landscaping, Inc Maintenance June 2022 | 8781 | 53150.31.0030 | \$1,829.02 | \$1,829.02 |
| <i>Vouchers for supplies and services subtotal \$</i> | | | | | \$4171.56 |
| 22-048 | Employment Security Department WAPFML Q2 | 2338-695 | 53150.20.0020 | \$598.20 | \$598.20 |
| 22-049 | United States Treasury FICA Q2 | 9032 | 53150.20.0010 | \$12.87 | \$12.87 |
| 22-050 | WA State Department of Labor & Industries Q2 | 9038 | 53150.20.0020 | \$19.14 | \$19.14 |
| <i>Vouchers for taxes subtotal \$</i> | | | | | \$630.21 |
| TOTAL | | | | | \$5623.79 |

| | | |
|---|---|---|
| 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 __14 th DAY OF JULY 2022 | Commissioners Signatures | |
| | DocuSigned by:  581591D5D4ED42C... | DocuSigned by:  303253C1DE1745D... |

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|--|--|
| <p>DocuSigned by: <i>Doug Ryzny</i></p> | <p>DocuSigned by: <i>Michael Nilssen</i></p> |
| <p>584504D5D4ED42C... APPROVED Port Ludlow Drainage District</p> | <p>5DA5EDD4B162409...</p> |

Audited By _____

Date: _____

