

**Port Ludlow Drainage District (PLDD)**  
**August 11, 2022**  
**Board of Commissioners Regular Meeting - #0295**  
**Zoom/In Person Meeting - Minutes**

**1. CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0295 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

**2. ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. District Engineer Barry Baker, Administrative Coordinator Mary Paxton were present,

**GUESTS:** Brian Belmont, General Manger Port Ludlow Maintenance Commission, Jay Leach, Board member of the Ludlow Cove II Homeowners Association. Cliff O'Brien, of the Port Ludlow Associates (PLA) arrived at 10:50 a.m.

**CALL IN:** Katie Smith.

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

**6. COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that there was a discussion of legal interpretation of issues and processes during the Executive Session at the August 4, 2022 Special Meeting #0294. He did some research and recommended no further action.

**4 AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. He recommended moving agenda item 8.a. to follow item agenda item 7.a. so the homeowners would not have to wait for the completion of administrative business.

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

**5. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda. It was noted that the payment to Yard Dogs Landscaping Inc. was higher due to the supplemental vegetation clearance at Ebb Tide Court.

**MOTION:** Chair Rygmyr moved to approve the consent agenda approving the minutes of the July 14, 2022 Meeting #0293, the corrected minutes of the June 9, 2022 Meeting # 0292, the Minutes of the August 4, 2022 Special Meeting #0294 and the 0295 Voucher Summary numbers 22-051 through 22-057 totaling \$11,936.32 with \$1,044.94 for payroll and \$10,891.38 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

**7. OLD BUSINESS:**

**A7.a. UPDATE ON PLDD RESPONSIBILITIES FOR MAINTENANCE AT LUDLOW COVE II “COTTAGES”:** Chair Rygmyr explained that the PLDD would like to clarify what the ‘storm water facility’ is mentioned in section 2.3f the Storm Water Management Maintenance Agreement between the District and Port Ludlow Associates (the “PLA”) (recorder number 585109). He noted that the type of maintenance could be incorporated into a current review of the District maintenance area map and responsibilities and an updated agreement.

Jay Leach of the Ludlow Cove II homeowner’s association (the “HOA”) provided background on the HOA’s interpretation of the agreement, responsibilities, affirmed that infrastructure is not a PLDD responsibility and identified concerns regarding the PLA lack of attention to two outfalls. He asked the PLDD to send a letter to the PLA to address the infrastructure outfall issues based on Sections 4 and 5 of the agreement.

There was discussion about the interpretation of section 2.3. Jay Leach noted that a 2017 Inventory posted on the PLDD website identified a commitment for future maintenance of catch basins.

It was the consensus of the Commission to do the following: 1) Clarify the responsibility of the PLDD to maintain the Ludlow Cove II catch basins in the current update to maintenance maps and responsibilities; 2) add Ludlow Cove II catchment basins to the maintenance table and map with a maintenance schedule; 3) the PLDD will send a letter to the President of the PLA and copy to Cliff O’Brien requesting that the PLA address the concerns of the Ludlow Cove II HOA regarding erosion and infrastructure maintenance at the two outfalls. Jay Leach left the meeting at the conclusion of the discussion at 10:35 a.m.

Cliff O’Brien came to the meeting at 10:53 a.m. After the discussion of agenda item 8.a., the Commission resumed discussion of agenda item 7.a. Cliff O’Brien explained that there was a misunderstanding regarding the time of the meeting. He explained that the PLA is attempting to repair the outfalls with an emergency proposal under a currently open storm water permit. He said the biggest missing piece is the timeline from their engineering consultant, GeoResources. There was consensus after the course of discussion that the PLA should send a letter to the PLDD and the Ludlow Cove II “Cottages” HOA explaining steps that the PLA is taking to address the concerns of the Ludlow Cove to HOA regarding the outfalls. The Commission pointed out that one of the catch basins still has an erosion control sandbag that needs to be removed. Cliff O’Brien said he thought all have been removed and he will revisit the culverts.

**8.a. PROPERTY OWNER INQUIRY 184 CONDON LANE**

Chair Rygmyr provided background on the \$1,285 reimbursement request from the homeowners for repair to culverts damaged during attempts to locate the sewer main for construction of a home at 184 Condon Lane. He said he conducted a site visit with District Engineer Barry Baker prior to the meeting. The Commission reviewed the request and noted the following: 1) part of the reimbursement \$1,285 request included costs unrelated

to drainage (sewer and water infrastructure); 2) the request is associated with the public right-of-way of Jefferson County (not the PLDD); 3) the easement references from the property owner were not included in the PLDD Storm Water Management Plan (SWMP). Barry Baker explained that when the 2003 SWMP was developed there was an attempt to include all problem areas into the plan. This included some easements that predated the District formation.

**MOTION:** Commissioner Nilssen moved to direct the Chair to write a letter to the property owners explaining that PLDD does not have responsibility for the claim requested at 184 Condon Lane. Commissioner Cole seconded. The motion passed unanimously.

**7.b. REPORT ON SECURITY FOR THE RECENTLY PURCHASED DISTRICT LAPTOPS:** Chair Rygmyr reported he is satisfied with the Micro Soft security embedded in Windows 11. It was determined that no further action is necessary.

**7.c. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW:** Chair Rygmyr reported that it is about 50% complete. He recommended sending it out when it is substantially complete. During discussion, it was noted that the Rainier Lane should be included as an inspection rather than a maintenance item.

**7.d. CONTINUED DISCUSSION OF RECOMMENDED CHANGES TO THE DISTRICT WEB SITE:** It was the consensus of the Commission for Commissioner Cole and the Administrative Coordinator to proceed with updates to the website reviewed by the Commission. There was consensus that all Commissioners should be apprised of changes to the website when they occur.

**7.e. DISCUSSION OF WEB-BASED PUBLIC INQUIRY FORM AND STRATEGIES TO PROVIDE A HISTORICAL RECORD FOR FUTURE COMMISSIONERS AND THE PUBLIC.** Commissioner Cole recommended removing the word complaint from the form and instead use the terms issues and concerns. The Commissioners supported the recommendation and after further discussion there was consensus to title the form with the word 'inquiry'. The Commissioners supported the log of site visits but did not recommend logging emails. It was noted that folders for the inquiries could be developed on the District Admin email. Commissioner Nilssen recommended contacting the District web consultant to assure the form is easily fillable on-line. It was also suggested that it could be on the home page.

**7.f. DISCUSSION OF BUSINESS CARDS:** Commissioner Cole presented an option with the possible use of the PLA logo. Chair Rygmyr recommended using the Jefferson County logo. Commissioner Nilssen suggested working with an on-line business card printer to develop a logo at a modest cost such as VISTA Prin\t. Commissioner Cole said he would come up with two or three options.

## **8. NEW BUSINESS**

### **8.b. DISCUSSION OF THE DATE FOR THE DISTRICT MEETING IN SEPTEMBER**

The Commissioners discussed changing the meeting date based on vacations.

**MOTION:** Commissioner Rygmyr moved to change the date for the September 8, 2022 regular meeting to September 22, 2022 at 10:00 A.M. at the Beach Club. Commissioner Cole seconded the motioned.

**9. REPORTS**

**Financial Reports and Budget:** Commissioner Nilssen shared the financial reports. He noted that the reports reflect that the PLDD is well with the 2022 budget.

Commissioner Nilssen discussed the 2023 budget. He recommended a 5% increase for maintenance based on the pending update to the maintenance table and inventory.

He noted that the PLDD has been within the 2022 budget but recommended that the 2023 budget for assessment equal actual cost for expenses (e.g., closer to \$100,000 vs. 2022 \$60,000 assessments for residents.)

Commissioner Nilssen reported that he is working with the bookkeeper to develop a month-by-month budget with projected revenues and expenses based on the prior three years.




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.

**8. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 11:58 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

<small>DocuSigned by:</small>  <small>581391D5D4ED42C...</small>	9/24/2022
Commissioner 1, Gary Rygmyr, Chair	Date
<small>DocuSigned by:</small>  <small>903253C1DE1745D...</small>	9/25/2022
Commissioner 2, Dean Cole	Date
<small>DocuSigned by:</small>  <small>5DA5EDD4B162409...</small>	9/24/2022
Commissioner 3, Michael Nilssen	Date

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



A-101

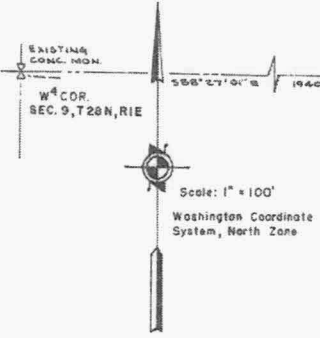
S-27

# Port Ludlow No 1

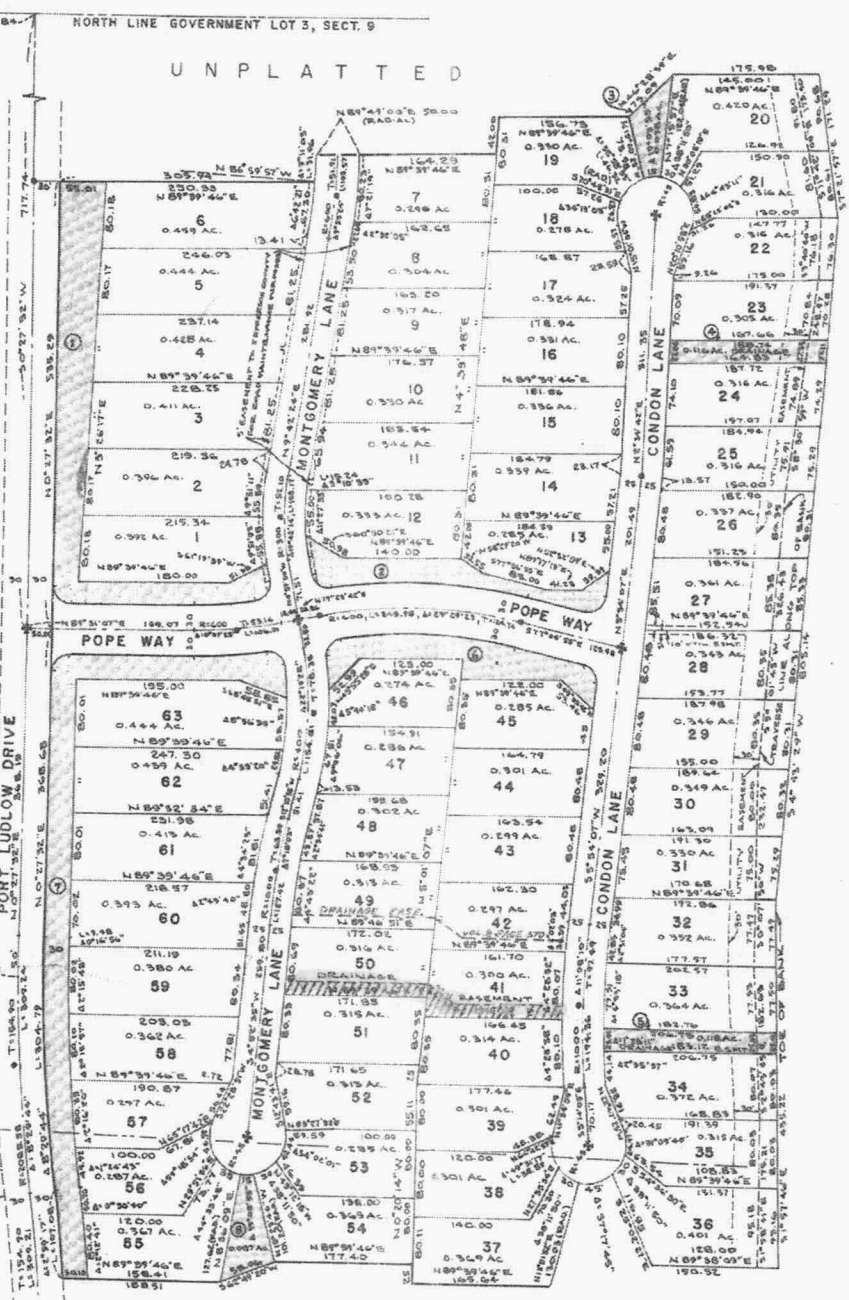
SECTION 9, T28N, R1E, W.M.  
JEFFERSON COUNTY, WASHINGTON

HORTON DENNIS & ASSOCIATES, INC.  
CONSULTING ENGINEERS  
MARCH, 1968

## AREA 2



- NOTES:
1. APPLICABLE REGULATIONS OF JEFFERSON COUNTY OR OTHER GOVERNMENTAL BODY MUST BE COMPLIED WITH PRIOR TO BUILDING STRUCTURES OR INSTALLING SEWAGE DISPOSAL SYSTEMS IN THIS PLAT.
  2. NO BUILDING SHALL BE CONSTRUCTED UPON ANY LOT IN THIS PLAT WITH ANY PORTION OF THE BUILDING NEARER THAN 20 FEET FROM THE LOT LINE ADJOINING THE STREET.
  3. AREAS MARKED "UTILITY EASEMENTS" UPON THE FACE OF THIS PLAT ARE FOR THE BENEFIT OF PUBLIC UTILITY DISTRICTS, UTILITY COMPANIES OR MUNICIPAL ORGANIZATIONS, PROVIDING UTILITY SERVICES TO THE PLATTED AREA FOR THEIR NON-EXCLUSIVE USE, IN INSTALLING, MAINTAINING, REPLACING OR EXTENDING UTILITY LINES OR SERVICES.
  4. IN ADDITION TO THE INDIVIDUAL SPECIFIC GENERAL RIGHTS OF FLOW OF WATER ALONG ITS NATURAL COURSE, LINES MARKED "DRAINAGE EASEMENTS" UPON THIS PLAT CARRY THE RIGHT TO PUBLIC BODIES TO MAINTAIN OVER REASONABLE WIDTH, A COURSE FOR THE FLOW AND DISCHARGE OF SURFACE WATERS, WHETHER BY SURFACE FLOW OR PIPELINE.
  5. ALL ROAD RETURNS ARE 20 FOOT RADIUS CURVE, EXCEPT AS SHOWN OTHERWISE.



- LEGEND
- Monument in case
  - Pin with cap
  - Section Corner
  - Quarter Section Corner
  - Reserve Area



UNPLATTED

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	REMIT NUMBER	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	8/15/2022	8/1/2022	V22-051	8925	0 MARY PAXTON		M PAXTON PAYROLL JUL	829.61	69500589	589400	829.61
1	8/15/2022	8/1/2022	V22-052	9255	0 DEAN COLE		JULY MEETING	104.99	69500589	589400	104.99
1	8/15/2022	8/1/2022	V22-053	9228	0 MICHAEL NILSEN		JULY MEETING	117.88	69500589	589400	117.88
1	8/15/2022	8/1/2022	V22-054	9227	0 GARY RYGMYR		JULY MEETING	117.9	69500589	589400	117.9
1	8/15/2022	7/31/2022	3612-V122-055	9022	0 FALGE BOOKKEEPING SERVICES		JULY 2022 BOOKKEEPING	250	69500589	589400	250
1	8/15/2022	7/15/2022	ET 1000 & 202208-V	8781	0 YARD DOG LANDSCAPING INC		JULY MAINT & EBB TIDE	5303.94	69500589	589400	5303.94
1	8/15/2022	7/29/2022	R23-371-1-V22-057	2354	0 ENDURIS		INSURANCE RENEWAL 2I	5212	69500589	589400	5212
								11936.32			11936.32

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: 11936.32

AUGUST  
MONTH

DocuSigned by:

*Dean Cole*  
8/12/2022

CHAIRMAN, COMMISSIONER

*Michael Nilsson*  
8/14/2022

COMMISSIONER, MEMBER


*Michael Nilsson*  
8/12/2022

COMMISSIONER, MEMBER

**ATTACHMENT TO COUNTY CHECK REQUEST PLDD meeting number 0295**  
**PLDD Voucher Summary for Fund #695 001 010**  
 Date: August 11, 2022


Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-051	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$704.,17	\$704.17
22-052	Dean Cole – July Meeting attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-053	Michael Nilssen - July Meeting attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
21222-054	Gary Rygmyr- July Meeting attendance	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.90	\$117.90
<i>Payroll Subtotal \$</i>				\$1,044.94	\$1,044.94
22-051	Mary Paxton Reimbursement for subscriptions: Adobe \$16.35 & MS365 Family \$109.09	8925	53150.31.0020	\$125.44	\$125.44
22-055	Falge Financial, Inc. Inv. 3612 Bookkeeping July 2022	9022	53150.41.0150	\$250.00	\$250.00
22-056	Yarddogs Landscaping, Inc Maintenance thru July 2022 \$1,829.02 Invoices 202208 and ET 1000 Task Order 2022-01 Ebb Tide \$3,474.92	8781	53150.31.0030	\$5,303.94	\$5,303.94
22-057	Enduris Insurance	2354	53150.46.0000	\$5,212.00	\$5,212.00
<i>Total Equipment, Services and Supplies \$</i>				<b>TOTAL</b>	<b>\$10,891.38</b>
<i>TOTAL</i>				<b>TOTAL</b>	<b>\$11,936.32</b>


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 \_\_\_11 th Day of August 2022


DocuSigned by:  
  
 581591D5D4EDM2C  
 APPROVED  
 Port Ludlow Drainage District

8 / 12 / 2022

Commissioners Signatures

DocuSigned by:  
  
 581591D5D4EDM2C

DocuSigned by:  
  
 903253C1DE1745D

DocuSigned by:  
  
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Audited By \_\_\_\_\_



Date: \_\_\_\_\_