

**Port Ludlow Drainage District (PLDD)**  
**September 22, 2022**  
**Board of Commissioners Special Meeting - #0296**  
**Zoom/In Person Meeting - Minutes**

**1. CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0296 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 (via ZOOM). No absences. District Engineer Barry Baker, Administrative Coordinator Mary Paxton were present,

**GUESTS:** None

**CALL IN:** One unidentified caller.

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

**4. COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that he was ill consequently may not be able to attend the entire meeting.

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

**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. He noted a correction to the minutes identified by a member of the public, Katie Smith, for item 7.a. on page 2, paragraph 5. The references to the LMC should be replaced with PLA.

**MOTION:** Chair Rygmyr moved to approve the consent agenda, Commissioner Cole second. Commissioner Nilssen noted the motion did not include the corrections mentioned by Chair Rygmyr. Chair Rygmyr amended the motion to approve the minutes of the August 11, 2022, Meeting #0295 with a correction to page 2, paragraph 5 Item 7.a. of the draft minutes replacing, the references to the LMC with the PLA and the 0296 Voucher Summary numbers 22-058 through 22-066 totaling \$5,378.87 with \$1,317.52 for payroll and \$14,061.35 for supplies and services. Commissioner Cole seconded. The motion passed unanimously.

**7. OLD BUSINESS:**

**7.a. DISCUSSION AND REVIEW OF THE 2023 BUDGET:** Commissioner Nilssen recommended a working meeting dedicated just to discussion of the budget next year. Commissioner Nilssen shared a draft budget that was developed in consultation with consulting Engineer Barry Baker of Gray & Osborne and explained his suggested changes are in red type. He asked for input from the Commissioners on any line items.

Commissioner Cole and the Administrative Coordinator noted a possible increase in web services to change the platform. Chair Rygmyr asked about the \$10,500 Capital Improvement – Miscellaneous Engineering Design in the draft budget. District consulting Engineer of Gray & Osborne explained that the item is a placeholder in the event of an unanticipated need for design services for a small project. The Commission discussed the pros and cons of relying on reserves for the \$10,500 line-item vs, keeping it in the budget. It was noted that the budgets for the past few years have been ‘deficit budgets’ It was the consensus of the Commission to leave the Miscellaneous Engineering Design for Capital Improvement in the budget at a reduced amount of \$10,000. Chair Rygmyr stated he was comfortable with line items in the budget. Commissioner Nilssen reported he would like to review line-item questions previously posed by the Administrative Coordinator after the meeting.

There was discussion about the budget approval process and types of public meetings held. Barry Baker, consulting Engineer from Gray & Osborne (GO) explained that in the past special meetings have been held in September or October to review the budget prior to formal adoption but the practice has not been consistent. He said that when there were active capital improvement projects there were more public budget hearings. Barry Baker noted that he will need an approved budget and assessment amount no later than the end of October because GO will then use the information to prepare the parcel specific assessment for properties within the District that must be submitted to Jefferson County no later than November 30, 2022.

Commissioner Nilssen discussed the draft 2023 PLDD Assessment Calculation worksheet emailed to the Commissioners prior to the meeting. He noted that PLDD has approved a deficit budget the last several years with assessments of \$60,000 and costs of \$100,000. He explained if the District increased the assessment in 2023 to the actual costs, there could be a 67% increase to the taxpayers in the District. Commissioner Nilssen recommended an alternative approach to eliminating the deficit budget. He suggested incrementally increasing the assessment by 17% over a five-year period so in 2023 the assessment would increase from \$60,000 to \$70,000. Depending on the Zone of a parcel, the lot size, and pervious and impervious surfaces. The annual individual lot estimated assessment could increase from \$4.43 to \$12. Barry Baker of GO provided an explanation of the zones and explained that the annual assessment is based on the area of a parcel and impervious surfaces. Jefferson County provides building permit information to GO that is used to determine the percentage of the property that is covered with impervious surfaces.

Commissioner Nilssen proposed to prepare language for approval of the 2023 budget and assessment on the October 13, 2022, meeting and recommended holding an in-person (not hybrid) meeting to review the budget and assessment with the public the following week. Commissioner Nilssen also recommended in the future to hold three meetings in October, a working meeting to review the budget, a public meeting to review the budget with the public and a meeting for adoption.

The Commission discussed methods to notify the public about the public meeting in

cooperation with the LMC, properties outside of the LMC area (the Cottages, Ebb Tide Court, the commercial center) and possible newspaper meeting notices. It was consensus of the Commission that the Finance Committee will develop a plan for notifying the public and share it with the Chair.

Prior to the adjournment of the meeting, Barry Baker reported that he just received an E-mail from Jeff Chapmen of Jefferson County asking whether the District would use the July 31 assessment rolls from the County or the July 31 assessment roll along with any building permits issued between July 31<sup>st</sup> and the end of October. Barry Baker explained that it could cost about \$600-\$800 to incorporate the information on post July building permit issuances. Commissioner Nilssen stated that the assessments from the new building permits (four to five) would not be sufficient to cover the cost for GO time to add the new homes to the assessment roll. It was the consensus of the Commission that the July 31<sup>st</sup> assessment roll should be used to prepare the 2023 assessments for the budget.

**7.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW:** Chair Rygmyr discussed the maps on the PLDD web site. There are maps that show the District boundaries and three maps with color codes that show the maintenance areas. He explained that he has worked with Barry Baker to develop a map that shows all the maintenance areas that will correlate with the maintenance table that is being updated. He reported that he and Barry are still visiting areas and fine tuning the details. Chair Rygmyr explained that the goal is to replace the three maps on the web site with the updated map and table. He said that the updated information will be helpful the renewal of the contract for maintenance services in 2023. Chair Rygmyr asked for input from the Commissioners. The Commissioners affirmed the progress.

**7.c. UPDATE ON CHANGES TO THE DISTRICT WEB SITE:** Commissioner Cole reported he and the Administrative Coordinator held a zoom meeting with the Jason Earrame of Sea Wings Designs to review changes to the web site with a focus on making the site more user-friendly and eliminating redundancies. He reported that using a fillable Inquiry form that is being developed by the District could be problematic with the current DreamWorks software (circa. 2008/2009) platform for the website. Commission Cole reported that Jason explained there are email spam issues when fillable forms are used on the DreamWorks platform. Commissioner Cole reported that the DreamWorks platform could be switched to a more user-friendly WordPress platform at a cost of \$2,000-\$3,000 with a timeline of one to two weeks. This platform is more suitable for use of fillable forms and tasks such as posting agendas which could be performed by the Administrative Coordinator.

Commissioner Cole was directed to do the following: 1) Ask for a request for proposal to change the web platform from DreamWorks to WordPress; 2) schedule a working meeting with Jason Earrame of Sea Wings Design and the Commissioners no sooner than December; 3) provide a comparative list of issues and identify platform is more suitable for provide a solution to the issue.

**7.d. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT BUSINESS CARDS AND WEB BASED FORM:** Commissioner Cole reported that he contacted Office Max, received free mockup business cards, and shared the sample with the Commissioners. He explained that the logo on an older District document was not easily transferable because of the pixel size. Office Max supplied a similar logo on the mockup. He contacted Jefferson County to figure out if the District could use the ~~you~~ this County logo. The County denied the request due to liability concerns and noted that the library and fire district have their own logos.

Commissioner Cole was directed to provide at the October 13<sup>th</sup> meeting a revised mockup business card, include a business card for the Administrative Coordinators, and costs for 100 business cards with the following information: 1) name and title of the Commissioner; 2) telephone number of each Commissioner with the corresponding card 3) PLDD mailing address; 4) district web site; 5) Commissioner email address (not [Commish@pldd.org](mailto:Commish@pldd.org)); 6) delete personal mailing addresses from the business card.

## **8. NEW BUSINESS**

**8.a. DISCUSSION OF THE BOND RENEWAL SCHEDULE:** Chair Rygmyr reported that he received a request to renew his bond for public office. Commissioner Nilssen reported that he received a similar request and renewed his bond for the term of his office. It was affirmed that bond renewals are a reimbursable expense. It was also noted that Commissioner Cole should receive a renewal notice because he came on the Commission last November. No further action was found from the discussion.

**8.B. DISCUSSION OF THE DISTRICT MEETING SCHEDULE FOR THE REMAINDER OF THE YEAR:** Chair Rygmyr reported that he will be out of the area the first three ~~months~~ weeks of November. There was consensus that the agenda materials on the regular November 10, 2022, meeting should be limited to the consent agenda (approval of minutes and vouchers).

## **9. REPORTS**

**Financial Reports and Budget:** Commissioner Nilssen noted that the reports reflect that the PLDD is well with the 2022 budget. He requested to meet with the Administrative Coordinator and Barry Baker the following week to finalize the budget line items.


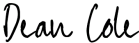

**10. SIGNING OF THE DOCUMENTS** will be done via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

## **11. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Commissioner Cole seconded. The Motion carried. The meeting adjourned at 11:50 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

<small>DocuSigned by:</small>  <small>581591D5D4ED42C...</small>	10/15/2022
Commissioner 1, Gary Rygmyr, Chair	Date
<small>DocuSigned by:</small>  <small>90325361DE4745D</small>	10/14/2022
Commissioner 2, Dean Cole	Date
<small>DocuSigned by:</small>  <small>3DA5EDD4B162409...</small>	10/14/2022
Commissioner 3, Michael Nilssen	Date

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

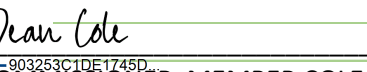
HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	9/26/2022	8/30/2022	22-057	8925		0 MARY PAXTON	M PAXTON PAYROLL AU	636.02	69500589	589400	636.02
1	9/26/2022	8/30/2022	22-058	9255		0 DEAN COLE	AUGUST MEETINGS (2)	209.97	69500589	589400	209.97
1	9/26/2022	8/30/2022	22-059	9228		0 MICHAEL NILSSEN	AUGUST MEETINGS (2)	235.77	69500589	589400	235.77
1	9/26/2022	8/30/2022	22-060	9227		0 GARY RYGMYR	AUGUST MEETINGS (2) &	345.76	69500589	589400	345.76
1	9/26/2022	8/31/2022	3649-22-061	9022		0 FALGE BOOKKEEPING SERVICES	AUGUST BOOKKEEPING	250	69500589	589400	250
1	9/26/2022	9/12/2022	2-22-062	3041		0 GRAY AND OSBORNE INC	ENG SERVICES AUG 14 TH	779.72	69500589	589400	779.72
1	9/26/2022	8/16/2022	4928-V-22-063	4574		0 LUDLOW MAINTENANCE COMM	RENTAL FOR MEETINGS (	190.93	69500589	589400	190.93
1	9/26/2022	8/11/2022	866053-22-064	5610		695 OGDEN MURPHY WALLACE PLLC	LEGALTHROUGH JULY 31	540	69500589	589400	540
1	9/26/2022	9/1/2022	1206-22-065	7001		0 SEA WING DESIGNS	4th QTR WEB MAINT PLA	360	69500589	589400	360
1	9/26/2022	9/4/2022	202209-V22-066	8781		0 YARD DOG LANDSCAPING INC	AUGUST MAINTENANCE	1830.7	69500589	589400	1830.7

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.

SEPTEMBER MONTH TOTAL WARRANT AM 5378.87

DocuSigned by:  
  
 581591D6D4ED42C  
 CHAIRMAN, COMMISSIONER RYGMYR

9/24/2022

DocuSigned by:  
  
 903253C1DE1745D  
 COMMISSIONER, MEMBER COLE

9/25/2022

DocuSigned by:  
  
 5D1A5ED04B182409  
 COMMISSIONER, MEMBER NILSSEN

9/24/2022

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0296  
 PLDD Voucher Summary for Fund #695 001 010  
 September 22, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-057	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$636.02	\$636.02
22-058	Dean Cole	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-059	Michael Nilssen	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-060	Gary Rygmyr	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.76	\$235.76
<i>Payroll Subtotal \$1,317.52</i>					
22-060	Gary Rygmyr reimbursement for bond renewal	9277	53150.10.0010	\$110.00	\$110.00
22-061	Falge Financial, Inc. Invoice 3649 August Bookkeeping Services	9022	53150.41.0150	\$250.00	\$250.00
22-062	Gray & Osborne, Inc. General Engineering 8/14/2022-9/10/2022	3041	53150.41.0010	\$779.72	\$779.72
22-063	Ludlow Maintenance Commission August Invoice 4928 Meeting Room and OWL 8/4/22 & 8/11/22	4574	53150.45.010	\$190.93	\$190.93
22-064	Ogden Murphy Wallace, Legal services thru July 31 Invoice 866053	5610-695	53150.41.0100	\$540.00	\$540.00
22-065	Seawings Design Invoice 1206 4 <sup>th</sup> Quarter Maintenance Plan	7001	53150.47.0000	\$360.00	\$360.00
22-066	Yarddogs Landscaping, Inc Invoice 202209 Maintenance thru August	8781	53150.31.0030	\$1,830.70	\$1,830.70
<i>Total Supplies &amp; Services</i>					\$4,061.35
<b>TOTAL</b>					<b>\$5,378.87</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 \_\_22nd DAY OF September 2022

Commissioners Signatures

DocuSigned by:

*Gary Rygmyr*

581591D5D4ED42C...

DocuSigned by:

*Dean Cole*

903253C1DE1745D...

<p>DocuSigned by: <i>Greg Ryomye</i></p>	<p>DocuSigned by: <i>Michael Nilssen</i></p>
<p>APPROVED Port Ludlow Drainage District</p>	<p>5DA5EDD4B162409...</p>

Audited By \_\_\_\_\_

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