

Port Ludlow Drainage District (PLDD)
March 3, 2022
Board of Commissioners Workshop #W2022-01
Zoom Meeting - Draft Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Workshop of the Port Ludlow Drainage District to order at 10:02 a.m.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen were all present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.
3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. He explained that the Workshop was being held for discussion of items on the agenda but there would be no decisions. Decisions will be made at regular or special meetings.
4. **PUBLIC COMMENT:** There were no comments from the public.
5. **DISCUSSION ITEMS:**
 - 5.a. **DISCUSSION OF STATUS REPORT ON REVIEW OF MAINTENANCE AT THE LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE SUBDIVISIONS.**

Barry Baker, Consulting Engineer with Gray & Osborne, Inc. explained that there was a delay with completion of the review of maintenance due to an unexpected resignation of a staff member. Commissioner Nilssen reported that he had received a call from the Jefferson County Development Services Director, Brent Butler, at the direction of County Commissioner Greg Brotherton due to complaints from the public about water issues. There was discussion of the need for a meeting with the County Development Services Director, Commissioner Brotherton, the Public Works Director, the PLDD Chair and Barry Baker of Gray & Osborne. It was noted that it would be helpful for Commissioner Rygmyr to follow-up with Brent Butler.

5.b. DISCUSSION OF FINANCIAL REPORTING SYSTEMS AND CONTENTS.

There was discussion about Jefferson County's 13-month reporting system to assure that all expenses incurred in a calendar year would be invoiced for the specified year. This meant that the first weeks of January vouchers would be for the preceding year and the last week would be for expenses incurred in January.

Commissioner Nilssen reported that he would be meeting with Jefferson County auditor staff to review some financial discrepancies related to assessments collected for the District in 2021. He explained that this could be reconciled in the year-end report for the District rather than the

month-to-month report.

He recommended that a monthly update “Report of Account Balances and Changes” that shows that status of expenses in relation to the budget for the year be posted to the District web site’s finance page.

There was discussion about the investment pool and a desire to learn how much the District earns from the pool. Commissioner Nilssen explained that the pool falls within the state’s accounting system and that it is conservative to protect payers of property tax.

Commissioner Nilssen reported that Tristan Hefley of Falge Financial would be available to participate in an April workshop to review District finances.

Commissioner Nilssen shared information from an email he received for legal counsel at Ogen Murphy and Wallace regarding Commissioner’s pay. He outlined prior Resolutions adopted for pay. He explained that Commissioners 1 and 3 receive a rate of \$128 per meeting but Commissioner 2 receives a rate of \$114 because he is serving the remainder of a term. It was noted this could be considered at a regular meeting.

Commissioner Nilssen reported that the newly prepared reimbursement form may be audited and amended. There was discussion of the best day to submit reimbursement requests and it was noted that the last day of the month would be preferable.

There was discussion about the pros and cons a “District” credit card for purchases such as office supplies, annual subscriptions (Microsoft Office, Docu-sign, etc.). Commissioner Nilssen offered to investigate acquisition of a credit card with a local bank.

Commissioner Dean asked for more information about receiving a W2 vs. a 1099 in relation to payment to Commissioners for meetings.

5.c. DISCUSSION OF INTERNET TECHNOLOGY FOR THE PORT LUDLOW DRAINAGE DISTRICT

Chair Rygmyr shared that a HP laptop was purchased for \$592.99 with 11 Windows based on the fact there would be better security and a less laborious process to upgrade from Windows 10 to 11 in the future.

The Commissioners discussed the need for a document management procedure and management process. It was noted that Commissioner Dean could work with the Administrative Coordinator to flush this out.

The Commissioners also identified the need for protocol for communication for emails (internal vs. external) and the type of information that is shared.


There was discussion of the district email accounts, commissioner individual accounts,

comish@pldd.org (the three commissioners); districtadmin@pldd.org (used to receive invoices and share documents) and the newer account (circa October 2019) recordsclerk@pldd.org.

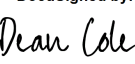
5.d. DISCUSSION OF CONTENTS OF THE PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD AT THE BEACH CLUB.

Former Port Ludlow Drainage District Commissioner Katie Smith provided background about the bulletin board at the Beach Club and explained that placement is included as part of the rent for storage space with the Ludlow Maintenance Commission. The Commissioners discussed viable options for use of the bulletin board including posting meeting agendas and minutes, the annual budget, pictures of Commissioners with contact information.


ADJOURNEMENT : The Workshop was adjourned at 11:56 a.m.

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