

Port Ludlow Drainage District (PLDD)

July 11, 2024

Board of Commissioners Meeting #0326

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr; Commissioner 2, Chair, Dean Cole, and Commissioner 3, Michael Nilssen were present. Leigh Christianson, Administrative Coordinator, was present.

ZOOM: Kerri Sidebottom, consulting Engineer of Gray & Osborne and Katie Smith were present via Zoom.

3. **COMMISSIONER COMMUNICATIONS:** Commissioners Cole and Nilssen reluctantly accepted Commissioner Rygmyr's letter of resignation effective 8/8/2024. Commissioner Rygmyr had contacted Jefferson County Commissioner Brotherton about his resignation and offered the name of a potential replacement. He will continue with the mapping and the maintenance table, as will be available for on-call questions. He wants to be sure that this information is in the correct location(s) on the website and will work with Jason at Seawings. All commissioners commented on what an incredible asset Commissioner Rygmyr has been to the district and wished him the best.
4. **PUBLIC COMMENT:** No public comment.
5. **AGENDA APPROVAL:** Chair Cole introduced the agenda.
MOTION: Commissioner Nilssen moved to approve the agenda, Commissioner Rygmyr seconded, all approved.
6. **PUBLIC INQUIRIES:** Addressed in 8.f.
7. **CONSENT AGENDA**
 - 7A. Commissioner Nilssen noted some discrepancies in the vouchers numbers, and explained that he did not receive copies of some of the invoices. Christianson assured that going forward he will receive those. Vouchers 24-59 to 24-74 totaled \$9860.00 with \$1,476.76 for payroll, \$90.09 for supplies, \$6,518.13 for services, and \$875.02 for payroll taxes.
 - 7B. Minutes: Commissioner Rygmyr noted a correction was needed to the June minutes removing "chair" from his name.

MOTION: Commissioner Nilssen moved to approve the minutes and the vouchers, Commissioner Rygmyr seconded, all in favor.

NEW BUSINESS:

8.a Drainage District Assessment System Ordinance Public Hearing & adoption

John Fleming, project manager at Jefferson County, was invited to attend the meeting but noted he had a prior commitment and could be late. It was agreed by all to table 8.a until Mr. Fleming arrived.

OLD BUSINESS

8.b Post Election Meeting recap

Commissioner Cole attended the Election meeting on June 18th with Brenda Huntingford, Quinn Grewell, Mary Paxton and Leigh Christianson.

Commissioner Cole noted that, on the ballot, the boxes for each candidate needed to be distinctly different, separate and apart, from each candidate. A list of eligible voters for PLDD will be created and submitted to the elections department each November. Commissioner Nilssen questioned why that would be required even though there shouldn't be an election every year, and preparing the list would create an expense. Commissioner Cole will follow up with election staff regarding that question. They also suggested keeping the polling place open for 8 hours instead of 6, and further into the afternoon. Nilssen stated that the election costs would put them at near the maximum amount budgeted for 2024, and Commissioner Cole stated that the election office had quoted \$45,000 if they had to hold this special election. There were no challenged ballots and two inquiries about absentee ballots, but they were told they had to request one directly from the election's office. A bulk mailing permit could be cost-effective for future mailings. Christianson noted that they had discussed getting the eligible voters from the property list from the assessor's office. They recommended that the district get the list including the owners' mailing address, then update monthly with new property purchases. In order to vote, they have to be registered voters in the State of Washington, and the State has that information in one database. Christianson suggested that she work with Kerri from Gray and Osborne to get the list they will be working on (for the project in 8a.) from the county and she can update that list monthly.

Nilssen asked Kerri if Gray and Osborne had assisted with elections, perhaps 10 years prior, maybe 2010. Kerri will research and report back.

Commissioner Rygmyr asked if the county could do an absentee ballot, and Commissioner Nilssen stated that the county elections department has a calendar they work from and their staff has to publish the notices, print the ballots, etc. to meet the RCWs. If the date can be shared amongst other districts holding an election at the same time, the costs could also be shared.

Cole will contact Skagit County to see how their elections are held to ascertain best practices.

7a. Minutes of the June 13, 2024 meeting #0325.

Minutes were approved with the correction of omitting the word “chair” from Commissioner Rygmyr’s name. All approved.

7.b. Meeting 326 Voucher Summary: numbers 24-59 through 24-74 totaling \$8960.00, with \$1476.76 for payroll, \$90.09 for supplies, and \$6518.13 for services, and \$875.02 in payroll taxes.

Consent Action: *Approve a motion to accept the Consent Agenda as presented.*

8. New Business

8.a Drainage District Assessment System Ordinance Public Hearing & adoption

Recommended Action: This was tabled until Mr. Fleming could attend the meeting in person today.

8.b Post Election Meeting recap

As noted in Old Business.

8.c QuickBooks upgrade for bookkeeping

Commissioner Nilssen received notice from Falge Bookkeeping that they needed to get a district upgrade of the QuickBooks program they are using. The new upgrade will house only our own data and the data would migrate from desktop to the cloud. The cost, including payroll accounting, would be \$120 per month. Commissioner Nilssen recommend accepting the new accounting software for Falge. Commissioner Rygmyr moved to approve, seconded by Commissioner Nilssen, all in favor.

8.d. GoToMeetings pricing

Christianson noted that the price difference and level of service between the Zoom and GoToMeetings was negligible, with GoToMeetings the least expensive of the two. It was noted that Beach Club uses GoToMeetings almost exclusively with no problems. It was recommended to see if the annual Zoom charge could be refunded, and Christianson will investigate further. The video recordings take up a lot of data.

8.e Discontinue Zoom meeting recordings

Christianson will investigate further with Mary’s assistance, as she paid for this subscription on her own private credit card. Discussion ensued about the need to record the meetings at all. It was noted that recording meetings during COVID was needed to address the open meetings act, and it costs the districts a considerable

amount of money and cloud storage to provide the videos to and for the public, when now the public can attend the meetings in person. Commissioner Nilssen will look to MSRC for further guidance. The commissioner unanimously decided to table this topic until next meeting.

8.a. At this point in the meeting (10:50 am), Mr. John Fleming, PE at Jefferson County, arrived to speak about the **Drainage District Assessment**.

Mr. Fleming noted his experience with Jefferson County, notably working on the Olympic Discovery Trail, and the engineers who have recently retired from Jefferson County who usually handled this assessment issue. The assessment system is reviewed every four years, and 2003, was the last revision to the assessment system. Once approved it goes to the Jefferson County Board of Commissioners at the end of August. The Commissioners reviewed the draft letter that would go out to the residents in the district. They also reviewed the assessment calculations that would determine what increases the residents would bear, and the difference between the last assessment rate and the current assessment rate was a negligible amount. As the district grows, the amount of impervious surfaces increases as there are more roofs, driveways, etc. that shift the resulting numbers. The new building permits alerts the assessor to calculate the increased impervious surfaces which is tied to the square unit of the building. In 2020, there were approximately 1,172.8 equivalent residential units of impervious surface, and year to date 2024, there 1,214.2 residential units of impervious surfaces. The ratio of pervious to impervious surfaces determines the rate of assessment. Kerri at Gray and Osborne will get the list of property owners and will send out approximately 1200 letters by July 31st. The district will pay for printing and postage. The budget is \$2500 for the project and the project is on course to meet the deadlines. For the 2025 District budget there may be an increase in this line item due to the various increases. The commissioners should attend the county hearing. Many thanks to Mr. Fleming for keeping this project on course and for his continuing work on the Olympic Discovery Trail.

At this point in the meeting (11:20 am), Commissioner Cole noted that he had to rush to catch a ferry and asked Commissioner Nilssen to chair the remainder of meeting.

8.f. Port Ludlow Yacht Club Harbor Master Parking Lot

Commissioner Rygmyr had replied to Diana Smeland's (Port Ludlow Associates) inquiry regarding their drainage ditch request and PLDD's assistance. Commissioner Rygmyr had reviewed their request last June and determined that it was not PLDD's responsibility. The water was percolating up through the road but their ditches had no water. This area was not on the inventory. Commissioner Rygmyr reviews all resident inquiries regarding drainage issues and will respond to Diana Smeland and recap to her that the issue was on private property. PLDD could have the engineers investigate if necessary.

8.g Records Clerk email removal

Remove Records clerk email address and use districtadmin@pldd.org for all correspondence. All approved.

8h: District credit card instead of admin coordinator personal credit card for charges necessary for district

The district coordinator noted that many of the district's subscriptions, ie. Microsoft, Zoom, etc.) were paid on the district administrator's personal credit card. Christianson, the new admin coordinator, stated that in her experience, the District would be able to get a credit card and one could be for her and if necessary for each commissioner. A strict adherence to receipt guidelines would be developed and instituted. This would relieve the administrator of using their personal credit card for necessary subscriptions, and the district would have strict control of its use. Commissioner Nilssen will proceed to obtain a PLDD credit card from Sound Community Bank. All agreed.

9. Old Business

9.a. Onboarding new admin coordinator – ongoing

The commissioners instructed Christianson to contact them whenever she needed help. Christianson noted that she had contacted Mary Paxton “to talk me off the ledge” when there was a bind. She noted that Mary left great instructions but still there was a steep learning curve. Christianson has made contact with the county personnel and Falge bookkeeping and is learning the computer filing system. Commissioner Rygmyr recommended sending the draft meeting minutes to all commissioners for their review.

9.b. Automate and update Public Inquiry form submission and logging in.

Jason at Seawings had done a great job in updating the Public Inquiry form and there seems to be no problems with it.

9.c. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.

The Comprehensive Plan workshop meeting should happen with all commissioners and should meet in person. Kerri at Gray and Osborne will coordinate with all commissioners to pick an available date and have a Zoom meeting set up. It will need to be posted as a meeting as the quorum of commissioners will be present and all will meet at the Beach Club.

9.d. Web Site Content Review

Ongoing discussion of adjustments to web site including the updated maintenance table, maintenance map and election content. Commissioner Rygmyr has been working with Jason at Seawings for website updates with the maps and the inventories and including them on the website in the correct locations. Some of the outfalls need to be

inspected on an annual basis and should be on the map and inventory list. Kerri will check on those.

10. Reports:

10.a. Financial Reports:

Recommended Action: The Commissioners will review the District's monthly financial reports. Commissioner Nilssen noted that the district was staying within budget even with the overages of the elections and new assessment project. Commissioner Nilssen responded to Commissioner Rygmyr's request regarding the follow up of the State Auditor's budget versus the County's budget amounts. Nilssen will meet with Falge Bookkeeping to get a further explanation. The 2025 budget will be reviewed at a budget hearing in August and September, then in October a public hearing will be held at the regularly scheduled commissioner meeting. By November 24 the budget will be reviewed and completed, and a request sent to the county to be adopted. Christianson will need to make sure the public hearings are posted in the appropriate manner.

11. Signing of the Documents will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

MEETING ADJOURNMENT:

MOTION: Commissioner Nilssen moved to adjourn the meeting and Commissioner Rygmyr seconded the motion. The motion passed unanimously. The meeting adjourned at 11:53 a.m.

Commissioner 1, Gary Rygmyr _____ Date _____

Commissioner 2, Dean Cole, Chair _____ Date _____

Commissioner 3, Michael Nilssen, Vice Chair _____ Date _____

*The Port Ludlow Drainage District (PLDD) posts
minutes and meeting recordings on its website.*