

Port Ludlow Drainage District (PLDD)  
P.O. Box 65261, Port Ludlow, WA 98365

**Agenda for Board of Commissioners' Meeting # 0299**

**November 10, 2022 at 10:00 AM**

**ZOOM and In Person Meeting**

**Beach Club, 121 Marine View Drive, Gallery Room, Port Ludlow WA 98365**

**You can join us in person, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:**

<https://us06web.zoom.us/j/85649953449?pwd=eUtVeGp2ZTJUcCtkUE5KQmNMVW9yQT09>

Meeting ID: 856 4995 3449

Passcode: 890186

**For Telephone Audio-only:** Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on our telephone. **If you wish to provide public comment press \*9 to “raise your hand”.** Participation will be up to the Chair off the meeting.

**If you do not have access to a phone, please email [commish@pldd.org](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

**1 Call to Order:**

**2 Appoint Interim Chair:**

**3. Roll Call:**

**4. Public Comment:** The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

**4. Commissioner Communications:**

**5. Agenda Approval:**

**6. Consent Agenda:**

Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be Removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

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

**6.a.** Minutes October 13, 2022, Meeting #0297.

**6.b.** Minutes October 20, 2022, Special Meeting #0298.

**6.c.** 299 Voucher Summary: numbers 22-077 through 22-086 totaling \$6,598.77 with \$1,181.25 for payroll and \$5,417.52 for supplies and services.

**7. Reports:**

**7.a. Public Inquiries: 104 Wells Ridge Court and Mr. Corey Bushman.**

**Recommended Action:** The Commissioners will receive a report on the status of public inquiries from Mr. Corey Bushman shared at the October 20, 2022 special meeting and 104 Wells Ridge Court.

**b. Financial Reports and 2022 Budget Status:**

**Recommended Action:** The Commissioners will receive a report on the financial activities of the District from Commissioner 3 and discuss the budget and finances.

**8. 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.

**9. MEETING ADJOURNMENT.**

**Port Ludlow Drainage District (PLDD)**  
**October 13, 2022**  
**Board of Commissioners Meeting - #0297**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0296 of the Port Ludlow Drainage District to order at 10:01 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:** None

**CALL IN:** One unidentified caller.

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

4. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that he received an email from a resident about the budget and that he will discuss it with agenda item 7.a. 2023 Budget and Resolution Review.

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

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

6. **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda.

**MOTION:** Chair Rygmyr moved to approve the consent agenda including the minutes of the September 22, 2022 Special Meeting #0296 and Voucher Summary numbers 22-067 through 22-076 totaling \$3,757.15 with \$937.05 for payroll, \$2,244.35 for supplies and services and \$575.25 for payroll tax withholdings. Commissioner Nilssen seconded. The motion passed unanimously.

7. **OLD BUSINESS:**

7.a. **DISCUSSION AND REVIEW OF THE 2023 BUDGET:** Commissioner Nilssen reported he worked with District consulting Engineer Barry Baker of Gray & Osborn (G&O) and the Administrative Coordinator to prepare the draft budget. He summarized recommended changes in comparison to the 2022 budget including the following: 1) increase the administrative personnel pay by 8% (\$24.75/hour to \$27.29/hour) and monthly hours from 31 to 35 due to increased responsibilities; 2) increase in Commissioner meetings to reflect special meetings for budget review and small works roster; 3) Field Expenses of \$1,830 per month. It was noted that the amount would need to be adjusted to reflect the three percent cost of living increase in the Yard Dogs

Landscaping maintenance contract; 4) Misc. Office Expenses – five percent increase; 5) Insurance - \$200 increase; 6) Professional Services – increase of \$300 for legal and \$200 for Bookkeeping assistance with the State audit BARS report. (Budgeting, Accounting and Reporting System); 7) Web services - \$2,000 in February to transfer to the web platform from DreamWorks to WordPress; 8) Election – there will be a reduction of \$11,500 because there will be no need for an election. Commissioner Nilssen and Barry Baker provided background information on how the Engineering line item on the budget was developed

Commissioner Nilssen recommended increasing the assessment \$10,000 from \$60,000 to \$70,000 as part of a tiered plan through 2027.

Commissioner Nilssen requested the Commissioners support his suggestion to develop a Financial Operations procedure document for the District. There was consensus to proceed.

Commissioner Nilssen clarified Jefferson County is involved in the Port Ludlow Drainage District budget development. He explained that Ordinance No. 06-0817-20 was adopted by Jefferson County to approve the assessment methodology for each parcel in the Port Ludlow Drainage District. He stated the PLDD Assessment methodology is updated every four years by Jefferson County.

Commissioner Nilssen discussed the budget preparation process and recommended having G&O take the lead for budget preparation in the future. There was consensus from the Commissioners.

The Commission discussed notification for the Public Hearing special budget meeting. There was consensus to publish a notice in *The Leader*, LMC eBlast, and post a notice in the Port Ludlow Post Office and on the PLDD Bulletin Board at the LMC Beach Club. Commissioner Rygmyr agreed to forward contact information to notify the homeowner associations at Ebb Tide Court and the Cottages.

Commissioner Nilssen recommended that the Administrative Coordinator wage change, the budget resolution with the budget attached should be on the agenda for the October 20, 2022, Public Hearing special budget meeting for approval of the budget.

**7.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW:** Chair Rygmyr shared a large format map that has been prepared as a working draft and that he is still fine tuning the maintenance table. He asked the Commissioners to pick an area on the map near where they live and look at the draft maintenance table. He stated that when he does this, he finds more areas for clarification. He said that he will be reviewing areas 18, 19 and 27 after the meeting with Barry Baker.

There was discussion regarding the fonts and darkness of streets and the lots on the map. There was consensus that the font for the zones on the map should be reduced by 50% and that the background lines on the map should be twice as dark.

**7. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT BUSINESS CARDS:** Commissioner Cole shared a sample mockup business card with Commissioner Rygmyr’s name on the card. He reported that it would cost \$43.68 to print 100 cards for each Commissioner and the Administrative Coordinator. The Commissioner’s were pleased. Commissioner Cole moved to accept the design and approve the purchase of 100 cards for each Commissioner and the Administrative Coordinator at a cost of \$43.68.

**8. REPORTS**

**8.a. Financial Reports and 2022 Budget Status:** Commissioner Nilssen discussed the September financial reports with income of \$37,513 and expenses of \$24,841 and noted the District is under budget.

He reported that he would like to review the budget PDF format with Barry Baker, so it is more legible.

Commissioner Nilssen reported he has been tracking the process of Jefferson County’s collection of assessments. Collections have been working well but there are a few outliers.

**8.b. Renewal Letter of Engagement with Falge Financial Bookkeeping Services.** Commissioner Nilssen reported that he had not received a proposed 2023 letter of engagement to date. He said he would contact the firm if he had not received a letter by the end of the day.

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

**10. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Commissioner N seconded Cole The Motion carried. The meeting adjourned at 11:40 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3, Michael Nilssen


\_\_\_\_\_  
Date

*The Port Ludlow Drainage District (PLDD)  
minutes and meeting recordings are 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:  9/24/2022  
 581591D6D4ED42C  
 CHAIRMAN, COMMISSIONER RYGMYR

DocuSigned by:  9/25/2022  
 903253C1DE1745D  
 COMMISSIONER, MEMBER COLE

DocuSigned by:  9/24/2022  
 5D1A5ED04B182409  
 COMMISSIONER, MEMBER NILSSEN

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:  581591D5D4ED42C...	DocuSigned by:  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>SDA5EDD4B162409...</p>

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

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

## Certificate Of Completion

Envelope Id: 36E1786758BA4A428084EA7782BDC26F	Status: Completed
Subject: Please DocuSign: 0295 min 22 08 11.pdf, PLDD #0296 09 22 2022 SM.xlsx, Voucher Summary PLDD 02...	
Source Envelope:	
Document Pages: 12	Signatures: 10
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Mary Paxton
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1205 Jackman St
	Port Townsend, WA 98368
	recordsclerk@pldd.org
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Status: Original	Holder: Mary Paxton	Location: DocuSign
9/23/2022 9:03:29 AM	recordsclerk@pldd.org	

## Signer Events

Dean Cole  
Commissioner2@pldd.org  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
903253C1DE1745D...


### Timestamp

Sent: 9/23/2022 9:09:25 AM  
Viewed: 9/25/2022 4:10:52 PM  
Signed: 9/25/2022 4:12:49 PM

Signature Adoption: Pre-selected Style  
Using IP Address: 24.113.158.145

**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)

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Sent: 9/23/2022 9:09:25 AM  
Viewed: 9/24/2022 10:45:18 AM  
Signed: 9/24/2022 10:46:36 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:  
  
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Sent: 9/23/2022 9:09:25 AM  
Viewed: 9/24/2022 11:14:13 AM  
Signed: 9/24/2022 11:18:24 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 24.113.149.193

**Electronic Record and Signature Disclosure:**  
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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

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	9/23/2022 9:09:25 AM
Certified Delivered	Security Checked	9/24/2022 11:14:13 AM
Signing Complete	Security Checked	9/24/2022 11:18:24 AM
Completed	Security Checked	9/25/2022 4:12:49 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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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:

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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](mailto: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 inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [recordsclerk@pldd.org](mailto: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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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
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- Until or unless you notify Port Ludlow Drainage District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port Ludlow Drainage District during the course of your relationship with Port Ludlow Drainage District.

**Port Ludlow Drainage District (PLDD)**  
**October 20, 2022**  
**Board of Commissioners Special Meeting - #0298**  
**Public Hearing Regarding the Port Ludlow Drainage District 2023 Budget**

**1. WELCOME FROM THE CHAIR:**

2. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0296 of the Port Ludlow Drainage District to order at 5:30 p.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

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

**GUESTS:** Correy Bushman, Phil Racine, Carol Primson-Reed, and Diane Garrison.

**CALL IN:** Katie Smith and one unidentified caller joined after roll call.

**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. STAFF OVERVIEW OF THE 2023 BUDGET AND ASSESSMENT:** Commissioner Nilssen presented the proposed 2023 Budget and Assessment. He summarized proposed line-item increases and the basis for the recommendation. He explained that historically the budget always included a five percent override in case of unexpected expenses. He said he will be comparing budgets over the past couple of years to assess the need for the override.

Commissioner Nilssen presented the 2023 Budget Request form to Jefferson County. He explained that Jefferson County Assessor and Auditor manage all the District revenue. The form includes the 2022 and 2023 budget line items with the county account numbers and the request for a \$70,000 assessment in 2023 compared to \$60,000 in 2022.

Commissioner Nilssen presented a six-year projected budget with three percent increase in expenses that summarized the District's cash account surplus and the beginning and end of the year with three scenarios: 1) no assessment, 2) a \$10,000 progressive increase in assessment each year until 2027 where it would cap at \$110,00; and 3) \$95,000 assessment each year with a \$10,000 capital improvement project each year.

Commissioner Nilssen presented a chart showing the history of assessment with the Port Ludlow Drainage District. He noted the assessments were higher between 2003 and 2014 during construction of capital improvements. He explained that the prior Commissioners requested to liquidate last year but Jefferson County denied the request. He explained that Jefferson County appointed the three current Commissioners late last year, and the

Commissioners were elected this year.

**6. GENERAL PUBLIC TESTIMONY:** Chair Rygmyr opened the public hearing to receive public testimony on the 2023 Budget and Assessment. Correy Bushman stated that an unknow party excavated and lowered the ditch in front of his residence. Consequently, his front yard is eroding. He asked whether a repair could be part of the budget. There was consensus with the Commission that Mr. Bushman should work with Chair Rygmyr to collect facts and learn more about his inquiry.

Phil Racine said that he recently received an assessment letter from the Jefferson County Assessor documenting the changes to assessment of his property and wanted to know how the county assessment rate will affect the Port Ludlow Drainage District assessment.

There were no comments from the two call-in attendees.

Chair Rygmyr closed the public hearing.

**7. DISCUSSION OF THE PAY RAISE FOR THE ADMINISTRATIVE COORDINATOR, THE LETTER OF ENGAGEMENT FROM FALGE FINANCIAL FOR BOOKKEEPING SERVICES AND DISCUSSION OF THE 2023 PORT LUDLOW DRAINAGE DISTRICT BUDGET AND ASSESSMENT:** Commissioner Nilssen explained Jefferson County property assessment has no bearing on the Port Ludlow Drainage District Assessment. Commissioner Nilssen said that the County Assessor will collect a total of \$70,000 from all properties in the District. Jefferson County uses a formula developed for each parcel based on a combination of the size of the property and lot coverage to derive the assessment for each property. The assessment information can be found in Jefferson County Ordinance NO. 06-0817-20

The Commissioners discussed the increase in pay for the Administrative Coordinator. Commissioner Nilssen noted that there has been inflation and the pay scale would be consistent with the pay scale for similar positions in Jefferson County based on a salary survey he conducted.

Chair Rygmyr asked about the “What we don’t do” clause in the Falge Financial letter of engagement. Commissioner Nilssen explained that Falge Financial does not perform accounting services for the District, but only bookkeeping services. Falge use the financial numbers provided by Jefferson County Auditor’s Office to prepare monthly District financial statements and assist the PLDD with preparation of the State Audit using information from the Jefferson County Auditor.

**MOTION:** Chair Rygmyr moved to approve Resolution 2022-03 approving the District 2023 budget and assessment with a change to the amount in the budget from \$107,190 to \$107,890 and an Assessment of \$70,000. Commissioner Cole seconded. The motion passed unanimously.

**MOTION:** Commissioner Nilssen moved to approve an hourly pay raise for the



Administrative Coordinator from \$24.75 to \$27.29 and to increase the number of hours per month from 31 to 35. Commissioner Cole seconded. The motion passed unanimously.

**MOTION:** Commissioner Nilssen moved to approve the letter of Engagement from Falge Financial for 2023. Commissioner Cole seconded. The motion passed unanimously.

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

**9. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Commissioner N seconded Cole The Motion carried. The meeting adjourned at 6:15 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3, Michael Nilssen

\_\_\_\_\_  
Date

*The minutes and recordings of meeting are posted on the District website.*

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	11/14/2022	11/2/2022	V22-077		8925	0 MARY PAXTON	M PAXTON OCT PAYROLL	835.71	69500589	589400	835.71
1	11/14/2022	11/2/2022	V22-078		9255	0 DEAN COLE	OCT 13 & 20 MEETINGW	209.97	69500589	589400	209.97
1	11/14/2022	11/2/2022	V22-079		9228	0 MICHAEL NILSSEN	OCT 13 & 20 MEETING	235.77	69500589	589400	235.77
1	11/14/2022	11/2/2022	V22-080		9227	0 GARY RYGMYR	OCT 13 & 20 MEETINGS	235.77	69500589	589400	235.77
1	11/14/2022	11/2/2022	3731-V22-081		9022	0 FALGE BOOKKEEPING SERVICES	OCT BOOKKEEPING	250	69500589	589400	250
1	11/14/2022	10/10/2022	3-V22-082		3041	0 GRAY AND OSBORNE INC	7/17 THRU 8/13 ENG SER	2714.24	69500589	589400	2714.24
1	11/14/2022	10/19/2022	4959-V083		4574	0 LUDLOW MAINTENANCE COMM:	OCT 13 & OCT 20 RM REN	190.93	69500589	589400	190.93
1	11/14/2022	10/14/2022	V22-084		5604	695 OFFICE DEPOT	BUSINESS CARDS	43.68	69500589	589400	43.68
1	11/14/2022	10/14/2022	201953-V22-085		4386	695 THE LEADER	PUB NOTICE OCT 20 MTG	52	69500589	589400	52
1	11/14/2022	11/2/2022	202211-V22-086		8781	0 YARD DOG LANDSCAPING INC	OCTOBER MAINTENANCE	1830.7	69500589	589400	1830.7
								6598.77			6598.77

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.

NOVEMBER TOTAL WARRANT AMOUNT: 6598.77  
 MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0299  
 PLDD Voucher Summary for Fund #695 001 010  
 NOVEMBER 10, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-077	Mary Paxton – Employee Payroll Hours worked in October	8925	53150.10.0010	\$499.74	\$499.74
22-078	Dean Cole -October 13, 2022 & October 20, 2022 meetings	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-079	Michael Nilssen – October 13, 2022 & October 20, 2022 meetings	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-080	Gary Rygmyr – October 13, 2022 & October 20, 2022 meetings	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
<i>Payroll Subtotal \$</i>					\$1,181.25
22-077	Mary Paxton Reimburse – mailing labels, Ink, Annual Adobe subscription and months of Aug, Sept.	8925	53150.31.0020	\$335.97	\$335.97
22-081	Falge Financial, Inc. Inv. 3731 Bookkeeping Services for month of October	9022	53150.41.0150	\$250.00	\$250.00
22-082	Gray & Osbourn Engineering services 7/17 – 8/13 (\$974.65) & 9/11 – 10/08 (\$1,739.59)	3041	53150.41.0010	\$2,714.24	\$2,714.24
22-083	Ludlow Maintenance Commission Inv. 4959 Gallery Room Rental 10/13/2022 & 10/20/2022	4574	53150.45.0010	\$190.93	\$190.93
22-084	Office Depot printing of business cards	5604	53150.31.0020	\$43.68	\$43.68
22-085	The Leader October 20 2022 Public Notice #201953	4386	53150.44.0000	\$52.00	\$52.00
22-086	Yarddogs Landscaping, Inc Inv. 202211 Maintenance thru month of October	8781	53150.31.0030	\$1830.70	\$1830.70
<i>Vouchers for supplies and services subtotal</i>					\$5,417.52
<i>TOTAL</i>					\$6,598.77

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 __10 <sup>th</sup> DAY OF November, 2022	R	Commissioners Signatures

APPROVED Port Ludlow Drainage District		
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Audited By \_\_\_\_\_

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

**RE: RE: Fw: Wells Ridge Drainage**

From: PLDD Commissioner 3 <commissioner3@pldd.org>

Sent: Tue, Nov 1, 2022 at 3:40 am

To: Barry Baker

Cc: districtadmin@pldd.org, 'PLDD Commissioners', Kerri Sidebottom

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Barry:

I believe I am the only Commissioner in town. I will follow-up on this today and provide my assessment once the review has been made.

Michael Nilssen / (360) 473-3236

Port Ludlow Drainage District

[Commissioner3@pldd.org](mailto:Commissioner3@pldd.org)

[www.PLDD.org](http://www.PLDD.org)

This email can be considered a public record subject to public disclosure under RCW 42.56

-----Original Message-----

From: "Barry Baker" <bbaker@g-o.com>

Sent: Monday, October 31, 2022 10:10am

To: districtadmin@pldd.org, "PLDD Commissioners" <commish@pldd.org>

Cc: "Kerri Sidebottom" <ksidebottom@g-o.com>

Subject: RE: RE: Fw: Wells Ridge Drainage

District Commissioners and staff,

We would be happy to review this in the field after the November 10 meeting but will leave it to the District to communicate with the resident.

*Barry Baker, P.E., (360) 454-5490  
Gray & Osborne, Inc.*

**From:** districtadmin@pldd.org [mailto:districtadmin@pldd.org]  
**Sent:** Friday, October 28, 2022 8:29 PM  
**To:** Barry Baker <bbaker@g-o.com>; PLDD Commissioners <commish@pldd.org>  
**Subject:** FW: RE: Fw: Wells Ridge Drainage

-----Original Message-----

From: [districtadmin@pldd.org](mailto:districtadmin@pldd.org)  
Sent: Friday, October 28, 2022 8:12pm  
To: "Mary Kimmel" <[maryndavekml@yahoo.com](mailto:maryndavekml@yahoo.com)>  
Cc: "PLDD Commissioners" <[commish@pldd.org](mailto:commish@pldd.org)>, [barr@pldd.org](mailto:barr@pldd.org)  
Subject: RE: Fw: Wells Ridge Drainage

Hello Dave,

Thank you for contacting the Port Ludlow Drainage District (PLDD) with your inquiry. The PLDD is committed to examining inquiries similar to yours. We will keep you apprised if this will be placed on the agenda of a PLDD meeting and/or the outcome of your October 28, 2022, email. If you are comfortable with this, could you please share a telephone number to contact you?

Mary M. Paxton  
Administrative Coordinator  
Port Ludlow Drainage District  
(831) 801-4625

***This email maybe considered a public record subject to public disclosure under RCW 42.56\*\*\****

-----Original Message-----

From: "Mary Kimmel" <[maryndavekml@yahoo.com](mailto:maryndavekml@yahoo.com)>  
Sent: Friday, October 28, 2022 9:22am  
To: "[districtadmin@pldd.org](mailto:districtadmin@pldd.org)" <[districtadmin@pldd.org](mailto:districtadmin@pldd.org)>  
Subject: Fw: Wells Ridge Drainage

Good Morning, I am not sure I am writing this to the correct department, but I have a drainage concern that I would like to bring to your attention. We live at 104 Wells Ridge Court and have a drainage ditch above our house that is very much inhibited by overgrowth of vegetation. This is the last section before it enters the grate and goes down hill to the settling pond. Our driveway is downhill from this and would flood over if we get a severe storm since we are at the very end of this ditch that drains from way up on Rainer. I would like someone to examine this when it is convenient for you and give me some

feedback. I have enclosed 3 example photos. Thank you for your consideration of this matter.

Thanks, Dave Kimmel

----- Forwarded Message -----

**From:** maryndavekml <[maryndavekml@yahoo.com](mailto:maryndavekml@yahoo.com)>

**To:** "[maryndavekml@yahoo.com](mailto:maryndavekml@yahoo.com)" <[maryndavekml@yahoo.com](mailto:maryndavekml@yahoo.com)>

**Sent:** Friday, October 28, 2022 at 09:10:32 AM PDT

**Subject:** Wells Ridge Drainage

Sent from my U.S.Cellular© Smartphone





Report of Account Balances and Changes  
 For October 2022  
 Port Ludlow Drainage District

Account	January <sup>1</sup>	February <sup>2</sup>	March	April	May	June <sup>3</sup>	July	August	September	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 78,043.62	\$ 68,869.14	\$ 67,862.31	\$ 67,198.92	\$ 79,886.00	\$ 83,211.10	\$ 79,246.44	\$ 73,961.00	\$ 62,530.19	\$ 59,933.93				
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ 421.50	\$ 338.35	\$ 505.51	\$ 2,782.61	\$ 19,831.27				\$ 57,343.68
GF Disbursements	\$ (9,337.57)	\$ (5,729.31)	\$ (3,746.27)	\$ (5,872.75)	\$ (3,615.48)	\$ (4,386.16)	\$ (5,623.79)	\$ (11,936.32)	\$ (5,378.87)	\$ (3,757.15)				\$ (59,383.67)
GF Ending Cash Balance	\$ 68,869.14	\$ 67,862.31	\$ 67,198.92	\$ 79,886.00	\$ 83,211.10	\$ 79,246.44	\$ 73,961.00	\$ 62,530.19	\$ 59,933.93	\$ 76,008.05				
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00				
GF Investment Pool Gross Interest	\$ 11.42	\$ 12.27	\$ 28.32	\$ 49.36	\$ 88.43	\$ 122.67	\$ 202.35	\$ 282.19	\$ 311.41	\$ 381.54				\$ 1,489.96
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)	\$ (2.47)	\$ (4.42)	\$ (6.13)	\$ (10.12)	\$ (14.11)	\$ (15.57)	\$ (19.08)				\$ (74.74)
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84	\$ 362.46				\$ 1,415.22
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00				
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 152.24	\$ 4,710.82	\$ 3,055.98	\$ 18,512.94	\$ 6,852.15	\$ 250.72	\$ 146.12	\$ 237.43	\$ 2,486.77	\$ 19,468.81				\$ 55,873.98
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84	\$ 362.46				\$ 1,415.22
Transfers & Other Activity	\$ -	\$ 0.24	\$ -	\$ -	\$ -	\$ 54.24								\$ 54.48
<i>GF Receipts</i>	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ 421.50	\$ 338.35	\$ 505.51	\$ 2,782.61	\$ 19,831.27				

1.) \$9,337.57 disbursements were shown as expenses in the 13th month of 2021, but they impact the cash balance for January 2022.

2.) \$0.24 Transfer & Other Activity: This is the difference between the \$11.42 of net interest transferred out of the investment pool, and the \$11.66 of interest transferred in.

3.) \$54.24 Transfer & Other Activity: This is an Internal Revenue Service refund for the Federal Unemployment Tax paid in prior periods which was deemed unnecessary.

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

11/07/22

Accrual Basis

October 2022

	Oct 22	Budget	\$ Over Budget	Jan - Oct 22	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	381.54			1,490.20			
368.00 · Special Assessment Capital (SA)	19,468.81			55,873.98			
<b>Total Income</b>	<b>19,850.35</b>			<b>57,364.18</b>			
<b>Gross Profit</b>	<b>19,850.35</b>			<b>57,364.18</b>			
<b>Expense</b>							
<b>5000 · Personnel</b>							
10.0010 · Administrative Personnel	905.69	759.00	146.69	6,502.76	7,590.00	-1,087.24	9,108.00
10.0020 · Commissioner Meetings/District	114.00	0.00	114.00	3,159.98	3,330.00	-170.02	4,440.00
20.0010 · Federal Taxes							
FICA Expense	78.00			730.79			
FUTA Expense	6.12			3.08			
20.0010 · Federal Taxes - Other	0.00	63.00	-63.00	0.00	907.00	-907.00	1,125.00
<b>Total 20.0010 · Federal Taxes</b>	<b>84.12</b>	<b>63.00</b>	<b>21.12</b>	<b>733.87</b>	<b>907.00</b>	<b>-173.13</b>	<b>1,125.00</b>
20.0020 · State Taxes							
L&I Expense	6.32			36.44			
SUTA Expense	0.04			0.27			
WAPFML Expense	0.00			15.98			
20.0020 · State Taxes - Other	0.00	17.00	-17.00	0.00	245.00	-245.00	304.00
<b>Total 20.0020 · State Taxes</b>	<b>6.36</b>	<b>17.00</b>	<b>-10.64</b>	<b>52.69</b>	<b>245.00</b>	<b>-192.31</b>	<b>304.00</b>
<b>Total 5000 · Personnel</b>	<b>1,110.17</b>	<b>839.00</b>	<b>271.17</b>	<b>10,449.30</b>	<b>12,072.00</b>	<b>-1,622.70</b>	<b>14,977.00</b>
<b>5001 · Field Expenses</b>							
31.0020 · Temporary Labor	0.00	0.00	0.00	1,182.58	2,520.00	-1,337.42	2,520.00
31.0030 · Drainage Maintenance Operation	1,830.70	1,830.00	0.70	19,938.48	18,300.00	1,638.48	21,960.00
<b>Total 5001 · Field Expenses</b>	<b>1,830.70</b>	<b>1,830.00</b>	<b>0.70</b>	<b>21,121.06</b>	<b>20,820.00</b>	<b>301.06</b>	<b>24,480.00</b>
<b>5002 · Engineering</b>							
41.0010 · General District Engineering	0.00	1,030.00	-1,030.00	5,521.58	10,300.00	-4,778.42	12,360.00
41.0030 · Assessment Roll & Certification	0.00	1,030.00	-1,030.00	0.00	1,030.00	-1,030.00	1,030.00
41.0050 · Project Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41.0060 · Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	3,800.00	-3,800.00	4,560.00
<b>Total 5002 · Engineering</b>	<b>0.00</b>	<b>2,440.00</b>	<b>-2,440.00</b>	<b>5,521.58</b>	<b>15,130.00</b>	<b>-9,608.42</b>	<b>17,950.00</b>
<b>5003 · Engineering - Capital Projects</b>							
41.0015 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
<b>Total 5003 · Engineering - Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>10,000.00</b>
<b>5004 · Commissioners Mileage &amp; Expense</b>							
43.0010 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	125.00	300.00	-175.00	400.00
<b>Total 5004 · Commissioners Mileage &amp; Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>300.00</b>	<b>-175.00</b>	<b>400.00</b>
<b>5005 · Miscellaneous/Office Expenses</b>							
31.002B · Supplies	0.00			717.66			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	150.00	-150.00	180.00
44.0000 · Advertising	0.00	15.00	-15.00	0.00	150.00	-150.00	180.00
45.0010 · Rent	163.65	0.00	163.65	1,165.18	600.00	565.18	600.00
46.0000 · Insurance	0.00	0.00	0.00	5,212.00	5,170.00	42.00	5,170.00
47.0000 · Website Maint. & Renewal	0.00	370.00	-370.00	1,080.00	1,480.00	-400.00	1,480.00
49.0000 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	200.00	-200.00	200.00
<b>Total 5005 · Miscellaneous/Office Expenses</b>	<b>163.65</b>	<b>400.00</b>	<b>-236.35</b>	<b>8,174.84</b>	<b>7,750.00</b>	<b>424.84</b>	<b>7,810.00</b>
<b>5006 · Assessments/County Fees/Electio</b>							
48.0040 · State Auditor	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	1,200.00
51.0020 · Election Cost - Jeff. County	0.00	0.00	0.00	299.63	11,000.00	-10,700.37	11,000.00
<b>Total 5006 · Assessments/County Fees/Electio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>299.63</b>	<b>12,200.00</b>	<b>-11,900.37</b>	<b>12,200.00</b>
<b>5008 · Professional Services</b>							
41.0020 · Budget Asssitance	0.00	4,000.00	-4,000.00	0.00	4,000.00	-4,000.00	4,000.00
41.0100 · Legal	0.00	735.00	-735.00	1,605.20	7,350.00	-5,744.80	8,820.00
41.0150 · Accounting Clerk	250.00	260.00	-10.00	2,899.00	2,600.00	299.00	3,120.00
41.0160 · Recording Secretary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 5008 · Professional Services</b>	<b>250.00</b>	<b>4,995.00</b>	<b>-4,745.00</b>	<b>4,504.20</b>	<b>13,950.00</b>	<b>-9,445.80</b>	<b>15,940.00</b>
<b>Total Expense</b>	<b>3,354.52</b>	<b>10,504.00</b>	<b>-7,149.48</b>	<b>50,195.61</b>	<b>92,222.00</b>	<b>-42,026.39</b>	<b>103,757.00</b>
<b>Net Ordinary Income</b>	<b>16,495.83</b>	<b>-10,504.00</b>	<b>26,999.83</b>	<b>7,168.57</b>	<b>-92,222.00</b>	<b>99,390.57</b>	<b>-103,757.00</b>
<b>Net Income</b>	<b>16,495.83</b>	<b>-10,504.00</b>	<b>26,999.83</b>	<b>7,168.57</b>	<b>-92,222.00</b>	<b>99,390.57</b>	<b>-103,757.00</b>