Port Ludlow Drainage District (PLDD)
May 12, 2022
Board of Commissioners Revised Meeting - #0291
Zoom Meeting - Minutes

1. CALL TO ORDER: Chair Gary Rygmyr called Meeting #0291 of the Port Ludlow Drainage District to order at 10:06 a.m. at the Port Ludlow Fire District meeting room.

2. ROLL CALL: Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

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

4. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. Chair Rygmyr recommended to amend the agenda order to discuss Item 7.c. Report on Port Ludlow Drainage District Records Management Guidelines and the Washington State Archives Local Records Grant Program Grant as the first item of business. He noted Commissioner Cole, who would present the agenda item, had an unexpected schedule conflict and would need to leave the meeting early.

MOTION: Commissioner Rygmyr moved to approve the Consent Agenda with the amended order and Commissioner Nilssen seconded. Motion carried unanimously.

5. CONSENT AGENDA: Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the April 14, 2022, Meeting #0290 and the #0291 Voucher Summary numbers 22-025 through 22-032 totaling $3,611.06 with $841.94 for payroll and $2769.12 for supplies and services. Commissioner Nilssen stated there should be a correction to the minutes, page 2 Item 8.a. Financial Reports.

MOTION: Commissioner Rygmyr moved to approve the Consent Agenda and Commissioner Cole seconded. The Motion carried. Commissioner Nilssen stated there still needed to be a correction to the minutes. He said that an email from Katie Smith explained the potential audit issues with use of the word 'reserves' on page 2, Item 8.a. paragraph 1. Commissioner Nilssen recommended replacing the word 'reserves' with the words 'investment pool'. Commissioner Rygmyr moved to approve the minutes with the replacement of the word 'reserves' with the words 'investment pool'. Commissioner Nilssen seconded the motion. Motion carried unanimously.

6. COMMUNICATIONS: There were no communications reported.

7. OLD BUSINESS:

7.c. Report on Port Ludlow Drainage District Records Management Guidelines (July 2021) and the Washington State Archives Local Records Grant Program Grant. Commissioner Cole mentioned that he had worked with the Administrative

Coordinator to prepare the Memo in the agenda packet. He said the public records have been substantially organized. The Memo summarizes where the most frequently used records are stored and makes recommendations regarding purchase of laptops for Commissioner use and a cloud sharing system to securely store files and provide Commissioners easy access to District records. He mentioned that are a lot of empty binders in the Beach Club storage space and there was consensus they could be donated. It was the consensus of the Commission to discuss a budget for the purchase of District laptops for Commissioner use and a cloud storage system at the June meeting. Commissioner Cole left the meeting at 10:28. There was discussion of a possible update to the Records Management Guidelines accepted last July at a future meeting.

7.a. Presentation of Draft Amendments for Maintenance At Ludlow Cove II "Cottages", Ebb Tide Court And Waterhouse Lane and Field Trip to Ludlow Cove II "Cottages, Ebb Tide Court and Waterhouse Lane. Chair Rygmyr reported that after reviewing the District's project inventory, researching easements, one approved agreement and other materials, that there is a lot of grey areas for formulating an amended contract. He recommended as a first step to back up and update the inventory to clarify areas of responsibility. District Engineer Barry Baker shared a draft maintenance map that he explained is a working draft with color coded maintenance areas; 1) black = areas in the maintenance contract with Yard Dogs Landscaping, Inc. 2) red = Areas that need to be addressed. He noted the revised maintenance maps will consider the 2017 inventory of district facilities on the District web site, agreements, easements, the comprehensive plan. One unclear area will be how to address the 'areas to watch' list. He mentioned that the table shown on the map will be a separate table with a comprehensive inventory that will not be included on the map. It was suggested that Russ Lowry, the District Maintenance contractor should review the red areas on the map. It was noted that areas 27 and 28 have an X through them because it has been determined that is not a maintenance area based on agreements, easements and facilities.

Chair Rygmyr reported that he met with Cliff O'Brien to look at areas 27 and 28 at Ludlow Cove II, the Cottages. The District has not performed maintenance there and is not in a contract at this time. There was discussion of ambiguity in a recorded document #585109 and there was consensus that there needed to be more clarity about section 2.3, and it would be helpful to see construction documents.

Chair Rygmyr mentioned a letter included in the agenda packet from Robert Grindeland of Ludlow Cove II referring to an agreement with the District that triggers maintenance after all construction of the properties in the development are completed. The letter states the last lot was sold on March 15, 2022. It was suggested that maybe there could be a new agreement with the HOA to clarify maintenance issues and responsibilities.

Chair Rygmyr shared that during the field trip with Russ Lowry and Barry Baker held after the last meeting they identified the need to clear brush in an eight-foot wide by 230-foot length bioswale at Ebb Tide Court as a one-time task. Chair Rygmyr requested a bid from Yard Dogs Landscaping, the District's maintenance contractor, to perform the work. There

was consensus that the $5,000 not to exceed cost was reasonable given the topography and narrow bridge crossing.

7.b. 201 Montgomery Court. Chair Rygmyr reported that in the interest in providing a thorough review of Val Scott's complaint, he met with her and walked the property with Barry Baker, the District consulting Engineering. He noted Commissioner Nilssen has also walked the property. There was a discussion of the District storm water facilities in the area, the topography, the building permit history, and earlier inquiries with the Port Ludlow Drainage District. Barry Baker explained that the homeowner's problem is shallow groundwater, not drainage and the problem is outside of the authority of the District. The challenge is the topographical location of the residence and naturally occurring shallow ground water pressure from the area. He mentioned from an engineering perspective a solution for the homeowner would be install a curtain with a french drain below the foundation of the house to divert groundwater from the home. He reiterated that the groundwater issues are outside the authority of the District. Chair Rygmyr directed Barry Baker to prepare a comprehensive summary memo of the official findings from the District's investigation that can be sent to Ms. Scott. Barry Baker said he would prepare a draft for Chair Rygmyr to review.

8. NEW BUSINESS:

8.a. Discussion of South Bay Homeowners Association (HOA) questions about maintenance at the Olympic Terrace Development. Commissioner Nilssen reported that he had been contacted by representatives of the South Bay HOA to determine if the District could perform maintenance at their detention facilities including Robert Chanpong, of the Port Ludlow Village Council Utilities Committee. He summarized communications with Jefferson County and explained the homeowners were not aware that maintenance of the detention ponds was their responsibility. He explained to their representatives that the development is outside of the Port Ludlow Drainage District and the District's responsibility for storm water. There was consensus no future action would be necessary for the District at the South Bay HOA detention facilities. The Commissioners mentioned it may be useful to develop a standard contact form for the public to submit inquires that could also be used organize documentation of public inquiries and the resolution of the issue. It was suggested that Commissioner Cole and the Administrative Coordinator could bring a report to the next meeting.

8.b Consider Approval of a Task Order for a Maintenance Project at Ebb Tide Court.

Motion: Chair Rygmyr moved to approve the bid reflected in the Yard Dogs Landscaping, Inc. Task Order 2022-01 for a maintenance project at Ebb Tide Court to be performed between June and August not to exceed $5,000. Commissioner Nilssen seconded and the motion passed unanimously with the two Commissioners present.

9. REPORTS:

9.a. Report of Financial Activities: Commissioner Nilssen reported that the financial reports in the agenda packet show that the PLDD received close to $19,000 in assessments in April which is similar to last year. He reported overall expenses are within the budget. There has been some savings because there were no election costs. He noted there is a disparity between the PLDD reports and the Jefferson County budget report of about $101 in April and that he would be in contact with Falge Financial to clarify.

Commissioner Nilssen reported Falge Financial is on track with preparation of the State Audit and that it should be filed on time. A copy of the Audit will be sent to all Commissioners.

Commissioner Nilssen said he filed the annual payroll report with the Census Bureau, and it was accepted.

Commissioner Nilssen asked about the prior budget formulation process. It was reported that the consulting Engineer had prepared it in the past. Commissioner Nilssen expressed a desire to collaborate with Barry with preparation of the 2023 budget. It was suggested that a workshop could be held in the near future.

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 noted the meeting adjourned at 11:57 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)
Meeting minutes are recorded and posted on the website.