Port Ludlow Drainage District (PLDD)
June9, 2022
Board of Commissioners Meeting - #0292
Zoom Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0292 of the Port Ludlow Drainage District to order at 10:00 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. No absences. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

   GUESTS: Katie Smith, Tom Alexander, unknown caller.

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

4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda and mentioned he would like to introduce an item for future discussion: He also noted that the Port Ludlow Fire Hall meeting room still has restrictions for public meeting attendance but that the public can join the meetings by ZOOM audio or telephone.

   MOTION: Commissioner Rygmyr moved to approve the Agenda with the addition of a new informational item, communications from Jefferson County about the proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019) and Commissioner Nilssen seconded. Motion carried unanimously.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the May 12, 2022, Meeting #0291 and the #0292 Voucher Summary numbers 22-033 through 22-040 totaling $4,386.16 with $1,044.93 for payroll and $3,341.23 for supplies and services.

   MOTION: Commissioner Rygmyr moved to approve the Consent Agenda and Commissioner Cole seconded. The Motion carried unanimously.

6. **COMMUNICATIONS**: Commissioner Nilssen reported that he had explored the cost for use of the Beach Club smaller 30-person capacity conference room (The Gallery) for an alternative meeting location. The room can be used at a cost of $50/hour with a $25 set-up fee for a virtual meeting system.

7. **OLD BUSINESS**:

7.a. **PRESENTATION OF DRAFT AMENDMENTS FOR MAINTENANCE AT LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE.** Chair Rygmyr reported on the status of the review of amendments to maintenance. He stated that he was still waiting for improvement plans mentioned in the recorded agreement for Ludlow Cove II from Cliff O'Brien. He said that he talked to Russ Lowry of

Yard Dogs Landscaping about the status of the Task Order 2022-01 for one-time maintenance at Ebb Tide Court. There had been early delay due to illness, but Russ told him that the project should be completed well before the end of August. Chair Rygmyr reported that there are no recent changes or issues to report related to Waterhouse Lane.

Chair Rygmyr recommended moving the discussion of Agenda Item New Business 8.a. Review of Proposed plantings at 121 Machias Loop Road forward. There was consensus with the Commission.

8.a. NEW BUSINESS 8.A. REVIEW OF PROPOSED PLANTINGS AT 121 MACHIAS LOOP. The Commission reviewed the landscaping plan because part of the vegetation would cover an existing Port Ludlow Drainage easement. District Consulting Engineer Barry Baker of Gray and Osborne explained that structures are not allowed on the easement and that although plants are not structures it is prudent to limit large vegetation in the event the plants need to be removed for future maintenance of the easement. The property owner, Tom Alexander, and Commissioner Nilssen both shared that Russ Lowry of Yard Dogs Landscaping (District maintenance contractor) reviewed the plan and did not identify any issues. Mr. Alexander explained that the plants conformed with the Greenbelt Committees approved plant list. There was consensus that the landscape plans were acceptable.

7.b. REPORT ON PORT LUDLOW DRAINAGE DISTRICT RECORDS MANAGEMENT SYSTEMS INCLUDING A BUDGET FOR PURCHASE OF DISTRICT OWNED LAPTOPS FOR COMMISSIONER'S USE AND SECURE CLOUD-BASED FILE SHARING: The Commissioner's reviewed the specifications for laptops in the agenda packet. There was consensus that personal computers should not be used for District business and that the District owned laptops could supply cloud sharing of files. Topics pinpointed to flush out included security subscriptions, carrying cases, Microsoft subscriptions for multiple users and accessories. It was noted that there were cost savings in 2022 because an election was not held.

MOTION: Commissioner Nilssen moved to approve a not to exceed amount of $1500.00 for the purchase of two laptops with necessary accessories. Chair Rygmyr seconded. The motion passed unanimously.

7.c. 201 MONTGOMERY COURT. Chair Rygmyr reported that follow-up communication per direction from the May 12, 2022 meeting was sent to the property owner and no further action is called for. He noted that a Public Records Request was received from the property owner. Administrative Coordinator Mary Paxton reported that most of the materials have been provided to Ms. Smith. She explained that project files at the State Archives should be available by the end of the week.

8. NEW BUSINESS:

8.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: The Commissioners reviewed a draft update. Barry Baker, District contract engineer from

Gray & Osborne reported that the draft documents were beginning to align the 2017 Inventory with the 2018 Maintenance Contract along with the following notable items; 1) the draft maps reflect direction from the Commission including additions of Waterhouse Lane and Ebb Tide Court; and 2) numbering was developed to be consistent with the current Maintenance Contract.

Commissioner Nilssen recommended placing 2022 in the fourth column of the inventory of the Maintenance Draft. Commissioner Cole suggested changing the table to reflect the time and cost for maintenance tasks. Barry Baker and the Commission reviewed the status of the work order with Gray & Osborne in relation to the cost of collecting and adding maintenance costs information to the table. Barry Baker explained that it was beyond the scope of the work order. It was the consensus of the Commission to do the following to assure final review of the inventory at the August meeting: 1) each Commissioner provide comments to Barry Baker, District by June 23rd.; 2) the Commission will work with Russ Lowry of Yard Dogs Landscaping, Inc to pin down the costs for maintenance of the facilities on the inventory with an average of visits per year and hours per visit and provide the information to Gray & Osborne for the table.

8.c. DISCUSSSION OF LOCATION FOR COMMISSIONER MEETINGS: The Commissioners discussed the possibility of holding regular meetings at the small conference room (The Gallery) at the Beach Club. Benefits mentioned included the following: 1) The location is more central to the residents of the PLDD; 2) provides a service back to the community with better access to meetings and location; 3) the current meeting room is free but is not guaranteed in the event of an emergency which almost occurred in May and there is disruptive ambient noise from routine operations of a Fire Station.

Katie Smith suggested that the Commission review PLDD Resolution 2018-02 and the Revised Code of Washington (RCW) to assure that changing the meeting venue follows District adopted practices, state law and adequate insurance. Commissioner Cole was directed to investigate the process.

8.d. EXPIRATION OF CONTRACT FOR MAINTENANCT (DECEMBER 2022): Barry Baker recommended the Commission review the process in the MRSC for a new contract. He explained one possibility could be contract solicitation with public notice and another could be the Small Works Roster. There was public comment from Katie Smith. She shared that the Public Works Roster could not be used because the adoption of Resolution 2020-04 ended use of the Small Works Roster process. She also questioned the expiration date of the contract – 2023 vs. 2022. The Commission directed Commissioner Cole and the Administrative Coordinator to review the contract timeline and start any necessary contract renewal process.

8.e. DISCUSSION OF WEB-BASED PUBLIC INQUIRY FORM AND STRATEGIES TO PROVIDE A HISTORICAL RECORD FOR FUTURE COMMISSIONERS AND THE PUBLIC. Commissioner Cole shared a sample drainage complaint form from Manderville Louisiana. The Commissioners emphasized the importance of keeping the form simple

and accessible e.g., online access and submittal with paper. The Commission recommended that Commissioner Cole work with the Administrative Coordinator to develop an indexed filing system to provide a historical record for future Commissioners and the public with the following: 1) Case number; 2) Address; 3) Brief description of the complaint and outcome; and 4) Organization of all documents relevant to the complaint/inquiry including the PLDD response. The Commissioners expressed a desire to post the information on the District's web site.

REPORTS:

9.a. Report of Financial Activities: Commissioner Nilssen reported that the following:

- ✓ There was an error with a $41.20 overpayment on Mary Paxton's May paycheck that will be corrected with the July payroll.
- ✓ Falge Financial has developed a record keeping monthly Compensation Sheet that Mary Paxton will complete to document Commissioner meeting attendance and hours worked.
- ✓ A new document was received from the Jefferson County Auditor's Office. Commission Nilssen reported he will go meet with the Auditor to find out more about the report.
- ✓ At the end of May the District had a cash balance of $79,886, Receipts of $6,936, Disbursements of close to $3,600 and an Ending Cash Balance of about $83,000. He noted that receipts of property payments are on par with the same time last year.
- ✓ There was a question for the Bookkeeper related to the Rent payment on the Statement of Financial Income and Expenses that he will follow-up with the Bookkeeper.

The Commissioners noted that the District expenses are on track with the budget for 2022 but commented that it is a budget that builds in deficit spending. The Commissioners expressed a desire to develop a budget in 2023 without deficit spending.

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: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 11:50 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

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