

Agenda for Board of Commissioners' Meeting #0309

August 10, 2023 at 10:00 AM

ZOOM and In Person Meeting

Beach Club, 121 Marina 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/89851103120?pwd=VWdiV1dwSzlzR05iYWw3Q0pOM1o0UT09>

Meeting ID: 898 5110 3120

Passcode: 776063

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 of the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

1. **Call to Order:**

2. **Roll Call:**

3. **Agenda Approval:**

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.

5. **Commissioner Communications:**

6. **Public Inquiries:**

7. **Consent Agenda:**

Items 7.a. and 7.b listed below on the consent agenda 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.*

7.a. Minutes July 13, 2023 Meeting #0308.

7.b. 309 Voucher Summary: numbers 23-059 through 23-069 totaling \$10,570.09 with \$1,189.55 for payroll, \$66 for supplies and \$9,314.54 for services.

8. New Business

8.a. 2024 Election

Recommended Action: Receive a report from Chair Rygmyr regarding his meeting with the Jefferson County Elections Department to coordinate the 2024 election for Commissioner 2 and approve by consensus candidate filing dates of Monday, December 11 to Friday, December 15, 2023.

8.b. Email addresses

Recommended Action: Discuss naming for email addresses for Commissioners and commish@pldd.org.

9. Old Business

9.a. Review Memo summarizing findings of the Beach Outfall Inspection conducted on July 13, 2023.

Recommended Action: Discuss the written memo from consulting Engineer Kerri Sidebottom of Gray & Osborne summarizing the findings of the July 13, 2023 beach outfall inspection.

9.b. Discussion of Port Ludlow Drainage District scope of responsibilities.

Recommended Action: Chair Rygmyr will lead a discussion of the interpretation of section 1-D of the founding documents of the Port Ludlow Drainage District in relation to the scope of the District's responsibilities.

9.c. Web Site Content Review.

Recommended Action: Review the table of recommended changes with focus on the following: 1) how and where to display maps (e.g. district maps, current and updated maintenance maps, archive maps); 2) placement of the updated beach outfall inspection report; and, 3) email link to the website.

9.d. Web Site Infrastructure and Maintenance.

Recommended Action: Discuss and make recommendations for the following:

1) Managing meeting recordings, 2) Security review, 3) Storage management, 4) Subscriptions, 5) File organization.

9.e Port Ludlow Drainage District Bulletin Board

Recommended Action: Receive an update from Commissioner Cole on Commissioner portraits and timing for updates to the Bulletin Board.

10. Reports:

10.a. Financial Reports: 2023 Budget Status and 2024 Budget

Recommended Action: The Commissioners will review the District monthly reports on financial activities. The District will also discuss considerations for the 2024 Budget.

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.

12. MEETING ADJOURNMENT.

Port Ludlow Drainage District (PLDD)
July 13, 2023
Board of Commissioners Meeting - #0308
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0308 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. ROLL CALL: Commissioner 1, Gary Rygmyr and Commissioner 3, Michael Nilssen were present. District Consulting Engineer, Kerri Sidebottom was present. Administrative Coordinator Mary Paxton was present. Commissioner 2, Dean Cole arrived at 10:05 a.m.

PUBLIC: One unidentified caller.

3. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. Commissioner Nilssen requested that the Administrative Coordinator forward individual invoices to him, as the Finance Commissioner, and leave them out of agenda materials. It was noted that agenda materials were not attached to the agenda.

MOTION: Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded and the motion passed unanimously.

4. PUBLIC COMMENT: There was no public comment.

Vice-Chair Cole arrived at 10:05 a.m.

5. COMMISSIONER COMMUNICATIONS: Vice-Chair Cole shared a map showing a potential timber harvest area on Port Ludlow Association property on a former golf course for information purposes. It was noted through the course of discussion that the area was outside of the purview of the district.

5.a. REPORT FROM CHAIR RYGMYR REGARDING A PENDING MEETING WITH THE JEFFERSON COUNTY ELECTIONS DEPARTMENT TO DISCUSS PREPARATION FOR THE FEBRUARY 6, 2024 PORT LUDLOW DRAINAGE DISTRICT ELECTION: Chair Rygmyr reported that he was invited to meet with the Jefferson County Auditor's Office to prepare for the February 6, 2024 election for the Commissioner 2 position. The meeting is scheduled for July 19th. Commissioner Nilssen asked Chair Rygmyr to learn about the projected election costs in order to incorporate the estimate into the 2024 budget.

6. PUBLIC INQUIRIES

6.a. PLVC TRAILS COMMITTEE PIONEER TRAIL DRAINAGE INQUIRY: Chair Rygmyr explained that the Trails Committee asked for input from the PLVC Trails

Committee from him and Commissioner Nilssen. Chair Rygmyr and Commissioner Nilssen stated that they both walked the new trail separately. During discussion, it was noted that there are two areas where a bridge or culvert could be located and the priority should be to let water flow unobstructed. Commissioner Nilssen recognized that the Committee's history for trail infrastructure is commendable. The Commissioners concluded that no immediate action was necessary but that the new trail drainage improvements should be monitored.

7. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda with minutes of the June 8, 2023 Meeting #306 and Vouchers for the July meeting.

MOTION: Commissioner Nilssen moved to approve the consent agenda including the minutes of the June 8 Meeting #0306, and 0308 Voucher Summary numbers 23-048 through 23-054 totaling \$4,030.11 with \$963.75 for payroll, \$0 for supplies, \$2,461.74 for services and, \$604.62 for payroll taxes. Vice-Chair Cole seconded the motion. The motion passed unanimously.

8. NEW BUSINESS:

8.a. REPORT ON BEACH OUTFALL INSPECTION CONDUCTED ON JULY 13, 2023 SPECIAL MEETING #0307. Consulting Engineer Kerri Sidebottom of Gray and Osbourne reported that the inspection was positive overall with no evidence of erosion or sloughing but there were a few areas identified for vegetative clearance. Ms. Sidebottom was directed to prepare a summary memo. Vice Chair Dean asked whether a letter regarding the inspection findings should be sent to residents along the bluff. It was the consensus of the Commissioners to do the following: include a brief announcement in the next Navigator monthly publication, post the report on the PLDD website, post an announcement on the Beach Club bulletin board with links to the inspection findings.

9.a. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT AND PUBLIC WORKS CONTRACTING IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES AND GUIDANCE FROM MRSC PUBLICATIONS: Chair Rygmyr introduced the agenda item and stated that the Small Works Roster process currently seems time consuming because the primary work for the district is ongoing maintenance. Chair Rygmyr referenced Resolution 2020-04 adopted by the prior Commissioners eliminating the Small Works Roster. There was consensus from the Commissioners to pursue the public procurement process instead of the Small Works Roster. Chair Rygmyr asked Consulting Engineer Sidebottom to review that draft Maintenance Table from the current contract and recommended changes in the Maintenance Table. Chair Rygmyr said he will be meeting with Russ Lowry of Yarddogs Landscaping Inc. before the August meeting to clarify frequency of maintenance in relation to the Maintenance Table.

9.b REPORT FROM CHAIR RYGMYR REGARDING THE DISTRICT'S LEGAL COUNSEL REVIEW OF THE SCOPE OF THE DISTRICT'S RESPONSIBILITIES IN THE BYLAWS: Chair Rygmyr explained that after consultation with legal counsel the

District should recognize that bylaws are procedural and that clarification of responsibility should be by a resolution. The Commissioners reviewed section 1.d Objectives of the District of the founding documents related to the historical precedent of Commissioner actions and determined the following regarding section 1.d:

- d.1. "All reserve and park areas owned by LMC" the Commission has maintained reserve and park areas owned by LMC;
- d.2. "All interior between drainage lots"- The PLDD has not taken responsibility for interior drainage between private lots.
- d.3. "The resort area" - There is one project in the resort area and Brian Belmont of the LMC could provide the history.
- d.4. "Port Ludlow Plat Seven Drainage System" includes Area 30 on the Maintenance Table and Map.
- d.5. "All condominium and apartment areas" – There is one area at the North Condos located on Area 28 of the Maintenance Table and Map.
- d.6. "All commercial business areas" - There is no historical clarity of responsibility.
- d.7. "All storage areas" – The Commissioners interpreted storage areas to be a detention pond.
- d.8. "Sewage Treatment Plant" – The Commissioners noted that it is important to document where the culvert that the PLDD is responsible for maintaining is located.

There was consensus of the Commissioners that Chair Rygmyr will prepare a draft resolution for the August Board of Commissioners meeting documenting the interpretation of section 1-D of the founding documents and the Chair Rygmyr will consult the District's legal counsel for the resolution content.

9.c. WEB SITE CONTENT REVIEW: The Commissioners reviewed the ABOUT, RECORDS and FORMS sections of the Port Ludlow District website and made the following recommendations:

- ✓ Home Page: continue exploration of location for Beach outfall inspections; delete link to Small Works Roster on *Looking for Something Else?*
- ✓ ABOUT – History Maps: - Post the new updated maintenance map when it is completed. The updated map will show the district boundaries and color clarification of maintenance areas.
- ✓ ABOUT – History Maps: - Replace the three District maps and maintenance maps with the new updated Maintenance Map when it is completed. The updated map will show the district boundaries and color clarification of maintenance areas.
- ✓ Put on August agenda how to display maps and link to the website.
- ✓ ABOUT – History and Documents – Delete the links to History of Commissioners and JC worksheet for Commissioners.
- ✓ ABOUT – Commissioners – Retain History of Commissioner and JC worksheet for Commissioners and relocate the link to JC BOCC Minutes 11/27/2002 from History and Document to the ABOUT Commissioners.

- ✓ RECORDS:
 - Rename Minutes to “Agendas and Minutes”
- ✓ FINANCE
 - Remove the word ‘Final’ from the title of Budget.
 - Remove “Budget and Assessment to Jefferson County”
 - Replace the words Statement of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement.
 - Retain the Budget and Assessment with a recognition that this will be changed in the future.

9.d. WEB SITE INFRASTRUCTURE MAINTENANCE: Chair Rygmyr reported that Sea-Wing Designs has developed a security protocol and ongoing review, the Microsoft Office subscription provides 1 terabyte of storage for District records which is ample at this time but should be monitored because of the size of Zoom recordings. The Administrative Coordinator was directed to develop a table to summarize dates for renewal subscriptions for Microsoft Office, Zoom and Adobe Acrobat. Vice Chair Cole suggested including the information into the Administrative Calendar.

Chair Rygmyr stated he would defer file management to Vice Chair Cole and the Administrative Coordinator.

9.e. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD: Vice Chair Cole mentioned he is still waiting for portraits of Commissioners to include on the “Meet Commissioners” flier for the bulletin board.

10. REPORTS:

10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND 2024 BUDGET: Commissioner Nilssen reported that income from assessments has slowed but was predictable for this time of year. Year to Date income from assessments is \$43,180. The Year-to-Date Budget is \$39,230. The total year budget is \$70,000 but it is anticipated that the balance of revenues will occur in November with property tax assessments.

Commissioner Nilssen asked the Administrative Coordinator to email the invoice from the State Auditor that was on the June voucher for \$1,024.88.

Commissioner Nilssen asked consulting Engineer Kerri Sidebottom to prepare a preliminary 2024 budget with 3% inflation, the anticipated 2024 election, consideration of Commissioner additional meetings and distribute the draft to the Commissioners and Administrative Coordinator.

10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW. Chair Rygmyr reported that there are no changes to the Map or Table and that he will be meeting with Russ Lowry of Yarddogs Landscaping, Inc. to verify the frequency of maintenance on the table.

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

12. MEETING ADJOURNMENT:

MOTION: Chair Rygmyr moved to adjourn the meeting and Vice-Chair Cole seconded the motion. The Motion carried. The meeting adjourned at 11:16. am.

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) posts minutes and meeting recordings on its39 website.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	7/17/2023	6/30/2023	V23-048	8925		0 MARY PAXTON	M PAXTON PAYROLL JUN	626.35	69500589	589400	626.35
1	7/17/2023	6/30/2023	V23-049	9255		0 DEAN COLE	JUNE MEETING ATTENDA	103.96	69500589	589400	103.96
1	7/17/2023	6/30/2023	V23-050	9228		0 MICHAEL NILSEN	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	V23-051	9227		0 GARY RYGMYR	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	4093-V23-052	9022		0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING JUNE	250	69500589	589400	250
1	7/17/2023	6/17/2023	6-V23-053	3041		0 GRAY AND OSBORNE INC	ENG SERVICES MAY 21 - J	244.29	69500589	589400	244.29
1	7/17/2023	6/29/2023	5234-V23-054	4574		0 LUDLOW MAINTENANCE COMM	JUNE ROOM RENTAL & O	81.83	69500589	589400	81.83
1	7/17/2023	7/2/2023	202307-V23-055	8781		0 YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1885.62	69500589	589400	1885.62
1	7/17/2023	7/5/2023	V23-056	2338		0 EMPLOYMENT SECURITY DEPART	Q2 PAID FAMILY MEDICA	33.99	69500589	589400	33.99
						Q2 FICA FEDERAL WITHHOLDING					
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	7/17/2023	7/5/2023	V23-057	9032		695 REVENUE SERVICE	SECURITY	553.54	69500589	598400	553.54
1	7/17/2023	7/5/2023	V23-058	9038		0 WA STATE DEPT OF LABORY & INI	Q2 WA DEPT L&I	17.09	69500589	598400	17.09

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 DESCRIBE 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.

TOTAL WARRANT AMOUNT: 4030.11

JULY
MONTH


Gary Rygmyr, M.F.S., M.P.S., P.D.T.

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER



COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING 0308
 PLDD Voucher Summary for Fund #695 001 010 - July 13, 2023



Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-048	Mary Paxton – Employee Payroll Hours worked in June	8925	5535210	\$626.35	\$626.35
23-049	Dean Cole- June Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-050	Michael Nilssen - June Meeting attendance	9228	5535230 Commission Meetings	\$116.72	\$116.72
23-051	Gary Rygmyr – June Meeting attendance	9227	5535230 Commission Meetings	\$116.72	\$116.72
<i>Payroll Subtotal \$963.75</i>					\$963.75
23-052	Falge Financial, Inc. Invoice #4093 Bookkeeping Services for month of June	9022	5535444	\$250.00	\$250.00
23-053	Gray & Osborne, Inc. Invoice #6 General Engineering services 5/21 through 6/17	3041	5535140	\$244.29	\$244.29
23--054	Ludlow Maintenance Commission Invoice #5234 June room rental with OWLS	4574	5535341	\$81.83	\$81.83
23-055	Yarddogs Landscaping, Inc Invoice #202307 Maintenance thru JUNE	8781	55435040	\$1,885.62	\$1,885.62
<i>Vouchers for services subtotal \$2,461.74</i>					\$2,461.74
<i>Vouchers for supplies \$0</i>					\$0
23-056	Employment Security Department WAPFML Q2	2338-695	5535221	\$33.99	\$33.99
23-057	United States Treasury FUTA Q2	9032-695	5534220	\$553.54	\$553.54
23-058	WA State Department of Labor & Industries Q2	9038	5535221	\$17.09	\$17.09
<i>Vouchers for taxes subtotal \$604.62</i>					\$604.62
<i>TOTAL</i>					\$4030.11

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 ___13th DAY OF JULY 2023

Commissioners Signatures


Gary Rygmyr (Jul 13, 2023 10:35 PDT)

DRAWN

 <u>Gary Rygmyr (JUL 13, 2023 10:35 PDT)</u>	
APPROVED Port Ludlow Drainage District	

Audited By _____
Date: _____

MNN

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	8/14/2023	8/1/2023	V23-059		8925	0 MARY PAXTON	M PAXTON JULY PAYROLI	580.75	69500589	589400	580.75
1	8/14/2023	8/1/2023	V23-060		9255	0 DEAN COLE	REGULAR & SPECIAL MEE	207.9	69500589	589400	207.9
1	8/14/2023	8/1/2023	V23-061		9228	0 MICHAEL NILSSEN	REGULAR & SPECIAL MEE	233.45	69500589	589400	233.45
1	8/14/2023	8/1/2023	V23-062		9227	0 GARY RYGMYR	REGULAR & SPECIAL MEE	233.45	69500589	589400	233.45
1	8/14/2023	7/27/2023	#R24-371-1-V23-063		2354	0 ENDURIS INSURANCE	ANNUAL INSURANCE REN	5475	69500589	589400	5475
1	8/14/2023	7/31/2023	4144-V23-064		9022	0 FALGE BOOKKEEPING SERVICES	JULY BOOKKEEPING	250	69500589	589400	250
1	8/14/2023	7/17/2023	7-V23-065		3041	0 GRAY AND OSBORNE INC	ENGINEERING SERVICES €	1318.82	69500589	589400	1318.82
1	8/14/2023	7/20/2023	5239-V23-066		4574	0 LUDLOW MAINTENANCE COMM	JULY ROOM RENTAL WITI	109.1	69500589	589400	109.1
1	8/14/2023	7/13/2023	879087-V23-067		5610	695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH JUNE 30	216	69500589	589400	216
1	8/14/2023	8/1/2023	1329-V23-068		7001	0 SEA WING DESIGNS	6/26 VIDEO UPDATES	60	69500589	589400	60
1	8/14/2023	8/3/2023	202308-V23-069		8781	0 YARD DOG LANDSCAPING INC	JULY MAINTENANCE	1885.62	69500589	589400	1885.62

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 AVAILBLE 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.

AUGUST TOTAL WARRANT AMOUNT: 10570.09
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting 0309
 PLDD Voucher Summary for Fund #695 001 010
 August 10, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-059	Mary Paxton – Employee Payroll Hours worked in JULY	8925	5535210	\$514.75	\$514.75
23-060	Dean Cole- July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9255	5535230 Commission Meetings	\$207.90	\$207.90
23-061	Michael Nilssen - July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9228	5535230 Commission Meetings	\$233.45	\$233.45
23-062	Gary Rygmyr - July Meeting attendance and Special Meeting on July 13 beach outfall inspections	9227	5535230 Commission Meetings	\$233.45	\$233.45
<i>Payroll Subtotal \$1,189.55</i>					\$1,189.55
23-063	Enduris Insurance Annual renewal Invoice #R24-371-1	2354	5535344	\$5,475.00	\$5,475.00
23-064	Falge Financial, Inc. Invoice #4144 Bookkeeping Services for month of July	9022	5535444	\$250.00	4250.00
23-065	Gray & Osborne, Inc. Invoice #7 General Engineering services June 18 through July 15	3041	5535140	\$1,381.82	\$1,318.82
23-066	Ludlow Maintenance Commission Invoice #5239 July room rental with OWLS recording	4574	5535341	\$109.10	\$109.10
23-067	Ogden Murphy Wallace, Invoice #879087 Legal services thru June 30	5610-695	5535443	\$216.00	\$216.00
23-068	Sea-Wing Designs Invoice #1329 – Video updates 6/26/2023	7001	5535345	\$60.00	\$60.00
23-069	Yarddogs Landscaping, Inc Invoice #202308 Maintenance thru July	8781	55435040	\$1,885.62	\$1,885.62
<i>Vouchers for services subtotal \$9,314.54</i>					\$9,314.54
23-059	Roll of Postage Stamps	8925	5535342	\$66.00	\$66.00
<i>Vouchers for supplies subtotal \$66.00</i>					\$66.00
TOTAL \$10,570.09					\$10,570.09

<p>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.</p> <p>SUBSCRIBED THIS __10th DAY OF _August, 2023</p> <hr/> <p>APPROVED Port Ludlow Drainage District</p>		Commissioners Signatures

Audited By _____
Date: _____



MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT
COMMISSIONERS
FROM: KERRI SIDEBOTTOM, P.E.
DATE: AUGUST 3, 2023
SUBJECT: BEACH OUTFALL RECONNAISSANCE
JULY 13, 2023
PORT LUDLOW DRAINAGE DISTRICT
JEFFERSON COUNTY, WASHINGTON
G&O #23429.00

Attendees: Mr. Gary Rygmyr, Commissioner
Mr. Dean Cole, Commissioner
Mr. Michael Nilssen, Commissioner
Ms. Kerri Sidebottom, P.E., Gray & Osborne, Inc.

The inspection of the beach outfall structures at Pope Way, Libby Court, Montgomery Court (between 70 and 120 Montgomery Court), and North Montgomery Court (between 192 and 200 Montgomery Court) was scheduled for the early morning of July 13, 2023 during a low tide.

Note that this inspection was conducted only to observe the stormwater outfall structures and pipes, and no evaluation of the bluffs was made. No determination of bluff condition, stability, sloughing, etc., was made, and no description of the bluffs is included in this memo.

POPE WAY OUTFALL

The outfall structure was installed in 2007 and includes a 14-inch diameter HDPE overbank discharge pipe and a 48-inch diameter catch basin/diffuser structure on the beach below the bluff. The outfall structure including the overbank pipe is in good condition. The outfall structure is surrounded by dense vegetation and driftwood, which does not impact the function of the outfall. The amount of vegetation around the outfall does not appear to have notably increased since the last inspection in 2021. The outfall structure was difficult to locate behind an overgrown bush, and vines were observed over the top of and around the structure. It did not appear that any vegetation or roots were intruding into the structure itself or the pipe joints.

The inside of the outfall structure was inspected, and there was no apparent accumulation of debris or other blockages. The outfall structure does not appear to need debris removal



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at this time. There was no obvious erosion or channelization on the beach downslope of the outfall structure.

The District may consider trimming back some of the vegetation around the structure to make the structure more easily visible for maintenance and inspection in the future. Any vegetation removal should be limited to branches and leaves, so that the slope stability provided by the plant roots is not compromised. Roots and vines may be cleared from the top of the structure to prevent vegetation from intruding into the structure.



Pope Way Outfall Structure – July 13, 2023



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Pope Way Outfall Structure Inlet Pipe – July 13, 2023



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**Pope Way Outfall – July 13, 2023
(Outfall Structure Behind Driftwood and Vegetation)**



August 3, 2023
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Pope Way Outfall – July 13, 2017
(Outfall Structure Behind Driftwood and Vegetation)

LIBBY COURT OUTFALL

The Libby Court Outfall structure was constructed in 2004. The structure consists of a 32-inch diameter HDPE overbank discharge pipe and a 60-inch diameter concrete catch basin/diffuser structure on the beach adjacent to the bluff. The outfall structure including the overbank pipe is in good condition. The condition of the beach at the base of the structure has not changed significantly since 2017. The interior of the structure was inspected and does not appear to need cleaning at this time, with no accumulated debris



August 3, 2023
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or vegetation. A permanent pool of water was observed within the structure. The bank immediately behind the overbank pipe and outfall structure does not appear to have changed significantly since 2017. There was no obvious erosion or channelization on the beach downslope of the outfall structure.



Libby Court Outfall – July 13, 2023



August 3, 2023
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Libby Court Outfall Interior – July 13, 2023



August 3, 2023
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Libby Court Outfall – July 13, 2017

MONTGOMERY COURT OUTFALL (BETWEEN 70 AND 120 MONTGOMERY COURT)

This 18-inch diameter HDPE outfall was identified on the 2017 beach walk. The LMC does not have any information regarding who installed the outfall pipe or when it was installed. It appears that flow from Basin E1 (northeast end of Jackson Lane) and Oak Bay Road is conveyed between 81 and 101 Montgomery Court and is discharged along with flow from basin E2 (Montgomery Court north from Montgomery Lane), to a catch basin in front of 81 Montgomery Court and then into the outfall. The pipe appears to have been installed below grade on the LMC parcel. The condition of the pipe at the outfall is excellent and has not changed since 2017. There is no indication of erosion or potential for damage to the outfall at the beach. The exterior of the lower half of the pipe is covered in barnacles, and a small amount of sand has accumulated at the end of the pipe, presumably due to the tide. These conditions do not compromise the function of the pipe.



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**Montgomery Court Outfall (Between 70 and 120 Montgomery Court) –
July 13, 2023**



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**Montgomery Court Outfall (Between 70 and 120 Montgomery Court) –
May 23, 2017**



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NORTH MONTGOMERY COURT OUTFALL (BETWEEN 192 AND 200 MONTGOMERY COURT)

This 18-inch diameter HDPE outfall collects drainage from Basin C2 in the north portion of the District (a gully between Jackson and Foster Lanes, Oak Bay Road, and the north end of Montgomery Court). This culvert was installed by homeowners on an LMC parcel and was designed by Dick Reagan, P.E. The outfall daylights at the top of the bank between 192 and 200 Montgomery Court in a thickly wooded area and appears to continue above grade down to the beach. During the inspection, the pipe was observed to have water flowing out of it, despite a period of dry weather prior to the inspection. The water had created a small channel within the sand at the outlet of the pipe; however, this channel is below the high tide level and does not appear to be causing any damage to the outfall or the beach. The condition of the pipe at the outfall is excellent and the end of the pipe is clear. The condition of the outfall has not changed since 2017.



**Montgomery Court Outfall (Between 192 and 200 Montgomery Court) –
July 13, 2023**



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**Montgomery Court Outfall (Between 192 and 200 Montgomery Court) –
July 13, 2017**

As previously noted, no attempt was made to survey or investigate the condition of the bluffs along the beach, and no assessment of bluff stability was made at this time. The scope of this inspection was limited to the outfall structures and pipes on the beach described in the memo, and any interest in investigating the bluff condition or stability should be explored by a geotechnical expert.



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WASTEWATER TREATMENT PLANT OUTFALL

A 12-to 15-inch diameter CMP outfall collects drainage from the wastewater treatment plant site and discharges to the beach over a rocky bank. This outfall pipe appears to be in fair condition and appears to be situated well above the high tide level. No maintenance needs were identified at this time. The District did not originally install this pipe and has not historically maintained it. The District's mapping indicates a 42-inch pipe in the same area as this outfall pipe, but the larger pipe was not found during the inspection.



Wastewater Treatment Plant Drainage Outfall – July 13, 2023

The attached figure shows the locations of the outfalls (Outfall Map – North of Beach Club).

KS/sr

**OVERVIEW OF PORT LUDLOW DRAINAGE DISTRICT WEB SITE CONTENT,
LOCATION OF CONTENT AND POSSIBLE CHANGES**

HOME TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
Intro Paragraph about District				
Announcements/News–				
➤ Commission Meetings	Commission meeting agenda			
➤ Covid Restrictions		Is this outdated?	Consensus to remove 6/11/2023	6/20/2023
➤ Election Results – No Election				
➤ Inspection of Beach Outfalls	Inspection Report	<p>1 Consider replacing text as shown in right column.</p> <p>2. Discuss where to place inspection report on the web page.</p>	<p>New</p> <p>Inspection of Beach Outfalls</p> <p>There are five drainage pipes that terminate in outfalls on the beach between the sewage treatment plant and the North end of Montgomery Court. These outfalls are</p>	

			<p>inspected about every four years. Here are the reports from those inspections: 2023 2021 2017 (There would be links to the reports for each year.)</p>	
<p>➤ Looking for something else?</p>	<p>Links:</p> <ul style="list-style-type: none"> • Minutes & Agendas • Resolution • Assessment System • Small Works Roster application (1) • Public Records Request form (1) • Founding Documents and Comprehensive plan under history • Projects (1) 	<p>The Small Works Roster process was repealed. Keep on the web site?</p>	<p>Consensus to remove 7/13/2023</p>	<p>7/18/2023</p>

ABOUT TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
ABOUT History Subtab				
➤ Paragraph about PLDD	Link to assessments			
➤ Maps	Link to three maps and three maintenance maps	Suggest using just center map of the district. The one on the right side is the same as the middle. The one on the left shows less info. E.g. road names. Question: Will the new maintenance map be placed here or in projects section?	7/13/2023 discussion of using one new updated map with district boundaries and maintenance areas.	
ABOUT History and Documents Subtab	<ul style="list-style-type: none"> • Historical background about district formation • Founding documents • Comprehensive Stormwater Management Plan 	Note: Founding documents and Comprehensive Stormwater Management Plan were added in March.		

➤ Assessment System 2001-2020	Links to Assessment Ordinances and BOCC Hearings to present			
➤ Accordion tabs for history by year 2021 to 1998				
➤ Press	Links to Port Ludlow Voice articles	Note: This was removed sometime around 2020-2021 and added back 3/2023		
➤ Commissioner History	<ul style="list-style-type: none"> • History of Commissioners • JC worksheet for • JC BOCC Minutes 11/27/200 	There is duplicate content noted with the teal highlight.	Consensus 7/13/2023 to keep History of Com., JC worksheet and JC BOCC Minutes under ABOUT Commissioners under Commissioner History	8/2/2023
ABOUT Commissioners				
➤ Table of Commissioners/terms				
➤ Contact info	emails			
➤ Elections	Election Results PDFs			
➤ Commissioner History	<ul style="list-style-type: none"> • History of Commissioners • JC worksheet for 	This information is redundant with Commissioner history in the History section of ABOUT. Maybe	Consensus to move to About Com – tab Commissioner History	8/2/2023

		this could be deleted or add text saying for History of Commissioners go to History and Documents Commission History		
➤ Commissioner Bonding	References for Commissioner Bonding (3 links)			
ABOUT Projects				
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> • Links with maps and brief description of each CIP 			
➤ Project Maps	<ul style="list-style-type: none"> • Shows three maintenance maps and link to maintenance inventory 	Perhaps title could be changed from Project Maps to Maintenance Inventory Map with the link to the maintenance inventory.		

New Tab I HAVE A QUESTION OR PUBLIC INQUIRY	New fillable email inquiry			
RECORDS	LINK	CONSIDER CHANGE	DECISION	

<p>➤ Minutes</p>	<p>Links to minutes, agendas and recordings</p>	<p>Should the title be changed to Agendas, minutes, recordings?</p>	<p>Consensus on 7/13/2023 to change title from Minutes to Agendas - Minutes</p>	<p>7/18/2023</p>
<p>➤ Resolutions</p>	<p>Links to resolutions</p>			
<p>➤ Financials</p>	<ul style="list-style-type: none"> • 2023 Budget • Statements of Financial Income & Expenses (monthly 2023, 2022) • 2021 Qrtly reports and 2021 year end reports • 2020 Qrtly reports 		<p>Consensus to make the following changes:</p> <ul style="list-style-type: none"> • Remove the word 'Final' from the title of Budget. • Remove "Budget and Assessment to Jefferson County" • Replace the words Statement of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement. • Retain the Budget and Assessment with a recognition that this will be 	<p>7/18/2023</p> <p>8/2/2023</p> <p>8/2/2023</p>

			changed in the future.	
FORMS	LINK	CONSIDER CHANGE	DECISION	
<ul style="list-style-type: none"> ➤ Property owner tree cutting form ➤ Public Records request ➤ Claim Form for Damages <p>Looking for founding documents and other historical documents – refers to history -- similar references to projects and, media.</p> <p>Archive link</p>	<p>Links for forms listed in left column.</p> <p>Links to Public Records procedures and for agent and process for damages</p>	<p>Delete tree cutting form?</p> <p>Comment: Historical information, projects and media are not forms and the reference seems inappropriate</p> <p>This link does not go to archives.</p>	<p>Delete tree cutting & outdate claim form 6/11/2023</p> <p>Remove claim form and replace with an updated one from Enduris</p>	<p>6/20/2023</p> <p>Removed 6/20/2023</p>
Q&A	LINK	CONSIDER CHANGE	DECISION	
<ul style="list-style-type: none"> ➤ Who is responsible for maintaining driveway culverts? 	2018 PL Village Voice	Is this outdated?		

➤ Are there potential culvert replacements required to protect fish habitat within the boundaries of PLDD?				
➤ Is the PLDD part of the LMC?				
➤ Considering removal of brush and trees?	Read Guidelines	Are guidelines up to date?		
➤ Do I need a drainage plan to build?	Planning for Construction within LMC of PL flow chart <ul style="list-style-type: none"> • Link to Jefferson County Permit Portal and development review chart 	Recommend remove chart. Recommend asking Kerri and County how to answer question.		
????		Do we want to explain what the district does and does not maintain? Do we want a link that may be redundant to our public inquiry here?		

(1) Link also on Documents and Forms page

- [Home, https://pldd.org](https://pldd.org)
- [About the PLDD, overview, purpose, history, historical documents, press archives, district maps](#)
 - [essay with historical background on the original LMC Drainage Committee](#)
 - [Commissioners, contact the PLDD](#)
 - [District Meeting Schedule](#)
 - [Minutes, Agendas for District meetings](#)
 - [Resolutions; Board of Commissioners](#)
 - [Documents and Forms for Vendors, Property Owners](#)
- [Questions & Answers](#)
- [PLDD Projects – Summary](#)
 1. [North Bay Condos No. 2 Conveyance System](#)
 2. [Area 7 Detention Pond/Bioswale Rehabilitation](#)
 3. [Oak Bay Road to Libby Court Outfall \(Oak Bay Road Phase I\)](#)
 4. [Incised Ditch – Oak Bay Road to Montgomery \(Oak Bay Road Phase II\)](#)
 5. [Oak Bay Road Ditch Modification \(Oak Bay Road Phase III\)](#)
 6. [Adventurer Lane Cutoff Trench](#)
 7. [Olympic/Cascade Easement Cutoff Trench](#)
 8. [Foster Lane Drainage Improvements](#)
 9. [Pope/Condon Lane Outfall Improvements](#)
 10. [McCurdy Lane Cutoff Trench](#)

11. [Montgomery Lane Redirection/Outfall Abandonment](#)
12. [Waste Water Treatment Plant Ditch and Culvert Improvements](#)
13. [Jackson-Foster/Machias Loop/Warbler Drainage Improvements](#)
14. [North Bay No. 2 Drainage Improvements](#)
15. [Upper West Baldwin to Oak Bay Road Improvements](#)
16. [Beach Club Drainage Improvements \(Participant\)](#)
17. [Forester/Trader Lane Improvements](#)
18. [Cascade Lane Flood Abatement](#)

2017

(There would be links to the reports for each year.)

Report of Account Balances and Changes
 For July 2023
 Port Ludlow Drainage District

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
General Fund (GF):														
GF Beginning Cash Balance	\$ 62,308.16	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73	\$ 75,917.04							
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73	\$ 905.41							\$ 43,936.12
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)	\$ (5,656.32)	\$ (7,403.19)	\$ (5,923.42)	\$ (4,030.11)							\$ (33,451.94)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73	\$ 75,917.04	\$ 72,792.34							
GF Investment Pool														
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							
GF Investment Pool Gross Interest	\$ 524.90	\$ 523.32	\$ 597.87	\$ 599.49	\$ 647.12	\$ 632.29	\$ 658.17							\$ 4,183.16
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89	\$ 29.97	\$ 32.36	\$ 31.61	\$ 32.91							\$ 182.91
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26							\$ 4,000.25
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							
GF Receipts Breakdown														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69	\$ 24,240.14	\$ 5,391.23	\$ 434.05	\$ 280.15							\$ 39,935.87
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26							\$ 4,000.25
Transfers & Other Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73	\$ 905.41							

Port Ludlow Drainage District
Statement of Financial Income & Expense Budget Performance
 July 2023

08/09/23

Accrual Basis

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	658.17			4,183.16			
368.00 · Special Assessment Capital (SA)	280.15	170.98	109.17	39,935.87	39,410.60	525.27	70,000.00
Total Income	938.32	170.98	767.34	44,119.03	39,410.60	4,708.43	70,000.00
Gross Profit	938.32	170.98	767.34	44,119.03	39,410.60	4,708.43	70,000.00
Expense							
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	360.00	-360.00	0.00	1,800.00	-1,800.00	2,520.00
5535040 · Drainage Maintenance Operation	1,885.62	1,885.00	0.62	14,506.12	13,195.00	1,311.12	22,620.00
Total 5535000 · Field Expenses	1,885.62	2,245.00	-359.38	14,506.12	14,995.00	-488.88	25,140.00
5535100 · Engineering							
5535140 · General District Engineering	244.29	1,030.00	-785.71	7,443.73	7,210.00	233.73	12,360.00
5535141 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,030.00
5535143 · Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	2,660.00	-2,660.00	4,560.00
Total 5535100 · Engineering	244.29	1,410.00	-1,165.71	7,443.73	9,870.00	-2,426.27	17,950.00
5535200 · Personnel							
5535210 · Administrative Personnel	689.07	955.05	-265.98	4,448.97	6,685.35	-2,236.38	11,460.60
5535220 · Federal Taxes							
FICA Expense	81.03	110.00	-28.97	529.23	802.00	-272.77	1,412.00
FUTA Expense	0.00			4.13			
Total 5535220 · Federal Taxes	81.03	110.00	-28.97	533.36	802.00	-268.64	1,412.00
5535221 · State Taxes							
L&I Expense	6.00			30.89			
WAPFML Expense	0.00	30.00	-30.00	19.89	218.00	-198.11	384.00
Total 5535221 · State Taxes	6.00	30.00	-24.00	50.78	218.00	-167.22	384.00
5535230 · Commissioner Meetings/District	370.00	370.00	0.00	2,804.00	2,960.00	-156.00	5,550.00
Total 5535200 · Personnel	1,146.10	1,465.05	-318.95	7,837.11	10,665.35	-2,828.24	18,806.60
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	85.00	-85.00	43.68	595.00	-551.32	1,020.00
5535341 · Rent	81.83	725.00	-643.17	1,625.24	1,760.00	-134.76	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	0.00	112.00	-112.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	105.00	-105.00	180.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
5535345 · Website Maint. & Renewal	0.00	370.00	-370.00	2,820.70	3,110.00	-289.30	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	100.00	-100.00	425.39	200.00	225.39	200.00
Total 5535300 · Miscellaneous/Office Expenses	81.83	1,311.00	-1,229.17	4,915.01	5,882.00	-966.99	13,206.00
5535301 · Commissioners Mileage & Expense							

08/09/23

Accrual Basis

Port Ludlow Drainage District
Statement of Financial Income & Expense Budget Performance
 July 2023

	Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
5535340 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	90.99	200.00	-109.01	400.00
Total 5535301 · Commissioners Mileage & Expense	0.00	0.00	0.00	90.99	200.00	-109.01	400.00
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
Total 5535302 · Assessments/County Fees/Electio	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
5535443 · Legal	0.00	735.00	-735.00	270.00	5,145.00	-4,875.00	8,820.00
5535444 · Accounting Clerk	250.00	260.00	-10.00	2,211.00	2,120.00	91.00	3,420.00
Total 5535400 · Professional Services	250.00	995.00	-745.00	2,481.00	7,265.00	-4,784.00	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
Total Expense	3,607.84	7,426.05	-3,818.21	38,298.76	55,077.35	-16,778.59	102,942.60
Net Ordinary Income	-2,669.52	-7,255.07	4,585.55	5,820.27	-15,666.75	21,487.02	-32,942.60
Net Income	-2,669.52	-7,255.07	4,585.55	5,820.27	-15,666.75	21,487.02	-32,942.60