

Agenda for Board of Commissioners' Meeting #0305

May 11, 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/87824739844?pwd=Y25iVHlqVEM2c3I3Q2dOWDg3VVIXQT09>

Meeting ID: 878 2473 9844 Passcode: 423534

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. 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. Public Inquiries.

6.a. Ann and David Bernard, 150 Resolute Lane next steps regarding drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane and Consider Approval of Task Order YA 2023-02.

Recommended Action: Commissioners will review the April 23, 2023 Memo from District Engineer Kerri Sidebottom outlining next steps and receive a report from Chair Rygmyr regarding potential costs for vegetation removal and Task Order YA 2023-02 for \$2,000

to clear out accumulated vegetation in the greenbelt between lots 59 and 76 on Resolute Lane with budget #5535143 Unanticipated Engineering Costs.

7. Consent Agenda:

Items 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 April 13, 2023 Meeting #0305.

7.b. 303 Voucher Summary: numbers 23-030 through 23-037 totaling \$7,403.19 with \$993.89 for payroll, \$0 for supplies and \$6,409.30 for services. Note: Pursuant to Resolution 2018-05 there is payment for one additional meeting for Commissioner 1.

8. New Business

8.a. Amendment to the Port Ludlow Drainage District Bylaws

Recommended Action: Discuss recommended amendments to the Port Ludlow Drainage District Bylaws: **Section 2:** 1) Clarify composition of the PLDD Commissioners vs constituents as “Members”, 2) Consider adding the following sentence: “The PLDD shall be comprised of individual parcel owners from North Bay District Map Boundaries of the Port Ludlow Drainage District, Jefferson County” to the first section of Section 2; 3) clarification of the District’s area of responsibility “of all drainage systems” to be on common property; **Section 12:** Who does “District Engineer staff” refer to? **Section 15:** Confirm clarity for making amendments; **General Questions:** 1) Should the public send general inquiries to the districtadmin email account or commish account to all Commissioners; 2) Should RCW 85.38.170 be added?

8.b. Annual Audit with the Washington State Auditor’s Office

Recommended Action: Receive a report from Commissioner Nilssen regarding the 2022 Annual Audit.

8.c. Participation in a Statewide Email Network of Diking and Drainage Districts

Recommended Action: Consider a request to join an emerging email network of Diking and Drainage Districts.

8.d. Disaster Recovery of Records

Recommended Action: Receive a report from Commissioner Cole and discuss development of best practices for preserving and accessing important records in a natural disaster.

9. Old Business

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.

Recommended Action: Review and discuss recommended procurement of services for public works projects.

9.b. Port Ludlow Drainage District Bulletin Board

Recommended Action: Receive a report from Commissioner Cole on recommended changes to the Bulletin Board postings.

10. Reports:

10.a. Financial Reports and 2023 Budget Status.

Recommended Action: The Commissioners will review the monthly reports on financial activities and recommend changes to the template for the Payroll Compensation Sheets.

10.b. Port Ludlow Drainage District Inventory Review.

Recommended Action: Commissioners will receive an update on the Draft Inventory of PLDD Facilities and Draft Maintenance Table from Commissioner Rygmyr. Discuss potential schedule for the beach outfall inspection.

10.c. Web Site Updates/Cloud Storage.

Recommended Action: Discuss the recent migration of the web platform from Dreamweaver to WordPress and suggest changes to content and provide direction to Seawings on when to go live with the new platform.

10.d. Commissioner Reports/Future agenda items.

Recommended Action: The Commission will receive reports from Commissioners and discuss recommendations for future agenda items.

11. 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.

12. MEETING ADJOURNMENT.

Port Ludlow Drainage District (PLDD)
April 13, 2023
Board of Commissioners Meeting - #0304
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0304 of the Port Ludlow Drainage District to order at 10:08 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, and Dean Cole were present. Commissioner 3, Michael Nilsson was absent. Administrative Coordinator Mary Paxton was present. District Engineer Kerri Sidebottom was present via zoom.

PUBLIC: David Bernard, 150 Resolute Lane.

3. **PUBLIC COMMENT:** There was no public comment.

4. **COMMISSIONER COMMUNICATIONS:** There were no Commissioner communications.

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

MOTION: Chair Rygmyr moved to approve the agenda and Vice-Chair Cole seconded. The motion passed unanimously.

6. **PUBLIC INQUIRIES**

6.a. **FOLLOW-UP MEETING WITH JEFFERSON COUNTY ROAD DEPARTMENT: ANN AND DAVID BERNARD, 150 RESOLUTE LANE REGARDING DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE.**

Chair Rygmyr reported that on April 11, 2023, he and District Engineer Kerri Sidebottom met with Jefferson County Public Works Director, Monte Reinders and the Bernards to review the drainage ditch on Ludlow Maintenance Commission (LMC) property between lots 59 and 76 that receives surface water from Resolute Lane. Chair Rygmyr reported that the drainage ditch is backed up with debris and water flows under a berm to the driveway and garage at 150 Resolute Lane. Chair Rygmyr also reported the Greenbelt Committee recently initiated the removal of several unhealthy trees but removal of vegetation from the felled trees was incomplete. He contacted Brian Belmont of the LMC. The LMC agreed to remove the vegetation left from the recent tree removal but not pre-existing vegetation.

Chair Rygmyr and District Engineer discussed recommended next steps. There was consensus to pursue the following next steps after the LMC completes the vegetation removal requested by the PLDD: 1) District Engineer will prepare a memo summarizing the recommendations stemming from the April 11, 2023 meeting; 2) Chair Rygmyr will coordinate with Yard Dogs Landscaping, Inc. to develop a Task Order for removal of

vegetation that has accumulated in the drainage ditch; 3) storm water flow will be assessed after vegetation removal to determine if the issue of surface water runoff onto the Bernard property at 150 Resolute Lane is resolved; 4) the drainage ditch on the LMC property between lots 59 and 76 will be added to the Maintenance Map and Inventory Table; and 5) if there is evidence of surface flow on the Bernard property from rainfall events, then a Small Works Project to install a pipe to resolve the issue will be designed and installed. Yard Dogs will be contacted to determine whether the company can do the installation.

David Bernard said he would prefer a design that did not include a pipe to avoid plugging and subsequent flooding.

David Bernard mentioned that there is a tree about one foot in diameter that is on top of a culvert that could lead to a problem. District Engineer Kerri Sidebottom said that the tree appears to be on LMC property. Monte Reinders suggested at the meeting that the Greenbelt Committee could remove the tree. District Engineer Kerri Sidebottom said that tree removal may be a County responsibility.

7. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda with minutes of the March 9, 2023 Meeting #303 and Vouchers for the April meeting. He noted that the vouchers included reimbursement for two Commissioner 2 meetings related to administrative activities pursuant to Resolution 2018-05.

MOTION: Chair Rygmyr moved to approve the consent agenda including the minutes of the March 9, 2023 Meeting #0303, and 0304 Voucher Summary numbers 23-018 through 23-029 totaling \$5,656.32 with \$1,142.58 for payroll and \$4,133.50 for services, \$0 supplies and \$380.21 for payroll taxes. Vice-Chair Cole seconded. The motion passed unanimously.

8. NEW BUSINESS:

8.a. APPROVAL OF AN INTERAGENCY DATA SHARING AGREEMENT BETWEEN PORT LUDLOW DRAINAGE DISTRICT – 2820 AND THE OFFICE OF WASHINGTON STATE AUDITOR. Chair Rygmyr introduced the agreement. Vice-Chair Cole noted that a similar agreement was approved by the Commission in 2022. It was the consensus of the Commissioners that Chair Rygmyr should sign the agreement.

8.b. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD. Vice-Chair Cole introduced a draft 'Meet the Commissioners' flier for the bulletin board that includes the contact information for the Commissioners, the administrative roles (e.g., engineering, administrative, finance) and a place for a photograph of each Commissioner. He also recommended including a summary of recent Commissioner accomplishments. It was suggested the business cards could be mounted below the bulletin board. Chair Rygmyr recommended continuing discussion of the Bulletin Board to the May meeting to review the addition of the following to the bulletin board: 1) concise list of examples of what the Commission does; 2) a brief overview of information that is available to the public on the

district web site (e.g. upcoming agendas, minutes, historical information, district projects). It was mentioned that reference to the Public Inquiry Form could be on the bulletin board.

9. Old Business

9.a. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES, MRSC PUBLICATIONS 'FIND YOUR CONTRACTING REQUIREMENTS AND PURCHASE SERVICES CONTRACTS AND RESOURCE CODE OF WASHINGTON SECTION 39.04 PUBLIC WORKS: Chair Rygmyr reported that he previously emailed references to training opportunities for procuring a contract for services and publications from MRSC to the Commissioners for review and discussion and additional information prior to the meeting. He recommended that the Commissioners review the materials and be prepared to discuss them in more depth at the May meeting. Chair Rygmyr mentioned that the District is small, and the District may not be required to do advertising in a newspaper. District Engineer Kerri Sidebottom shared that previous consulting District Engineers Barry Baker and Nancy Lockett recommended that the PLDD use the public bidding process even though the District has received legal advice that is not required. Vice-Chair Cole stated he wants to follow the legal requirements for bidding, even if the District errs on the side of caution. Chair Rygmyr agreed.

9.b. RECORDS MANAGEMENT AND RETENTION: There was discussion of how background information for the maintenance table and other records could be easily accessed by the Commissioners. Microsoft One Drive was mentioned as one option. Chair Rygmyr suggested that he could meet with the Administrative Coordinator to review options.

10. REPORTS:

10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS. Chair Rygmyr reported that year to date income budget of \$9,266.19 in the March Statement of Financial Income and Expense Budget Performance. He noted that the actual year to date income of \$11,236.39 in March is \$1,971.21 ahead of the projected income. The year-to-date budgeted expenses for the first quarter are \$28,113.15 but actual expense to date of \$15,460.13 is less than budgeted for the first quarter.

Chair Rygmyr noted that there will be additional expenses with the vegetation clearance near Resolute Lane but the expense will be within the budgeted unanticipated engineering costs.

10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW. Chair Rygmyr reported that he is waiting to meet with Russ Lowry of Yard Dogs Landscaping, Inc. to review the frequency of maintenance at each of the areas on the maintenance so the data can be added as information on the table. He also said that that the greenbelt between lots 59 and 76 on Resolute Lane will be added to the Maintenance Map and table.

There was discussion of scheduling the inspection of the beach outfalls. District Engineer Kerri Sidebottom said one possible time could be between 7:30 a.m. and 9:30 a.m. before the July 13, 2023 meeting. She said she would contact former Engineer Nancy Locket to determine how low the tide needs to be to perform an inspection.

10.c. WEB SITE UPDATES/CLOUD STORAGE. The Vice-Chair reported he and the Administrative Coordinator met with Sea-Wings to discuss some questions about the tabs on the web site. Administrative Coordinator Mary Paxton reported that some historical information has been added to the About tab on the web site. She said that Jason Earrame of SeaWings Designs sent a link to review the new website. She recommended one change to Commissioner contacts. Chair Rygmyr asked to be sent the link to review the website.

Mary Paxton mentioned that a link to the Public Inquiry Form will be added to the new platform. Chair Rygmyr said he would like to see an index of inquiries with the assessor parcel number, date of contact that is simple.

10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS. Chair Rygmyr summarized some of the agenda items for the May meeting including the bulletin board, inventory and public works contracting. Vice-Chair Cole said Commissioners should bring a photograph for the bulletin board ‘Meet the Commissioners.’

11. 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.

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 11:00. am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

ABSENT
Commissioner 3, Michael Nilssen


Date


The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings 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	4/17/2023	3/31/2023	V23-018	8925	0	MARY PAXTON	M PAXTON PAYROLL MAI	590.38	69500589	589400	590.38
1	4/17/2023	3/31/2023	V23-019	9255	0	DEAN COLE	FEB 2 FEB 17 & MARCH IV	315.82	69500589	589400	315.82
1	4/17/2023	3/31/2023	V23-020	9228	0	MICHAEL NILSEN	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-021	9227	0	GARY RYGMYR	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-022	9022	0	FALGE BOOKKEEPING SERVICES	MARCH BOOKKEEPING	250	69500589	589400	250
1	4/17/2023	3/27/2023	3-V23-023	3041	0	GRAY AND OSBORNE INC	ENGINEERING THRU 3 25	1017.9	69500589	589400	1017.9
1	4/17/2023	3/7/2023	5180-V23-024	4574	0	LUDLOW MAINTENANCE COMM	MARCH ROOM RENTAL A	790.98	69500589	589400	790.98
1	4/17/2023	3/15/2023	873485-V23-025	5610	695	OGDEN MURPHY WALLACE	LEGAL THROUGH FEB 28	189	69500589	589400	189
1	4/17/2023	3/2/2023	202304-V23-026	8781	0	YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1885.62	69500589	589400	1885.62
1	4/17/2023	4/7/2023	V23-027	2338	0	EMPLOYMENT SECURITY DEPART	Q1 PAID FAMILY MEDICA Q1 FICA FEDERAL	20.01	69500589	589400	20.01
1	4/17/2023	4/7/2023	V23-028	9032	695	REVENUE SERVICE	US TREASURY INTERNAL MEDICARE & SOCIAL SECURITY	346.99	69500589	598400	346.99
1	4/17/2023	4/7/2023	V23-029	9038	0	WA STATE DEPT OF LABOR & INI	Q1 WA DEPT L&I	13.24	69500589	598400	13.24

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.

APRIL MONTH TOTAL WARRANT AMOUNT: 5656.32


Dean Cole (PDF file: 2023-14-02 PDF)
 CHAIRMAN, COMMISSIONER


Dean Cole (PDF file: 2023-14-02 PDF)
 COMMISSIONER, MEMBER

COMMISSIONER, MEMBER










0303 Mtg Min 22 03 09 draft

Final Audit Report

2023-04-16

Created:	2023-04-13
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAKRZMIdGO5dCuGEy31Gr8UbMH6lYcWli

"0303 Mtg Min 22 03 09 draft" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-04-13 - 7:41:44 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-04-13 - 7:44:30 PM GMT
-  Document emailed to commissioner2@pldd.org for signature
2023-04-13 - 7:44:30 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-04-14 - 11:56:09 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-04-14 - 11:57:13 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org
2023-04-16 - 8:48:14 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as Dean Cole
2023-04-16 - 9:02:10 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2023-04-16 - 9:02:12 PM GMT - Time Source: server
-  Agreement completed.
2023-04-16 - 9:02:12 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0304
 PLDD Voucher Summary for Fund #695 001 010
 April 13, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-018	Mary Paxton – Employee Payroll Hours worked in March	8925	5535210	\$590.38	\$590.38
23-019	Dean Cole- March Meeting attendance and pursuant to Resolution 2018-05 payment for Feb 2 nd meet with Mary Paxton and Feb 17 th meeting with Seawings & Mary Paxton	9255	5535230 Commission Meetings	\$315.82	\$315.82
23-020	Michael Nilssen - March Meeting attendance	9228	5535230 Commission Meetings	\$118.19	\$118.19
23-021	Gary Rygmyr- March Meeting attendance	9227	5535230 Commission Meetings	\$118.19	\$118.19
<i>Payroll Subtotal</i>				<i>\$1142.58</i>	<i>\$1142.58</i>
23-022	Falge Financial, Inc. Inv. 3950 Bookkeeping Services for month of March	9022	5535444	\$250.00	\$1250.00
23-023	Gray & Osborne, Inc. General Engineering services 2/26 through 3/25	3041	5535140	\$1,017.90	\$1,017.90
23-024	Ludlow Maintenance Commission Inv. 5180 annual storage/ bulletin board rental (\$654.60) and Inv. 5189 March room rental (\$136.38) and	4574	5535341	\$790.98	\$790.98
23-025	Ogden Murphy Wallace, Legal services thru 2/28 Invoice 873485	5610-695	5535443	\$189	\$189
23-026	Yarddogs Landscaping, Inc Inv. 202304 Maintenance thru March	8781	55435040	\$1885.62	\$1885.62
<i>Vouchers for supplies and services subtotal</i>				<i>\$4,133.50</i>	<i>\$4,133.50</i>
23-027	Employment Security Department WAPFML Q1	2338-695	5535221	\$20.01	\$20.01
23-028	US Treasury Internal Revenue Service Q1	9032-695	553522139	\$346.99	\$346.99
23-029	WA State Department of Labor & Industries Q1	9038	5535221	\$13.24	\$13.24
<i>Vouchers for taxes subtotal</i>				<i>\$380.21</i>	<i>\$380.21</i>
TOTAL				\$5,656.32	\$5,656.32

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 _April, 2023


Gary Rygmyr (Apr 14, 2023 16:57 PDT)

APPROVED

Port Ludlow Drainage District

Commissioners Signatures


Gary Rygmyr (Apr 14, 2023 16:57 PDT)

Dean Cole
Dean Cole (Apr 16, 2023 14:02 PDT)

Audited By _____
Date: _____










0303 Mtg Min 22 03 09 draft

Final Audit Report

2023-04-16

Created:	2023-04-13
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAKRZMIdGO5dCuGEy31Gr8UbMH6lYcWli

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2023-04-14 - 11:56:09 PM GMT
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Signature Date: 2023-04-14 - 11:57:13 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org
2023-04-16 - 8:48:14 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as Dean Cole
2023-04-16 - 9:02:10 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2023-04-16 - 9:02:12 PM GMT - Time Source: server
-  Agreement completed.
2023-04-16 - 9:02:12 PM GMT

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HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	5/15/2023	5/1/2023	V232-030	8925	0 MARY PAXTON	M PAXTON PAYROLL	568.08	69500589	589400	568.08
1	5/15/2023	5/1/2023	V23-031	9255	0 DEAN COLE	APRIL MEETING ATTEND.	101.33	69500589	589400	101.33
1	5/15/2023	5/1/2023	V23-032	9227	0 GARY RYGMYR	APRIL 11 & 13 MEETING	324.48	69500589	589400	324.48
1	5/15/2023	4/30/2023	4025-V23-033	9022	0 FALGE BOOKKEEPING SERVICES	APRIL BOOKKEEPING	250	69500589	589400	250
1	5/15/2023	4/26/2023	4-V23-034	3041	0 GRAY AND OSBORNE INC	ENGINEERING SERVICES	1290.15	69500589	589400	1290.15
1	5/15/2023	4/18/2023	5197-V23-035	4574	0 LUDLOW MAINTENANCE COMM	APRIL ROOM RENTAL	81.83	69500589	589400	81.83
1	5/15/2023	4/7/2023	8734585-V23-036	5610	695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH MARCH	81	69500589	589400	81
1	5/15/2023	5/2/2023	1304-V23-037	7001	0 SEA WING DESIGNS	WORD PRESS PLATFORM	2820.7	69500589	589400	2820.7
1	5/15/2023	5/2/2023	202305-V23-038	8781	0 YARD DOG LANDSCAPING INC	APRIL 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 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.

MAY TOTAL WARRANT AV 7403.19

MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0305
 PLDD Voucher Summary for Fund #695 001 010
 May 11, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-030	Mary Paxton – Employee Payroll Hours worked in April	8925	5535210	\$568.08	\$568.08
23-031	Dean Cole- April Meeting attendance	9255	5535230 Commission Meetings	\$101.33	\$101.33
23-032	Gary Rygmyr – April Meeting attendance 4/11 re: 150 Resolute Lane and 4/13 pursuant to Resolution 2018-05	9227	5535230 Commission Meetings	\$324.48	\$324.48
<i>Payroll Subtotal \$</i>					
23-033	Falge Financial, Inc., Invoice #4025 Bookkeeping Services for month of April	9022	5535444	\$250.00	\$250.00
23-034	Gray & Osborne, Inc., Invoice #4 General Engineering services 3/26 through 4/22	3041	5535140	\$1,290.15	\$1,290.15
23-035	Ludlow Maintenance Commission, Invoice #5197 April room rental	4574	5535341	\$81.83	\$81.83
23-036	Ogden Murphy Wallace, Invoice #8734585 Legal services thru March 31	5610-695	5535443	\$81.00	\$81.00
23-037	Seawings Design, Invoice #1304 Change web platform to WordPress and annual subscription	7001	5535345	\$2,820.70	\$2,820.70
23-038	Yarddogs Landscaping, Inc. Invoice #202305 Maintenance thru April	8781	55435040	\$1,885.62	\$1,855.62
<i>Vouchers for services subtotal \$</i>					
<i>Vouchers for supplies \$0</i>					
<i>TOTAL</i>					\$7,403.19

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 __11th DAY OF May 2023

 APPROVED
 Port Ludlow Drainage District

Commissioners Signatures

Audited By _____
 Date: _____

MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT
FROM: KERRI SIDEBOTTOM, P.E.
DATE: April 20, 2023
SUBJECT: 150 RESOLUTE LANE SITE VISIT

As requested by the District, Commissioner Rygmyr and I visited 150 Resolute Lane at approximately 9:00 am on April 11, 2023. At the time of the site visit the weather was cool and rainy with precipitation over the past several days prior. We met with homeowners David and Ann Bernard to discuss their drainage concerns and with County Engineer Monte Reinders.

Over the past two months, the Ludlow Maintenance Committee (LMC) appears to have cut down trees along the ditch and left debris from this clearing within the ditch line. Mr. Bernard noted that they have experienced the same flooding problem several times in the past two months and it appears to be worsening. The ditch appears to have collected additional debris within the flow line and damming was observed between the roadside culvert outlet along the ditch to the portion of the ditch where the flooding occurs. This damming reduces the capacity of the ditch and is likely forcing water laterally through the side of the ditch.

Options for improvements were discussed with Monte Reinders. Mr. Reinders indicated that the County's responsibility ends at the edge of the right-of-way, and that any work to connect to County infrastructure would require County permitting and approval. The County would not contribute financially to improvements in this location as the problem is outside of the right-of-way.

The first approach to resolve the issue should be to contact the LMC to clear the debris that was left within the ditch after the tree removal. Removal of this material should help to improve flow within the ditch.

As a next step, the ditch should generally be cleared and regraded to improve the slope along the flow line. This is a maintenance activity that should be coordinated with the District's current maintenance contractor. If water can flow freely along the ditch rather than ponding within the ditch, it is less likely that water would leak through the berm toward the driveway.

If clearing the ditch does not resolve the issue, the next step may be to install a pipe from the existing drain structure at the top of the ditch extending beyond the portion of the

ditch that is leaking. It is assumed that the pipe would need to be 18 inches in diameter to match the size of the existing pipe in the road, and would extend approximately 50 to 60 feet, however additional investigation would be necessary to confirm the details. The pipe should be installed about 8 feet beyond the end of the existing culvert in order to provide access for maintenance at both the outlet of the old pipe and the inlet of the new pipe, with rock lining in the gap between the existing and new pipe. A trash rack should be installed at the pipe inlet, and the pipe can be laid within the ditch line with appropriate bedding material. It is assumed that the pipe would be backfilled along the length to prevent water running alongside the pipe, and rock would be installed at the pipe outlet where it enters the existing ditch.

The simplest route for pipe installation would be for the PLDD to work with Yard Dogs under the existing maintenance contract to do the work. If Yard Dogs does not want to do this work, Gray & Osborne could prepare plans, a design memo, and specifications for a small-works project to instruct a contractor to install the project, though this would cost substantially more. It is recommended that the project be bid through the small-works process if the project will not be treated as a maintenance activity. Mr. Reinders indicated that the County would be able to issue a permit to the PLDD at no cost to the District for this work. He noted that there may be other environmental permitting concerns. G&O has already communicated with WADNR, who noted they have no jurisdiction or concern with the project if there is no impact to trees.

Port Ludlow Drainage District

PO Box 65261
Port Ludlow,
WA 98365

RE: Bid for 150 Resolute Lane

Yarddogs Landscaping agrees to clean out drainage ditch located at 150 Resolute Lane for the cost of \$2,000, not including tax. The job will include trimming ferns on sides and in drainage ditch, removing debris and grading as necessary. Job will be completed when conditions allow and ditch is dry.

This project is limited in scope to the description above. Any additional requests that are not included in the description will be considered and additional costs will be agreed upon prior to the start of work.

Russ Lowry, President

Yarddogs Landscaping

PO Box 686

Chimacum, WA 98325

360-643-1180

Yarddogs8124@gmail.com

BYLAWS

Of the Jefferson County, Port Ludlow Drainage District (PLDD)

Implemented XXX 2023

SECTION 1 - AUTHORITY: These bylaws are promulgated in compliance with the **RCW 85.06.010**

Districts authorized—Powers—Management. Any portion of a county, requiring drainage, which contains five or more inhabitants and freeholders therein may be organized into a drainage district, and when so organized such district and the board of commissioners hereinafter provided for shall have and possess the power herein conferred or that may hereafter be conferred by law upon such district and board of commissioners, and said district shall be known as The Port Ludlow Drainage District (PLDD) a Jefferson County Special Purpose District of the state of Washington, and shall have the right to sue and be sued by and in the name of its board of commissioners hereinafter provided for, and shall have perpetual succession, and shall adopt and use a seal. The commissioners hereinafter provided for and their successors in office shall, from the time of the organization of such drainage district, have the power, and it shall be their duty, to manage and conduct the business and affairs of the district, make and execute all necessary contracts, employ and appoint such agents, officers and employees as may be required, and prescribe their duties, and perform such other acts as hereinafter provided, or that may hereafter be provided by law. The Port Ludlow Drainage District has quasi-judicial authority.

SECTION 2 - MEMBERSHIP: The PLDD shall be comprised of individual parcel owners from North Bay District Map Boundaries of the Port Ludlow Drainage District, Jefferson County. The board of drainage commissioners shall consist of three elected commissioners. The initial commissioners may be appointed, and then elected, as provided in chapter **85.38** RCW. The board shall have exclusive charge of the construction and maintenance of all drainage systems on common property and private property with recorded easements between the PLDD and the property owner which may be constructed by said district and shall be the executive officers thereof, with full power to bind said district by their acts in the performance of their duties as provided by law.

SECTION 3 - MEMBER'S RESPONSIBILITIES AND DUTIES: The duties and responsibilities of the PLDD Commission shall be as follows:

The PLDD shall review and manage the operations and planning to determine if the PLDD plans, goals, policies, land use and regulations are promoting orderly and coordinated development within the District.

The PLDD may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

The PLDD shall have such other duties and powers as heretofore have been or hereafter may be conferred upon the commission by District Resolution 2023-01

SECTION 4 - OFFICERS: Officers of the PLDD shall be chair and vice chair. Candidates for chair and vice chair shall be nominated and elected annually at the first regular meeting in January from among its active members.

SECTION 5 - OFFICERS' RESPONSIBILITIES AND DUTIES: The chair of the PLDD shall: (1) preside at all meetings and execute the agenda of such meetings in an orderly manner and (2) officially represent the commission before organizations or groups. The vice chair shall officiate as chair in the chair's absence.

SECTION 6 – FURTHER DUTIES OF THE COMMISSIONERS: The Commissioners shall select individual Commissioners to provide oversight and manage the facilities and administrative components of the District. The following positions shall be:

Administrative Commissioner: Oversight of clerical processes, records management, insurance, correspondence log, and website administration.

Engineering-Maintenance Commissioner: Oversight of inquiries from landowners, maintain facility documentation, oversee maintenance of existing facilities, and visit each facility at least annually, and oversee all drainage engineering and maintenance functions, and new development requiring State Environmental Policy Act (SEPA) permits.

Financial Commissioner: Oversight of budgeting, invoices, vouchers, external and internal financial reports, and governmental reports.

The District legislative body may impose restrictions on the use of recording devices, but only to the extent necessary to preserve the orderly conduct of the meeting.

With the exception of passively receiving information, emails between members addressing matters before the PLDD could be construed to be a public meeting, particularly if there was any response to such communication. Therefore, all emails related to matters before the PLDD should be forwarded to the Administrative Coordinator at districtadmin@pldd.org for appropriate distribution.

SECTION 9 - CONDUCT: Except where in conflict with these bylaws, Roberts Rules of Order shall guide the conduct of all public meetings and hearings of the PLDD.

SECTION 10 - QUORUM: A majority of the PLDD membership, being not fewer than (2) two, shall constitute a quorum for the consideration of most items of business, with a majority vote of those present being sufficient to take action.

In the event of a challenge to a member or members of a decision-making body that would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine (RCW 42.36.090, Participation of challenged member of decision-making body).

SECTION 11 - VOTING: All members are entitled to one vote. A vote shall be either (1) yay/yes, (2) nay/no, or (3) abstain. An abstention per Roberts Rules of Order is not counted as a nay vote. If a member recuses themselves, they shall leave the room and not take part in any of the discussion pertaining to the matter before the Planning Commission. As per the OPMA, no action can be taken by secret ballot. The chair is a PLDD member and is therefore allowed one vote on all issues.

All matters acted on shall be recorded as written motions. The PLDD shall not take any action in the form of a consent agenda, other than the acceptance of documents pertaining to matters that are currently before the PLDD. The “action” in this case is the acceptance of these documents such that a written motion of acceptance will be recorded into the minutes.

SECTION 7 – ADMINISTRATIVE COORDINATOR: The Administrative Coordinator (AC) shall be provided by the PLDD. The AC’s duties shall be to record the proceedings of all Commission meetings. (1) prepare for future meetings with the chair, (2) distribute agendas for meetings and workshops, (3) assist with administrative duties and the preparation of the annual budget, (4) account for and process expenditures, (5) notify members by email of workshops, and (6) act in any other manner deemed necessary by the PLDD.

SECTION 8 - MEETINGS AND WORKSHOPS: Meetings of the PLDD are subject to the Open Public Meetings Act (OPMA) Chapter 42.30 RCW. Notification to the public of all meetings shall be made on the PLDD website. Before the start of the calendar year, the PLDD shall notice dates for the upcoming year of all regularly scheduled meetings. Changes to this schedule shall be noticed according to the OPMA. Meetings requiring public notification include but are not limited to: (1) regular meetings, (2) special meetings, (3) public hearings, (4) workshops, and (5) retreats, or any meeting where a quorum of the PLDD Commissioners shall be present. Notification of public hearings will appear at least ten (10) days prior to the hearing date. If a meeting needs to be cancelled due to a lack of a quorum, a notice shall be posted on the door of the meeting place.

Official action can take place at any regular meeting or public hearing. Official action may take place at any other gathering of the PLDD where a quorum is present, if the agenda of the meeting, including the topic of action, is included in the agenda and that agenda is posted at least twenty-four (24) hours before the start of the meeting. Under the OPMA, an “action” is defined broadly to include “the transaction of the official business ... including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.”

When appropriate and necessary, the chair shall establish committees and appoint members to them. If a committee is made up of less than a quorum then the committees are not governed by the OPMA and therefore such committee meetings do not require public notice or an audio record.

The OPMA generally requires that meetings of the governing body be open to the public and that no conditions preventing attendance by the public, except for orderly conduct, may be imposed. Therefore, a District legislative body shall not ban the use of recording devices or video cameras from the open portion of a meeting held pursuant to the OPMA.

SECTION 12 - BUDGET: A preliminary budget for the Planning Commission shall be prepared by the Financial Commissioner, Administrative Coordinator, and the District Engineering staff. An itemized estimate of expenditures for the ensuing calendar year shall be included in the preliminary budget.

The preliminary budget shall be prepared and distributed to all Commissioners in advance of the September Commissioner meeting, and placed on the District Website for public review. There shall be a PLDD Budget Public Hearing at the October Commissioners Meeting the Second Thursday in October at the beginning of the regularly scheduled Commissioner Meeting.

The budget shall become final at the November Commissioner meeting. The budget and any amendments thereof shall be prepared in accordance with requirements established by the Jefferson County Ordinance 06-0817-20, Auditor, Treasurer and the PLDD.

SECTION 13 - CLAIMS FOR EXPENDITURES: All claims for expenditures for operating the PLDD shall be made in accordance with requirements established by the Jefferson County Auditor and Treasurer.

SECTION 14 - REPORTS: Reports of official PLDD reviews or official recommendations shall include only that which has been approved by a majority vote of the Commissioners present as expressed in Section 10.

Drafts of reports of official PLDD reviews or official recommendations shall be reviewed, corrected as necessary, and adopted by a majority vote of the Commissioners present.

SECTION 15 - AMENDMENTS: Amendment to these bylaws may be made at any regular meeting of the PLDD, provided the following conditions have been met:

1. The proposed change has been an item of business at the previous meeting,
2. The proposed change has been emailed to the Commissioners ten (10) days prior to the meeting considering the proposed change,
3. The proposed change is not in conflict with the statutes that authorize the PLDD, and,

4. The proposed change receives an affirmative vote with a majority of the Commissioners.

SECTION 16 - REPEALER: All previous bylaws of the PLDD are hereby repealed and replaced.

SECTION 17 - ADOPTION: These bylaws, as amended, are hereby adopted this _____ day of 2023.

Port Ludlow Drainage District

Chair

Date

Co-Chair

Date

Commissioner 3

Date

FW: Response to the State Auditor's Office performance of an Assessment Audit of the Port Ludlow Drainage Districted (PLDD) 2020 and 2021

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

Sent: Wed, Apr 26, 2023 at 6:25 am

To: districtadmin@pldd.org

[A. 03.11.2021 PLDD Suspension of operation -MINUTES.pdf](#) (2.4 MB)

[A. 07.12.2021.JeffCo BOC.Deny-suspend-pldd.pdf](#) (234.9 KB) [A. 10-08-2020,Falge Agreement.pdf](#) (986.4 KB)

[A. 2021 07 09 Port Ludlow Drainage District Brief \(2\).pdf](#) (332.6 KB)

[A. 2023_Letter_of_Engagement_Falge_Financial.pdf](#) (733.9 KB) [A. Contract PLSS amenda 10 29 20.pdf](#) (638.8 KB)

[A. Resolution 2023-01 to approve Port Ludl...inage District Bylaws - signed \(4\) \(3\).pdf](#) (1.9 MB) – [Download all](#)

Mary, Please place this email on our May agenda. I will report on this SAO Performance Assessment during the Finance Report. Also add 2022 SAO Annual Report and filing deadline.

Thank you,

Michael Nilssen / (360) 473-3236
Port Ludlow Drainage District
Commissioner3@pldd.org
www.PLDD.org

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

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

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

Sent: Thursday, April 6, 2023 7:41am

To: "Harris, Angela (SAO)" <angela.harris@sao.wa.gov>

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

Subject: Response to the State Auditor's Office performance of an Assessment Audit of the Port Ludlow Drainage Districted (PLDD) 2020 and 2021

April 7, 2023

Angela Harris
Assistant State Auditor, Office of the Washington State Auditor
Email Document: windsord@sao.wa.gov

Dear Ms. Harris:

This communique is in response to the State Auditor's Office performance of an Assessment Audit of the Port Ludlow Drainage Districted (PLDD) years ending 2020 and 2021.

Question 1 – Are you aware of any loss of public funds or illegal activities since the last audit?

Response 1: No, we are not aware of any loss of public funds or illegal activities.

Question 2 – Were there any instances of processes or procedures that were overridden?

Response 2: No, we are not aware of any instances of processes or procedures that were overridden.

Question 3 – Please provide a copy of the contract/agreement established with Cammy Brown for providing accounting services.

Response 3: Cammy Brown was the recording secretary for the PLDD and terminated her services with PLDD in 2022. In 2020-21 Falge Bookkeeping was contracted to provide Bookkeeping Services for the District. Attached are the Bookkeeping Agreements with Falge Bookkeeping services and Cammy Brown Secretarial Services. Documents attached.

Question 4 – We noted discussion in fiscal year 2021 regarding the suspension of district operations. Can you please provide more information regarding this, including the outcome?

Response 4: The previous PLDD Commissioners, Don Forbes and Deborah Helleson, determined it best to, “suspend operations for a period of five years.” This was declared in PLDD Resolution 2021-02 on 11th day of March 2021. It was unanimously decided by the Jefferson County Commissioners on July 12, 2021, to not accept this five-year PLDD hiatus.

Commissioner Helleson resigned from the PLDD in August 2021 and Commissioner Forbs in September 2021. September 2021 Gary Rygmyr and Michael Nilssen were engaged by the Jefferson County Board of Commissioners to fill two vacant PLDD Commissioner positions. In late November 2021 Dean Cole was appointed. Rygmyr, Cole and Nilssen were deemed elected as the three PLDD Commissioners in December 2021.

The PLDD is in part-time operation with an Administrative Coordinator working 30 budgeted hours per month. The three elected Commissioners operate the PLDD under the guidelines of PLDD Bylaws. Documents attached.

Should you require additional information specific to the Port Ludlow Drainage District please email me at Commissioner3@pldd.org or call me at 360-473-3236.

Respectfully,

Michael Nilssen, Commissioner
Port Ludlow Drainage District

CC: Mary Paxton, PLDD Administrative Coordinator
Commissioners Rygmyr and Cole

Attachments

Commissioner3@pldd.org
www.PLDD.org

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

AGENDA

- Fire**
- Flood**
- Earthquake**
- Digital Disaster**

• ARCHIVES • HISTORIC PRESERVATION

LIBRARIES • MUSEUMS

• HISTORICAL SOCIETIES



MayDay

SAVING OUR ARCHIVES
MAY 1

PREPAREDNESS PROTECTS OUR HERITAGE

recordsmanagement@sos.wa.gov
(360) 586-4901


WASHINGTON SECRETARY OF STATE
 Washington State Archives

FIRE

- ❑ Identify & make plans for your **ESSENTIAL** records.
- ❑ Locate the fire exits/extinguishers.
- ❑ Conduct a fire drill.



A.M. Kendrick Photographic Collection, ca. 1890-1976.
Imaged and indexed by Eastern Region Branch staff, Washington State Archives

recordsmanagement@sos.wa.gov
(360) 586-4901

== **WASHINGTON** SECRETARY OF STATE ==

Washington State Archives

FLOOD



wwcy28, City of Walla Walla, Flood Control Commission, Photographs, 1931 Washington State Archives

- ❑ Identify & make plans for your **ESSENTIAL** records.
- ❑ Move records off the floor.
- ❑ Survey your building for risks.

recordsmanagement@sos.wa.gov
(360) 586-4901

EARTHQUAKE

- ☐ Identify & make plans for your **ESSENTIAL** records.
- ☐ Conduct an earthquake drill.
- ☐ Inventory your emergency supplies.

Damage on Capitol way after Olympia earthquake, 1949, General Subjects Photograph Collection, 1845-2005, Washington State Archives



recordsmanagement@sos.wa.gov
(360) 586-4901



== **WASHINGTON** == SECRETARY OF STATE ==
Washington State Archives

DIGITAL DISASTER



A control room at the Boeing Space Center, 1960-1970, Boeing Company, General Subjects Photograph Collection, 1845-2005, Washington State Archives

- ☐ Identify & make plans for your ESSENTIAL records
- ☐ Meet with your IT department
- ☐ Survey your records

recordsmanagement@sos.wa.gov
(360) 586-4901


WASHINGTON SECRETARY OF STATE
 Washington State Archives

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**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov
(360) 586-4901**



Disaster Preparedness

Disasters can occur any where at any time. After a disaster strikes, traditional 9-1-1 and first responder capabilities such as fire, medics, police, and utility personnel will be overwhelmed and unable to immediately assist residents. Preparing your family, your home, and your neighborhood is key to survival.

Neighbors will likely be the first ones to offer you assistance. Here in Port Ludlow we have active neighborhood groups organized and willing to help.

- For more information about the groups and how you can become involved, visit the Port Ludlow Village Council's Emergency Management group at <https://plvc.org/plvc-committees/emergency-management/> .
- To learn about the Map Your Neighborhood program, visit the website at <http://mil.wa.gov/emergency-management-division/preparedness/map-your-neighborhood>

Jefferson County Department of Emergency Management (DEM) offers Nixle alerts. These are text messages (on your cell phone or via email) with important public safety information that can include road closures, severe weather advisories, and other public safety information.

- Navigate to at <http://www.co.jefferson.wa.us/1066/Alerts-Warnings>
- Follow the simple steps to sign up. When you receive a text message from 888777, reply to complete the sign-up process.
- This is a free service from Jefferson County Emergency Management however if you chose text alerts and have a phone plan that charges for text messages, normal text message fees by your phone service charges may apply.

In the event of a major power outage, officials recommend getting information by listening to your car radio.

Other helpful websites include:

- Washington State Emergency Management: <http://mil.wa.gov/emergency-management-division/>
- Federal Emergency Management Agency: www.fema.gov
- If you want to get notified when the Hood Canal Bridge closes, sign up for the Washington State Department of Transportations website at Hood Canal Bridge.

PORT LUDLOW DRAINAGE DISTRICT WEB SITE
Information With A Click! at <https://pldd.org>

HOME

- ANNOUNCEMENTS/NEWS
- Link to most current agenda (2nd Thursday of month, 10 a.m.)
- Overview - Purpose
- Election results
- Inspection of Beach Outfalls

ABOUT

- Overview with reference to the Resource Code of Washington and the PLDD
- District Boundary Map
- Assessment System
- Founding documents
- History (Elections and Commissioner History, District activities, Newspaper articles)
- PROJECTS: Overview summary and maps of the 18 PLDD Capital Improvement Projects
- Maintenance Table and Map

RECORDS

- Agendas, Minutes and Recordings for District meetings
- Resolutions
- Financial reports (Budget and Year to date Statement of Financial Income & Expenses Budget Progress.

FORMS

- Property Owner Inquiry Form
- Public Records Request Form
- Claim for Damages Form
- Property Owner Tree Cutting Form

Port Ludlow Drainage District
Payroll Compensation Sheet

Pay Period: _____

Pay Date: _____

Name	Rate	Hours	Total Compensation	Office Use

Notes:

Intrusions:

Port Ludlow Drainage District
Payroll Compensation Sheet

Pay Period: April

Pay Date: 5/11/23

Name	Rate	Hours	Total Compensation	Office Use
Mary Paxton	\$27.29	23.25 / Hr	\$634.49	Regular Hourly
	\$40.94	0 / Hr	\$0.00	Overtime Hourly
	\$27.29	0 / Hr	\$0.00	Sick Pay
Elmer Cole	\$114.00	1 / Mtg	\$114.00	Meeting
Gary Rygmyr	\$128.00	2 / Mtg	\$356.00	Meeting
Michael Nilssen	\$128.00	0 / Mtg	\$0.00	Meeting

Notes:

Intrusions:

The purpose of this document is to provide clear record of what compensation should appear on the paychecks for each listed individual. The pay period should list the period of time covered by this document. The pay date is the date at which the period pay is approved.

Port Ludlow Drainage District
Payroll Compensation Sheet

Pay Period: April

Pay Date: 5/11/23

Name	Rate	Hours	Total Compensation	Office Use
Mary Paxton	\$27.29	23.25 / Hr	\$634.49	Regular Hourly
	\$40.94	0 / Hr	\$0.00	Overtime Hourly
	\$27.29	0 / Hr	\$0.00	Sick Pay
Elmer Cole	\$114.00	1 / Mtg	\$114.00	Monthly Meeting
	\$114.00	0 / Mtg	\$0.00	Additional Meetings
Gary Rygmyr	\$128.00	1 / Mtg	\$128.00	Monthly Meeting
	\$128.00	1 / Mtg	\$128.00	Additional Meetings
Michael Nilssen	\$128.00	0 / Mtg	\$0.00	Monthly Meeting
	\$128.00	0 / Mtg	\$0.00	Additional Meetings

Notes:

If the additional meetings was split off into its own line then I can record it in quickbooks as its own line as well. This would let me be able to print a payroll summary upon request that lists the amount of additional meetings and pay that was allocated to them as opposed to regular monthly meetings and pay.

Intrusions:

The purpose of this document is to provide clear record of what compensation should appear on the paychecks for each listed individual. The pay period should list the period of time covered by this document. The pay date is the date at which the period pay is approved.

Port Ludlow Drainage District
Payroll Compensation Sheet

Pay Period: _____

Pay Date: _____

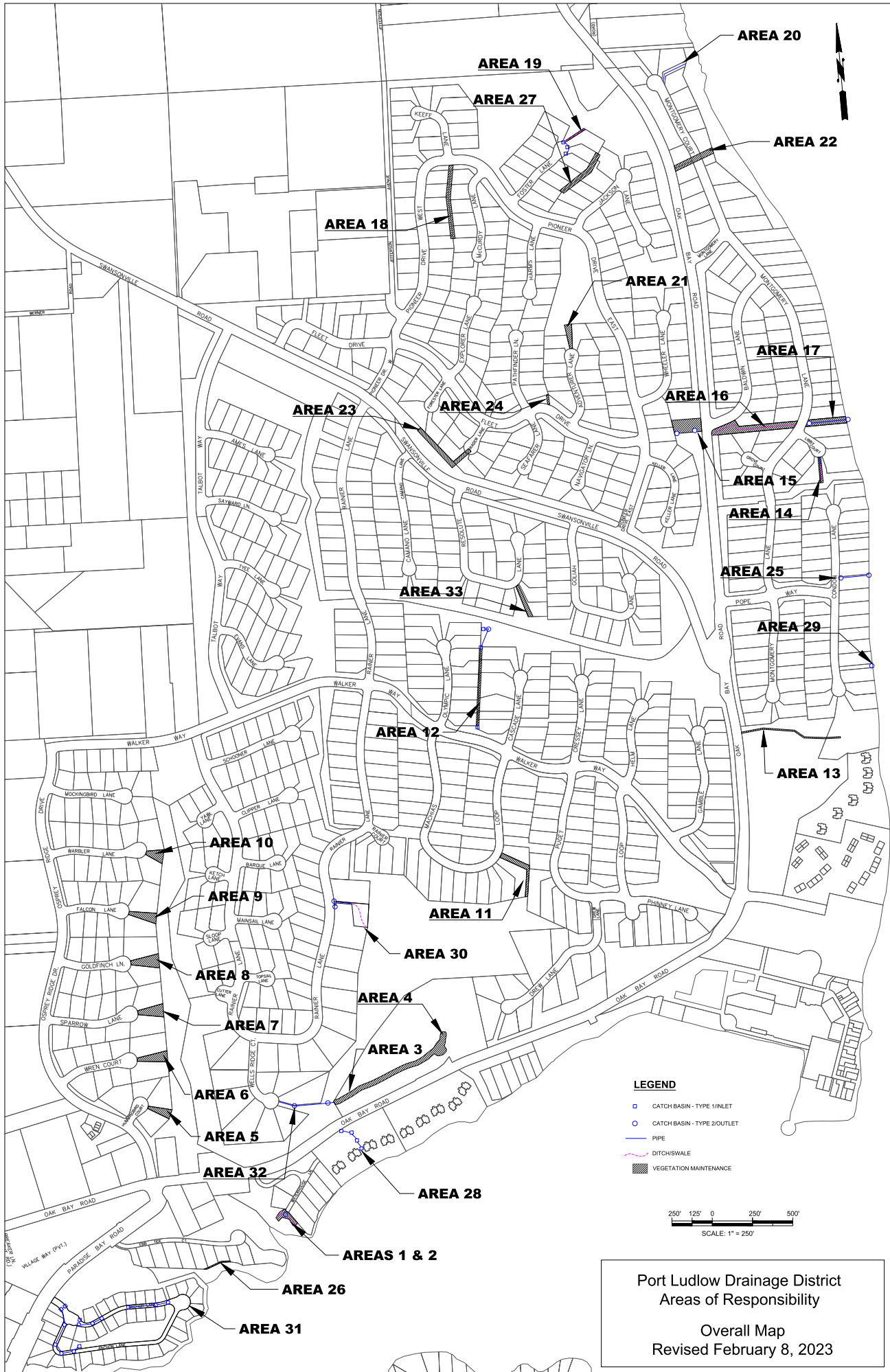
Name	Rate	Hours	Total Compensation	Office Use
Mary Paxton	\$27.29	0 / Hr	\$0.00	Regular Hourly
	\$40.94	0 / Hr	\$0.00	Overtime Hourly
	\$27.29	0 / Hr	\$0.00	Sick Pay
Elmer Cole	\$114.00	0 / Mtg	\$0.00	Monthly Meeting
	\$114.00	0 / Mtg	\$0.00	Additional Meetings
Gary Rygmyr	\$128.00	0 / Mtg	\$0.00	Monthly Meeting
	\$128.00	0 / Mtg	\$0.00	Additional Meetings
Michael Nilssen	\$128.00	0 / Mtg	\$0.00	Monthly Meeting
	\$128.00	0 / Mtg	\$0.00	Additional Meetings

Notes:

(0 of 9) Additional meetings have been taken this year in compliance with RES. No. 2018-05.
 Elmer Cole's has taken 0 additional meetings this year.
 Gary Rygmyr has taken 0 additional meetings this year.
 Michael Nilssen has taken 0 additional meetings this year.

Intrusions:

The purpose of this document is to provide clear record of what compensation should appear on the paychecks for each listed individual. The pay period should list the period of time covered by this document. The pay date is the date at which the period pay is approved.



Port Ludlow Drainage District
 Areas of Responsibility
 Overall Map
 Revised February 8, 2023

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
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[Projects : Port Ludlow Drainage District \(pldd.org\)](#)

Useful County Links

- Permits, surveys, etc.: <https://gisweb.jeffcowa.us/TaxParcelViewer/>
- Assessor & Auditors records: <https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>
- Recorded document search: <https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
1	968800100	479189	1604774	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	2/yr	4	See section 11 Storm Water Conveyance and Maintenance & 12 Easements B&D. Easement doc has good survey maps
2	"	"	"	"	"	Outlet structure	Storm pipe/basin inspection/cleaning	2/yr	4	"
3	821171015	464018	1604627	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	PLDD Project #2 - Bioswale Stormwater Facility	Vegetation clearing	2/yr	4	
4	"	"	"	"	Detention pond	Detention pond	"	4/yr	16	"
5	990500081	?	256622	LMC	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court	Open woodlands	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court	Corrugated metal pipe	Vegetation clearing	Every 3 Years	2	Outfall could cause minor erosion
7	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	2	See construction docs
11	990400530	646997		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2x/year	2	
12	990404103 Covers several parcels North and South of Walker Way	589304		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	PLDD Projects #7 & 18: French drain in easement. Drain basin off Rainier trail.	Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	
13	821093001	508252		PLA	Easement west of WWTP	PLDD Project #12. Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	6x/Year	12	

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
14	990600164	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	200294	LMC	Common area South end of Libby Court	Open rock lined ditch with check dams that leads to a 36" pipe to a catchbasin and CMP culvert under Montgomery Lane, then into a new CB and 36" 32" HDPE pipe to the marine outfall.	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	990603236	589305		LMC	West of Oak Bay Road and Baldwin Lane intersection	PLDD Projects #5 & 15. Upper Baldwin Drainage Improvement	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	990600164	?	200294	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	PLDD Project #4. Incised Ditch – Oak Bay Road to Montgomery (Oak Bay Road Phase II)	Vegetation maintenance	6x/Year	12	Repair/rehabilitation of rock lining and check dams?
17	990600164	?	200294	LMC	Montgomery Lane north of Libby Ct to beach	PLDD Project #3. Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	990603236	534006 for APN 990603126 535493 for APN 990603126		LMC	Easement between Pioneer Drive West and McCurdy Lane	PLDD Project #10. McCurdy Lane Cutoff Trench drain with closed catch basins and a cleanout	Inspect/clear vegetation around drainage area	4x/year	8	Access via concrete driveway at 22 MCCURDY LN. 12-29-22: Reviewed with Russ.12" Corrugated PVC pipe behind last house does not appear to be carrying any water.
19	990603236	See survey sheet 5-6	200294	LMC	Northeast end Foster Lane cul-de-sac. G & O Project 06413.05, March 2007.	PLDD Project #8. Foster Lane Drainage Improvement	Pipe inlet cleaning, check rock lined ditch and clear as necessary	2x/year	4	3-6-23: Russ cleaned up all ivy in ditch. See photos.
20	990900019	?	256452	LMC	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Inlet Inspect/clean	2x/year	2	990900019 is comprised of several parcels on Montgomery Ct.
21	990603236	?	200294	LMC	North end Adventurer Lane cul-de-sac	PLDD Project #6. Adventurer Lane Cut-off trench	Inspect & clean	1x/year	1	
22	990900019		256452	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	990603236	589305	200294	LMC	South of Trader Lane cul-de-sac	PLDD Project #17. Forester/Trader Lane Improvements	Inspect & clean	1x/year	2	
24	990603236	?	200294	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	French drain	None. Included as reference to older inventory	0	0	Some discussions in past meetings but no regular maintenance required.

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments	
25	990400227	523709		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	PLDD Project #9 . Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1x/year	1		
26	968800103	487620 - CCR	487625	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	4		
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	PLDD Project #13 . Jackson-Foster/Machias Loop/Warbler Drainage Improvements. Cutoff trench and discharge to a reserve area also to the ravine south of the fire station.	Inspect & clean	1x/year	1	PLDD Responsibility???	
28	990200060	471027		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	PLDD Projects #1 & 14 . Under ground Conveyance System(12 in. pipe) from Oak Bay Rd. toward bay running between bldgs 7 & 8.	Inspect 2 open drain basins. Other drain basins have a solid top.	1x/year	0.5	These basins are connected to 12 in. pipe so no cleaning should be required.	
29	990400264	None		LMC	Part of APN 990400264 reserve between 191 and 201 Condon Lane	Catch basin on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & document outfall condition	1x/year	1		
30	990100200	527176	406389	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022	
31	968900100	587899		LUDLOW COVE HOMEOWNERS ASSOCIATION	Anchor Lane Cottages - CCRs Doc # 487620	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295	
32	990100200	465680	406389	LMC	Greebelt at the end of Wells Ridge Court. See also AFN 406381, Declaration of Covenants and 655233 Updates	18 inch CPEP from the end of the road exiting in the Bioswale at the bottom of the hill.	Inspect, clean as necessary	1x/year	1	3-9-23: Added to Inventory	
33	990602105	2		LMC	Subdivision: 9906 - PORT LUDLOW NO. 2 Assessor's Land Use Code: 7600 - Community Areas - Green Blts - Parks Neighborhood Description: 3333 - PORT LUDLOW #2 AREA 2	Drainage ditch from road	Inspect, clean as necessary	1x/year	1	Watch during heavy rain. May need to install pipe to prevent flooding of 150 Resolute Ln.	
					Beach Outfalls		Inspect & note any maintenance required	1x/year	2	All Commissioners should inspect the beach outfalls annually with the engineer	
									Year Total	121.5	
									Avg/Mo	10	