

## Agenda for Board of Commissioners' Meeting #0306

June 8, 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/83281713817?pwd=SHJwZUZIOEhYRWtrTU5ldSswbGJTQT09>

Meeting ID: 832 8171 3817

Passcode: 782116

**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](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto: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:**

6.a. **Road Drainage issue near PLYC:**

**Recommended Action:** Receive report from Chair Rygmyr and recommend any next steps if necessary.

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 May 11, 2023 Meeting #0306.

**7.b.** 306 Voucher Summary: numbers 23-039 through 23-047 totaling \$5,92.42 with \$1,165.17 for payroll, \$20.79 for supplies and \$4,618.17 for services. Note: Pursuant to Resolution 2018-05 there is payment for one additional meeting for Commissioner 1.

**8. New Business – None.**

**9. Old Business**

**9.a. Approval of Amendments to the Port Ludlow Drainage District Bylaws**

**Recommended Action:** Approve by motion the amendments to the Port Ludlow Drainage District Bylaws that were distributed to the Commissioners on May 28, 2023 for review.

**9.b. 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:** Determine whether to use the Small Works Procedures and repeal Resolution 2020-04 or authorize consulting Engineer Kerri Sidebottom to develop a preliminary scope of work for the Maintenance Contract which expires in December.

**9.c. 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: 2023 Budget Status and Filing of 12/31/2022 Fiscal Year End Annual Report and Jefferson County Financial Reports.**

**Recommended Action:** The Commissioners will review the District monthly reports on financial activities. The 12/31/2022 fiscal year end annual report has been submitted to the Washington State Auditor's Office on 5/30/2023. The District will also review financial reports prepared by Jefferson County.

**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/Security/Cloud Storage.**

**Recommended Action:** Discuss the recent migration of the web platform from Dreamweaver to WordPress and suggest changes to content. (See table of suggested and implemented changes provided with meeting materials).

**10.d. Commissioner Reports/Future agenda items/Training.**

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

**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.vPort Ludlow Drainage District Administrative Coordinator is inviting you to a scheduled Zoom meeting.**

**Topic: My Meeting**

**Time: Jun 8, 2023 10:00 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/83281713817?pwd=SHJwZUZIOEhYRWtrTU5ldSswbGJTQT09>**

**Meeting ID: 832 8171 3817**

**Passcode: 782116**

**One tap mobile**

**+12532158782,,83281713817#,,,,\*782116# US (Tacoma)**

**+12532050468,,83281713817#,,,,\*782116# US**

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

**+1 253 205 0468 US**

**+1 720 707 2699 US (Denver)**

**+1 346 248 7799 US (Houston)**

**+1 669 444 9171 US**

**+1 719 359 4580 US**

**+1 507 473 4847 US**

**+1 564 217 2000 US**

**+1 646 558 8656 US (New York)**

**+1 646 931 3860 US**

**+1 689 278 1000 US**

**+1 301 715 8592 US (Washington DC)**

**+1 305 224 1968 US**

**+1 309 205 3325 US**

**+1 312 626 6799 US (Chicago)**

**+1 360 209 5623 US**

**+1 386 347 5053 US**

**Meeting ID: 832 8171 3817**

**Passcode: 782116**

**Find your local number: <https://us06web.zoom.us/j/kcCxI9MTJu>**



SPEED  
LIMIT  
10



**Port Ludlow Drainage District (PLDD)**  
**May 11, 2023**  
**Board of Commissioners Meeting - #0305**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0305 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, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. District Consulting Engineer, Kerri Sidebottom and Administrative Coordinator Mary Paxton were present.

**PUBLIC:** None

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. **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.** Chair Rygmyr asked the Commissioners if there were any questions related to the April 23, 2023 Memo from consulting Engineer Kerri Sidebottom outlining next steps for drainage issues in the greenbelt. There were none. Chair Rygmyr reported that the Ludlow Maintenance Commission cleared out the remaining debris from tree removal in the greenbelt near Resolute Lane. Chair Rygmyr reported that he met with Russ Lowry of Yarddogs Landscaping to discuss the recommended first step in the April 23rd Memo – removal of accumulated debris in the drainage ditch. Yarddogs Landscaping submitted a proposal to remove the debris at a cost of \$2,000. Chair Rygmyr said the ditch is three and one half to four feet deep and the cost seemed reasonable. Chair Rygmyr mentioned a Task Order for the vegetation removal is included in the agenda materials.

**MOTION:** Chair Rygmyr moved to approve Task Order YA 2023-02 for an amount not to exceed \$2,000 for the removal of debris in the greenbelt between lots 59 and 76 on Resolute Lane. Commissioner Cole seconded the motion and it passed unanimously.

7. **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes



of the April 13, 2023 Meeting #304 and Vouchers for the May meeting. Commissioner Nilssen stated his surname was misspelled on page 4 Item 2. Commissioner Nilssen said that the language in the Consent agenda is confusing because it does not clarify what items 'listed below' will be approved by one motion. After the course of discussion there was consensus to change the language in the first sentence of the agenda as follows: "Items listed below in 7.a. and 7.b. have been....."

**MOTION:** Vice-Chair Cole moved to approve the consent agenda including the minutes of the April 13, 2023 Meeting #0304, and 0305 Voucher Summary numbers 23-030 through 23-037 totaling \$7,403.19 with \$993.89 for payroll and \$6,409.30 for services and, \$0 for supplies with the correction to the spelling of Commissioner Nilssen's name noted previously. Commissioner Nilssen seconded the motion. The motion passed unanimously.

## 8. NEW BUSINESS:

**8.a. AMENDMENT TO THE PORT LUDLOW DRAINAGE DISTRICT BYLAWS.** The Commissioners discussed recommended changes to the bylaws included in the agenda materials and in the agenda.

There was consensus of the Commission to bring revised bylaws for approval to the June 8, 2023 meeting with the following changes:

- 1) **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 parcels 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.;
- 2) Section 3 – Replace the word MEMBERS with COMMISSIONERS in the title.
- 3) Section 6: strike the following words from the last sentence in the paragraph describing the duties of the Engineering and Maintenance Commissioner, "and new development requiring State Environmental Policy Act (SEPA) permits."
- 4) Section 12, the word "Planning" shall be struck from the first sentence and the District Engineer shall be called the District Consulting Engineer
- 5) Commissioner Nilssen will research whether reference to RCW 85.38.170 should be added to Section 12, Budget of the Bylaws.

The Commissioners discussed the process for amending the Bylaws and noted that a resolution would not be required.

**8.b. ANNUAL AUDIT WITH THE WASHINGTON STATE AUDITOR'S OFFICE.** Commissioner Nilssen reported that the audit for January 1, 2020 to December 31, 2021

was filed by the PLDD and accepted by the state. He reported that Katie Smith challenged the amount of income the District reported in the audit. He met with the PLDD bookkeepers at Falge Financial to address the issue. Commissioner Nilssen explained that Jefferson County found \$11,599.11 in 2020 assessments in early 2021. The PLDD reported this as income in 2021 not 2020. Jefferson County uses a 13-month year for financial reporting and backtracked the income to 2020. Commissioner Nilssen said that the income will be reported in the next audit for the year it was received. Commissioner Nilssen stated it was unclear how Katie Smith obtained copies of some reports and said he will ask her where she acquired the reports.

Commissioner Nilssen reported there was a spot audit from the State Auditor's Office primarily related to the transition of Commissioners in 2021.

**8.c. PARTICIPATION IN A STATEWIDE EMAIL NETWORK OF DIKING AND DRAINAGE DISTRICTS.** Chair Rygmyr shared that there was a request to join an emerging email network of Diking and Drainage Districts for coordination and information sharing. It was the consensus of the Commission to join the network and use the [commish@pldd.org](mailto:commish@pldd.org) for contact information.

**8.d. DISASTER RECOVERY OF RECORDS.** Administrative Coordinator Mary Paxton shared the slide deck from a recent webinar related to making sure public records are secure. She reported that she reviewed the materials with Commissioner Cole. They will be moving files in the Beach Club filing cabinet to the upper shelves in the event there is flooding in the building. There was consensus to donate an unused tape recorder and to keep some paper records from older development projects in the filing cabinet for historical reference.

## 9. OLD BUSINESS

**9.a. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES, MRSC PUBLICATIONS:** Chair Rygmyr shared that he had emailed Commissioners information about the small works roster and process for bidding for public works projects. Pros and cons were discussed regarding the Small Works Roster and public contracting process. Commissioner Nilssen said he did not have a strong opinion about whether to renew the Small Works process but wanted to be sure the process is transparent. Commissioner Cole said if a contract is used three years may be too long and one is too short. Consulting Engineer Kerri Sidebottom said that in the past a contract was approved for two years with the option for an extension.

**9.b. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD:** Vice-Chair Cole reported that he purchased a business card holder to place the Chairs business cards on the bulletin Board. The Administrative Coordinator showed a sample information page to show the public information what types of information could be found on the District web page and the locations. There was consensus to wait to post the information page after the web transfer is completed by SeaWings.

## 10. REPORTS:

**10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS.** Commissioner Nilssen reported that he had not received monthly reports; however, he was not aware of any major anomalies.

The Commissioners reviewed some sample payroll reporting templates. It was determined that the Administrative Coordinator should develop a spread sheet to track additional commissioner meetings and mileage claims with the payroll reporting form as a template.

**10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW.** Chair Rygmyr reported that the updated map provided at the meeting and spreadsheet includes the new areas 32, 33 and Montgomery Court. He is verifying some easements and frequency of maintenance at each of the areas on the table.

**10.c. WEB SITE UPDATES/CLOUD STORAGE.** The Commissioners discussed the pending migration to WordPress. There was consensus to direct SeaWings to go live on May 12, 2023 and to notify the Commissioners when it occurs.

**10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS.** Chair Rygmyr asked Commissioners to email the Administrative Coordinator with suggested changes to the web site. He directed the Administrative Coordinator to prepare a table to list the changes along with a column for completion dates. It was determined that the Administrative Coordinator and Commissioner Cole should be trained for posting items on the web site and making edits to content.

Commissioner Nilssen stated he will be starting to work on the budget and would like to receive any information on budget items that should be considered.

Vice-Chair Cole asked if Chair Rygmyr received a call from Ms. Rodda about drainage on their property. Chair Rygmyr did not receive any communication from Ms. Rodda.

**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 11:45. 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 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	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 SERVICESV	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 AM 7403.19

MONTH

  
 Dean Cole  
 CHAIRMAN, COMMISSIONER  
 clean code (May 15, 2023 12:51 PDT)  
 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>					\$0
<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 11<sup>th</sup> DAY OF May 2023

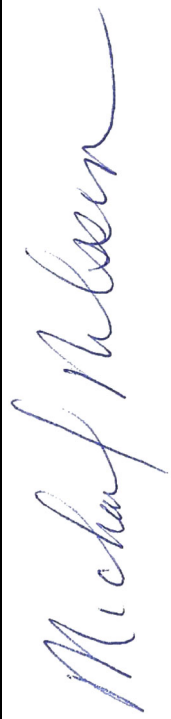
  
Gary Rygmyr (May 13, 2023 6:25 PDT)

APPROVED  
Port Ludlow Drainage District

Commissioners Signatures

  
Gary Rygmyr (May 13, 2023 6:25 PDT)

*dean cole*  
dean cole (May 15, 2023 12:51 PDT)



Audited By \_\_\_\_\_  
Date: \_\_\_\_\_

# PLDD ^N305 05 11 2023

Final Audit Report


2023-05-15

Created:	2023-05-12
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0F_5xOKZ9_jGtbjFQokxCWTBopNf1O_H

## "PLDD ^N305 05 11 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2023-05-12 - 4:02:30 AM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2023-05-12 - 4:05:32 AM GMT
-  Document emailed to commissioner2@pldd.org for signature  
2023-05-12 - 4:05:32 AM GMT
-  Document emailed to commissioner3@pldd.org for signature  
2023-05-12 - 4:05:32 AM GMT
-  Email viewed by commissioner3@pldd.org  
2023-05-13 - 1:37:54 PM GMT
-  Signer commissioner3@pldd.org entered name at signing as Michael Nilssen  
2023-05-13 - 1:41:15 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2023-05-13 - 1:41:17 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2023-05-13 - 5:25:31 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2023-05-13 - 5:25:46 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org  
2023-05-15 - 7:48:00 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as dean cole  
2023-05-15 - 7:51:56 PM GMT



 Document e-signed by dean cole (commissioner2@pldd.org)

Signature Date: 2023-05-15 - 7:51:58 PM GMT - Time Source: server

 Agreement completed.

2023-05-15 - 7:51:58 PM GMT

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	6/12/2023	6/1/2023	V23-0039		8925	0 MARY PAXTON	M PAXTON PAYROLL MA	592.91	69500589	589400	592.91
1	6/12/2023	6/1/2023	V23-040		9255	0 DEAN COLE	MAY MEETING	104.62	69500589	589400	104.62
1	6/12/2023	6/1/2023	V23-041		9228	0 MICHAEL NILSSEN	MAY MEETING & MAY 9 P	253.5	69500589	589400	253.5
1	6/12/2023	6/1/2023	V23-042		9227	0 GARY RYGMYR	MAY MEETING & MAY 9 P	234.93	69500589	589400	234.93
1	6/12/2023	5/31/2023	4047-V23-043		9022	0 FALGE BOOKKEEPING SERVICES	MAY BOOKKEEPING 250 /	711	69500589	589400	711
1	6/12/2023	5/20/2023	5-V23-044		3041	0 GRAY AND OSBORNE INC	ENGINEERING SERVICES 4	1049.9	69500589	589400	1049.9
1	6/12/2023	5/18/2023	5211-V23-045		4574	0 LUDLOW MAINTENANCE COMM	ROOM RENTAL AND OWL	122.74	69500589	589400	122.74
1	6/12/2023	6/2/2023	202306-V23-046		8781	0 YARD DOG LANDSCAPING INC	MAY MAINTENANCE	1829.02	69500589	589400	1829.02
1	6/12/2023	5/9/2023	L154951-V23-047		7468	0 STATE AUDITORS OFFICE	STATE AUDIT ENDING 12	1024.8	69500589	589400	1024.8

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.

JUNE TOTAL WARRANT AMOUNT 5923.42  
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING #0306  
 PLDD Voucher Summary for Fund #695 001 010  
 JUNE 8, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-039	Mary Paxton – Employee Payroll Hours worked in May	8925	5535210	\$592.91	\$592.91
23-040	Dean Cole- May Meeting attendance	9255	5535230 Commission Meetings	\$104.62	\$104.62
23-041	Michael Nilssen – May Meeting attendance and meeting with Falge Financial 5/9 pursuant to Resolution 2018-05	9228	5535230 Commission Meetings	\$232.71	\$232.71
23-042	Gary Rygmyr – May Meeting attendance and reimbursement for meetings with Bartoy’s and Brian Belmont 5/9 pursuant to Resolution 2018-05	9227	5535230 Commission Meetings	\$234.93	\$234.93
<i>Payroll Subtotal \$</i>					\$1,165.17
23-043	Falge Financial, Inc. Invoice #4047 Bookkeeping Services for month of May Additional Bookkeeping State Audit	9022	5535444	\$250.00 \$461.00	\$711.00
23-044	Gray & Osborne, Inc. Invoice #5 General Engineering services 4/23/2023 - 5/20/2023	3041	5535140	\$1049.90	\$1049.90
23-045	Ludlow Maintenance Commission Invoice # 5211 May room rental with OWLS	4574	5535341	\$122.74	\$122.74
23-046	Yarddogs Landscaping, Inc Invoice# 202306 Maintenance month of May	8781	5535040	\$1,829.02	\$1,829.02
23-047	State Auditor Invoice # L154951	7468	553347	\$1024.80	\$1,024.80
<i>Vouchers for services \$</i>					\$4,737.46
23-041	Michael Nilssen Mileage reimbursement mileage	9228	553340	\$20.79	\$20.79
<i>Vouchers for supplies subtotal \$</i>					\$20.79
<i>TOTAL</i>					\$5,923.42

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. SUBSCIBED THIS __8 <sup>th</sup> DAY OF JUNE 2023		Commissioners Signatures

APPROVED Port Ludlow Drainage District		

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

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

Port Ludlow Drainage District (PLDD)  
 P. O. BOX 65261  
 PORT LUDLOW, 98365

Claim of: Michael Nilssen, Commissioner 3

**Claim will not be allowed unless all information is shown in detail and receipts are provided. Reimbursement is based upon PLDD Resolution 2018-05. Officers' and Employees' Certificate of Expenses and Reimbursement Claims per RCW 42.24.090**

**Attach all receipts and mileage calculations or maps to this form.**

For expenses during the month(s) and year of May, 2023

Expense Date	Purpose	Mileage	Expense Amount
May 9, 2023	Meeting with Falge Financial regarding the SAO 2022 Audit Report , 1 hour		128.00
		36.8	20.79

**Year 2022 ALLOWANCE:**

**Mileage 58.5 cents, Meeting Rate \$128.00**

**Expenses Meetings/District Business - BARS Code 53150.10.0020  
 Mileage & Expense – BARS Code 53150.43.0010**

Michael Nilssen

SIGNED \_\_\_\_\_

TITLE Commissioner3

APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_

# PLDD Commissioner Expense Reimbursement Request

Port Ludlow Drainage District (PLDD)  
P. O. BOX 65261  
PORT LUDLOW, 98365

Claim of: Gary Rygmyr

Claim will not be allowed unless all information is shown in detail and receipts are provided. Reimbursement is based upon PLDD Resolution 2018-05. Officers' and Employees' Certificate of Expenses and Reimbursement Claims per RCW 42.24.090

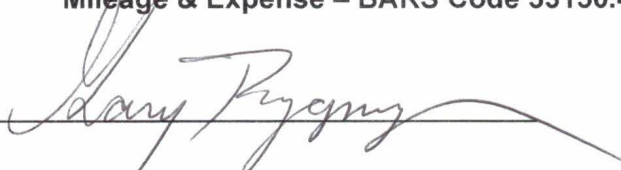
Attach all receipts and mileage calculations or maps to this form.

Expense Date	Purpose	Mileage	Expense Amount
5/15/23 5/17/23	Initial meeting with Lynette Bartoy and follow up meeting with Brian Belmont and Bartoy's	0	128.00

**Year 2023 ALLOWANCE:**

**Mileage 65.5 cents per mile driven for business use, Meeting Rate \$128.00**

Expenses **Meetings/District Business - BARS Code 53150.10.0020**  
**Mileage & Expense - BARS Code 53150.43.0010**

SIGNED  TITLE Commissioner 1

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

## BYLAWS

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

Implemented June 8, 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 parcels 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 - COMMISSIONER'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.

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



**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. 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](mailto: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 12 - BUDGET:** A preliminary budget for the Commission shall be prepared by the Financial Commissioner, Administrative Coordinator, and the District Consulting 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 RCW 85.38.170, 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 8<sup>th</sup> day of June of 2023.

**Port Ludlow Drainage District**

\_\_\_\_\_  
Chair, Commissioner 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-Chair, Commissioner 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3

\_\_\_\_\_  
Date

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

HOME TAB	LINK	CONSIDER CHANGE	IMPLEMENTATION DATE
Intro Paragraph about District			
<b>Announcements/News–</b>			
➤ Commission Meetings	Commission meeting agenda		
➤ Covid Restrictions		Is this outdated?	
➤ Election Results – No Election			
➤ Inspection of Beach Outfalls	Inspection Report	Will want to update with new inspection this year	
➤ Looking for something else?	Links: <ul style="list-style-type: none"> <li>• Minutes &amp; Agendas</li> <li>• Resolution</li> <li>• Assessment System</li> <li>• Small Works Roster application (1)</li> <li>• Public Records Request form (1)</li> <li>• Founding Documents and Comprehensive plan under history</li> <li>• Projects (1)</li> </ul>	The Small Works Roster process was repealed. Keep on the web site?	

ABOUT TAB	LINK	CONSIDER CHANGE	IMPLEMENTATION DATE
<b>ABOUT History Subtab</b>			
➤ 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?	
<b>ABOUT History and Documents Subtab</b>	<ul style="list-style-type: none"> <li>• Historical background about district formation</li> <li>• Founding documents</li> <li>• Comprehensive Stormwater Management Plan</li> </ul>	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"> <li>• History of Commissioners</li> <li>• JC worksheet for</li> </ul>		

	<ul style="list-style-type: none"> <li>JC BOCC Minutes 11/27/200</li> </ul>		
<b>ABOUT Commissioners</b>			
➤ Table of Commissioners/terms			
➤ Contact info	emails		
➤ Elections	Election Results PDFs		
➤ Commissioner History	<ul style="list-style-type: none"> <li>History of Commissioners</li> <li>JC worksheet for</li> </ul>	This information is redundant with Commissioner history in the History section of ABOUT. Maybe 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)		
<b>ABOUT Projects</b>			
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> <li>Links with maps and brief description of each CIP</li> </ul>		
➤ Project Maps	<ul style="list-style-type: none"> <li>Shows three maintenance maps and link to maintenance inventory</li> </ul>	Perhaps title could be changed from Project Maps to Maintenance Inventory Map with the link to the maintenance inventory.	

<b>New Tab I HAVE A QUESTION OR PUBLIC INQUIRY</b>	<b>New fillable email inquiry</b>		
--	-----------------------------------	--	--

RECORDS	LINK	CONSIDER CHANGE	IMPLEMENTATION DATE
➤ Minutes	Links to minutes, agendas and recordings	Should the title be changed to Agendas, minutes, recordings?	
➤ Resolutions	Links to resolutions		
➤ Financials	<ul style="list-style-type: none"> <li>• 2023 Budget</li> <li>• Statements of Financial Income &amp; Expenses (monthly 2023, 2022)</li> <li>• 2021 Qrtly reports and 2021 year end reports</li> <li>• 2020 Qrtly reports</li> </ul>		

FORMS	LINK	CONSIDER CHANGE	IMPLEMENTATION DATE
<ul style="list-style-type: none"> <li>➤ Property owner tree cutting form</li> <li>➤ Public Records request</li> <li>➤ Claim Form for Damages</li> </ul> <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>	



Q&A	LINK	CONSIDER CHANGE	IMPLEMENTATION DATE
➤ 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"> <li>• Link to Jefferson County Permit Portal and development review chart</li> </ul>	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

## FACTORS FOR ON-LINE INQUIRY

Name

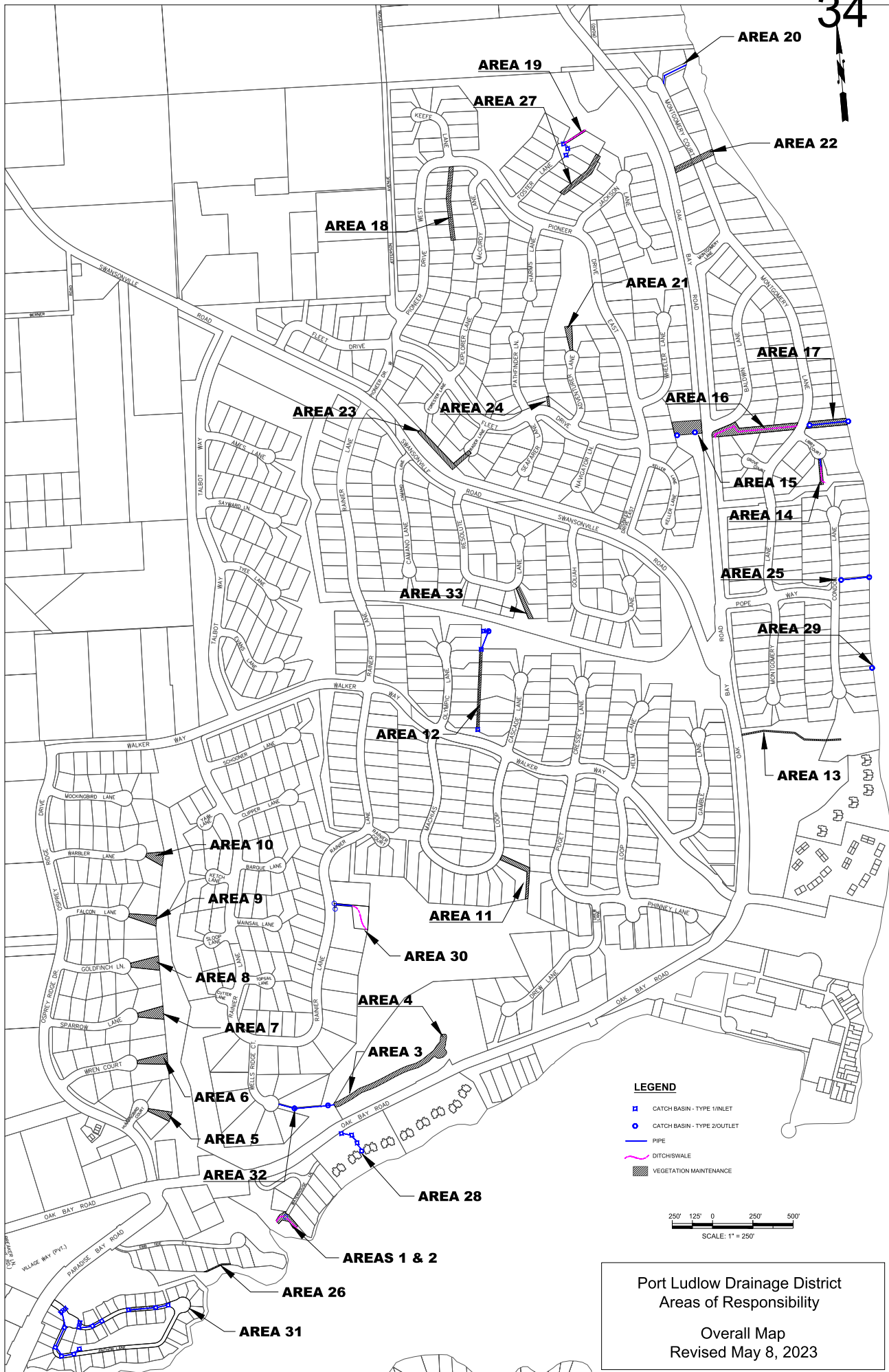
Email

Telephone

Date

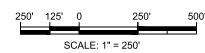
What is your question? If applicable, please provide an assessor parcel number and address.

Have you contacted the District previously about this matter?



**LEGEND**

- CATCH BASIN - TYPE 1/INLET
- CATCH BASIN - TYPE 2/OUTLET
- PIPE
- DITCH/SWALE
- VEGETATION MAINTENANCE



Port Ludlow Drainage District  
Areas of Responsibility  
  
Overall Map  
Revised May 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
1	<a href="#">968800100</a>	<a href="#">479189</a>	<a href="#">1604774</a>	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	<a href="#">821171015</a>	<a href="#">464018</a>	<a href="#">1604627</a>	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	<a href="#">PLDD Project #2. Bioswale Stormwater Facility</a>	Vegetation clearing	2/yr	4	
4	"	"	"	"	Detention pond	Detention pond	"	4/yr	16	"
5	<a href="#">990500081</a>	?	<a href="#">256622</a>	LMC	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court</a>	<a href="#">Open woodlands</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court</a>	<a href="#">Corrugated metal pipe</a>	Vegetation clearing	Every 3 Years	2	Outfall could cause minor erosion
7	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	See construction docs
11	<a href="#">990400530</a>	<a href="#">646997</a>		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	<a href="#">990404103</a> <a href="#">Covers several parcels North and South of Walker Way</a>	<a href="#">589304</a>		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	<a href="#">PLDD Projects #7 &amp; 18:</a> French drain in easement. Drain basin off Rainier trail.	Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	
13	<a href="#">821093001</a>	<a href="#">508252</a>		PLA	Easement west of WWTP	<a href="#">PLDD Project #12.</a> 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	<a href="#">990600164</a>	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	<a href="#">200294</a>	LMC	Common area South end of Libby Court	<a href="#">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.</a>	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	<a href="#">990603236</a>	<a href="#">589305</a>		LMC	West of Oak Bay Road and Baldwin Lane intersection	<a href="#">PLDD Projects #5 &amp;15. Upper Baldwin Drainage Improvement</a>	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	<a href="#">PLDD Project #4.</a> 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	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Montgomery Lane north of Libby Ct to beach	<a href="#">PLDD Project #3.</a> Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	<a href="#">990603236</a>	534006 for APN 990603126 535493 for APN 990603126		LMC	Easement between Pioneer Drive West and McCurdy Lane	<a href="#">PLDD Project #10.</a> 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	<a href="#">990603236</a>	See survey sheet 5-6	<a href="#">200294</a>	LMC	Northeast end Foster Lane cul-de-sac. G & O Project 06413.05, March 2007.	<a href="#">PLDD Project #8. Foster Lane Drainage Improvement</a>	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	<a href="#">990900019</a>	?	<a href="#">256452</a>	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	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	North end Adventurer Lane cul-de-sac	<a href="#">PLDD Project #6.</a> Adventurer Lane Cut-off trench	Inspect & clean	1x/year	1	
22	<a href="#">990900019</a>		<a href="#">256452</a>	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	<a href="#">990603236</a>	<a href="#">589305</a>	<a href="#">200294</a>	LMC	South of Trader Lane cul-de-sac	<a href="#">PLDD Project #17.</a> Forester/Trader Lane Improvements	Inspect & clean	1x/year	2	
24	<a href="#">990603236</a>	?	<a href="#">200294</a>	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	<a href="#">990400227</a>	<a href="#">523709</a>		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	<a href="#">PLDD Project #9</a> . Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1x/year	1	
26	<a href="#">968800103</a>	<a href="#">487620-CCR</a>	<a href="#">487625</a>	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	4	
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	<a href="#">PLDD Project #13</a> . 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	<a href="#">990200060</a>	<a href="#">471027</a>		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	<a href="#">PLDD Projects #1 &amp; 14</a> . 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	<a href="#">990400264</a>	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	<a href="#">990100200</a>	<a href="#">527176</a>	<a href="#">406389</a>	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022
31	<a href="#">968900100</a>	<a href="#">587899</a>		LUDLOW COVE DIVISION 2 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	<a href="#">990100200</a>	<a href="#">465680</a>	<a href="#">406389</a>	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	<a href="#">990602105</a>	?		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**

15:00

## 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
--------	-------	-----------	---------	-------	------------------	---	------------------------	-----------------	-----------	----------

[Projects : Port Ludlow Drainage District \(pldd.org\)](#)

### Useful County Links

Permits, surveys, etc.:

<https://gisweb.jeffcowa.us/TaxParcelViewer/>

Assessor & Auditors records

<https://truwweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>

Recorded document search

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>





**Maintenance Notes 2022**

<b>Month</b>	<b>Comments</b>
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

## PLDD Inventory and Maintenance

Map. Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
2.32										
2.33										
3.34	?	?	?	?	Oak Bay Road Culverts					PLDD responsibilities??
3.35	?	?	?	?	North end of Montgomery Court	The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems	Inspect & report	1x/year	1	Not on current maint. Contract

**Year Total**    **1**  
**Avg/Mo**        **0**

<https://gisweb.jeffcowa.us/TaxParcelViewer/> - link to Permits, surveys, etc. here

<https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0> – Auditors records

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp> - Recorded document search



## **Open Government Training: Training Requirements for Elected Officials**

**Purpose: Provide guidance to state and local government agencies on open government training for elected officials required by RCW 42.56.150.**

### **Who needs training?**

- Statewide and local **elected officials**;
- Each **person appointed to fill a vacancy** in a local or statewide office.

### **What does the training need to cover?**

- **Public Records Act** (chapter 42.56 RCW) consistent with the Office of the Attorney General's **Model Rules** for compliance (chapter 44-14 WAC);
- **Records retention** (chapter 40.14 RCW).

### **How often is training needed?**

- Within **90-days** of appointment and then refresher training every **4 years**.

### **Who offers Public Records Act and Model Rules training?**

- **Office of the Attorney General** provides online open government training at:  
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>.

### **Who offers records retention training?**

- **Washington State Archives** provides in-person and online records retention training at:  
<https://www.sos.wa.gov/archives/recordsmanagement/training-session---basics-of-managing-records.aspx>.

**Additional advice regarding the management of public records is available from  
Washington State Archives:**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**



# Open Government Training



(https://www.atg.wa.gov)

Welcome to the Open Government Training web page of the Office of the Attorney General.

## General Information & Instructions

Click on the dropdown boxes below for "General Information and Instructions." To take online training, scroll down to "Open Government Training Curriculum & Resources." For sample documentation, scroll down to "Last Step: Training Documentation."



**State Laws**

[click to expand/contract]

**Training is Required by the Open Government Trainings Act - Q & A**

[click to expand/contract]

**Why Training is Critical**

[click to expand/contract]

**Training Resources**

[click to expand/contract]

**Online Training Curriculum**

[click to expand/contract]

**Reminder: Laws Change**

[click to expand/contract]

**Practice Tip: Document the Training**

[click to expand/contract]

## Open Government Training Curriculum - Resources

Lesson (1) is a general overview. Lesson (2) provides basic training and other resources on the Public Records Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (3) provides training and other resources on the Open Public Meetings Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (4) provides basic records retention and management training. Lesson (5) provides supplemental Public Records Act training, designed especially for Public Records Officers. See Q & A guidance above to learn which lessons agency officials and staff must take.



- **Lesson 1:**
  - Open Government Overviews and General Principles (<https://www.atg.wa.gov/lesson-1-open-government-overviews-and-general-principals>)
- **Lesson 2:**
  - Public Records Act Basics - RCW 42.56 (<https://www.atg.wa.gov/lesson-2-open-public-records-act-basics-rcw-4256>)
- **Lesson 3:**
  - Open Public Meetings Act - RCW 42.30 (<https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>)
- **Lesson 4:**
  - Records Management and Retention Basics - RCW 40.14 (<https://www.atg.wa.gov/lesson-4-records-management-and-retention-basics-rcw-4014>)
- **Lesson 5:**
  - Supplemental Public Records Act Training - RCW 42.56 (<https://www.atg.wa.gov/lesson-5-supplemental-public-records-act-training-rcw-4256>)

(<https://agportal->



## [s3bucket.s3.amazonaws.com/uploadedfiles/Home/About the Office/Open\\_Government/Open\\_Government\\_Training/CERTIFICATE-OF-TRAINING-TEMPLATE.doc](https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About_the_Office/Open_Government/Open_Government_Training/CERTIFICATE-OF-TRAINING-TEMPLATE.doc)) Last Step: Training Documentation

- Sample training certificate ([https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About\\_the\\_Office/Open\\_Government/Open\\_Government\\_Training/CERTIFICATE-OF-TRAINING-TEMPLATE.doc](https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About_the_Office/Open_Government/Open_Government_Training/CERTIFICATE-OF-TRAINING-TEMPLATE.doc))
- Sample training roster ([https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About\\_the\\_Office/Open\\_Government/Open\\_Government\\_Training/OPEN-GOVERNMENT-TRAINING-ROSTER-TEMPLATE.doc](https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About_the_Office/Open_Government/Open_Government_Training/OPEN-GOVERNMENT-TRAINING-ROSTER-TEMPLATE.doc))

\* Examples of other possible sources for training materials and/or speakers include the Washington Secretary of State's Office (records management/retention), the Municipal Research and Services Center, the Association of Washington Cities, the Washington Association of County Officials, the Washington State Association of Counties, the Washington Association of Public Records Officers, the Washington State School Directors Association, the Washington Coalition for Open Government, and others.

## Open Government

[Request AGO Public Records \(/how-request-ago-public-records\)](/how-request-ago-public-records)

[Open Government Training \(/open-government-training\)](/open-government-training)

[Lesson 1: Open Government Overviews and General Principals \(/lesson-1-open-government-overviews-and-general-principles\)](/lesson-1-open-government-overviews-and-general-principles)

[LESSON 2: OPEN PUBLIC RECORDS ACT BASICS – RCW 42.56 \(/lesson-2-open-public-records-act-basics-rcw-4256\)](/lesson-2-open-public-records-act-basics-rcw-4256)

[LESSON 3: OPEN PUBLIC MEETINGS ACT – RCW 42.30 \(/lesson-3-open-public-meetings-act-rcw-4230\)](/lesson-3-open-public-meetings-act-rcw-4230)

[LESSON 4: RECORDS MANAGEMENT AND RETENTION Basics – RCW 40.14 \(/lesson-4-records-management-and-retention-basics-rcw-4014\)](/lesson-4-records-management-and-retention-basics-rcw-4014)

[LESSON 5: SUPPLEMENTAL PUBLIC RECORDS ACT TRAINING - RCW 42.56 \(/lesson-5-supplemental-public-records-act-training-rcw-4256\)](/lesson-5-supplemental-public-records-act-training-rcw-4256)

[Public Records & Open Public Meetings \(/public-records-and-open-public-meetings\)](/public-records-and-open-public-meetings)

[Open Government Resource Manual \(/open-government-resource-manual\)](/open-government-resource-manual)

[Model Rules \(/model-rules-public-disclosure\)](/model-rules-public-disclosure)

[Open Government Ombuds Function \(/open-government-ombuds-function\)](/open-government-ombuds-function)

[Sunshine Committee \(/sunshine-committee\)](/sunshine-committee)

[Local Government Public Records Consultation \(/pra-consulting-program\)](/pra-consulting-program)

### News

[Media Contacts \(/media-contacts\)](/media-contacts)

[News Releases \(/pressrelease.aspx\)](/pressrelease.aspx)

[Ferguson File \(/news/ferguson-file\)](/news/ferguson-file)

[Social Media \(/social-media\)](/social-media)

### Office Information

[About Bob Ferguson \(/about-bob-ferguson\)](/about-bob-ferguson)

[AGO Environmental Policies \(/environmental-policies\)](/environmental-policies)

[Mission, Vision & Values \(/mission-vision-values\)](/mission-vision-values)

[Contact Us \(/contactus.aspx\)](/contactus.aspx)

[Office Divisions \(/office-divisions\)](/office-divisions)

[Office Locations \(/office-locations\)](/office-locations)

[Annual Reports \(/annual-reports\)](/annual-reports)

[Budget \(/budget\)](/budget)

[History \(/brief-history-office-attorney-general\)](/brief-history-office-attorney-general)

[Washington's Attorneys General - Past and Present \(/washingtons-attorneys-general-past-and-present\)](/washingtons-attorneys-general-past-and-present)

[Roles of the Office \(/roles-office\)](/roles-office)