

Agenda for Board of Commissioners' Meeting #0301

January 12, 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/81632746434?pwd=R04rL1FKRmNtUWRoTXR5RjlaZlIUQT09>

Meeting ID: 816 3274 6434 Passcode: 212017

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 off 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. Election of Officers:

Recommended Action: The Commissioners will elect a Chair and Vice-chair to serve for the year 2023.

3. Roll Call:

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. Agenda Approval:

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 December, 8, 2022 Meeting #0300.

7.b. 301 Voucher Summary: numbers 22-095 through 22-0106 totaling \$7,789.41 with \$704.18 for payroll, and \$4,660.02 for supplies and services, \$606.47 for payroll withholdings and \$1818.72 for reimbursement of an erroneous payment from the Department of Natural Resources.

8. New Business

8.a Discussion of a proposal from Sea-Wings Designs to alter the web platform for the Port Ludlow Drainage District web site, cloud storage and determination whether or not to authorize a change order to make changes.

Recommended Action: Commissioners take the following actions: receive a presentation from Jason Earrame of Sea Wings Designs related to the costs and benefits of altering the web platform, provide direction on any recommended changes to the proposal, determine whether or not to authorize preparation of a task order for the change to the web site and discuss cloud storage.

8.b. Presentation from the Port Ludlow Authority (PLA) about pending new development, timing, and proposed drainage systems.

Recommended Action: The Commissioners will receive a report from the PLA.

8.c. Discussion of technology for recording Commissioner meetings in relation to cloud storage and requirements for record management.

Recommended Action: Receive a report from Commissioner Cole and discuss strategies for recordings and cloud storage.

8.d Approve Task Order 2023-01 with Yarddogs Landscaping for supplemental maintenance at Area 19 (Foster Lane) on the draft Maintenance Map and Table.

Recommended Action: Approve by motion Task Order 2023-01 authorizing Yarddogs Landscaping, Inc to perform supplemental maintenance at Foster Lane in Area 19 on the draft Maintenance Map and Table not to exceed \$1500.00.

9. Old Business:

9.a. Public Inquiries**9.b. District Bylaws.**

Recommended Action: Commissioners will review a revised draft of the BYLAWS of the Jefferson County, Port Ludlow Drainage District (PLDD), and provide direction for further changes.

9.c. 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.

10. Reports:**10.a. Financial Reports and 2022 Budget Status**

Recommended Action: The Commissioners will receive a report on the financial activities of the District from Commissioner 3 and discuss the budget and finances.

10.b. 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)
December 8, 2022
Board of Commissioners Special Meeting - #0300
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0300 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

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

CALL IN: One unidentified caller.

Commissioner Dean Cole arrived at 10:02 a.m.

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

4. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported Jefferson County Public Works is replacing the sleeve on the drainage pipe on the section of Pioneer Drive between Foster Lane and Fleet Drive.

5 AGENDA APPROVAL: Chair Gary Rygmyr introduced the agenda. He noted that the maintenance table and map for agenda item 8.b. Port Ludlow Drainage District Inventory Review were not posted with the agenda packet. He requested that the materials be included in the minutes for the meeting.

MOTION: Chair Rygmyr moved to approve the agenda with the addition of the maintenance table and map. Commissioner Cole seconded. The motion passed unanimously.

6 CONSENT AGENDA: Chair Rygmyr introduced the consent agenda.

MOTION: Chair Rygmyr moved to approve the consent agenda including the minutes of the November 11, 2022 Meeting #0299, and Voucher Summary numbers 22-087 through 22-094 totaling \$6,048.82 with \$609.06 for payroll and \$5,439.76 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

7. NEW BUSINESS

7.a. DISTRICT BYLAWS:

Commissioner Nilssen introduced a draft set of bylaws. He reported that he and the Administrative Coordinator reviewed the District records and did not find a copy of any approved bylaws. He explained he reviewed bylaws of local agencies, public works, and special districts to develop the draft. Commissioner Nilssen reviewed the table of

contents. He recommended that the Commissioners, the consulting engineers at Gray & Osborne, and the Administrative Coordinator review the draft and submit suggested revisions a week before the January meeting.

8. OLD BUSINESS

8.a.1. 104 WELLS RIDGE COURT: Chair Rygmyr noted that the agenda incorrectly identified the property address as 125 Wells Ridge Drive. The actual address is 104 Wells Ridge Court. Consulting Engineer from Gray & Osborne (G-O), Barry Baker, reported that he and Commissioner Nilssen went to the property after the November meeting. He recommended vegetation removal but noted that the issue is within the jurisdiction of Jefferson County's Public Works right-of-way and the District has no responsibility. He summarized a memo he emailed to the property owner. It was consensus of the Commissioners that no further action is warranted.

8.a.2. SEAFARER LANE: Barry Baker of G-O reported that a property owner emailed him about a drainage pipe on a vacant lot he intends to develop. Mr. Barker stated that there is no easement for the pipe, it is located on private property and that it is not a district improvement. He noted that the water going through the pipe is public water. If the property owner asked, the District could determine that it will maintain the pipe or choose not to assume maintenance. If the district did agree to maintain the pipe the property owner would need to make a request and offer a drainage easement (typically 15 feet wide). During discussion it was noted that the District has no responsibility because the pipe is on private property and there is no existing drainage easement with the district. Barry Baker suggested topics like the inquiry could be addressed in the bylaws.

8.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr reminded the Commissioners that he asked them to pick a few areas on the draft Maintenance Map and review them in relation to the map and table. Commissioner Nilssen stated that he reviewed the Cottages and that is looked adequate. Commissioner Cole reviewed the Cottages and the area near the Admiralty condos. Chair Rygmyr summarized changes to the draft map and basis for changes to Areas 19, 24 and 28.

Chair Rygmyr recommended that each Commissioner could be assigned some maintenance areas and would be responsible for reviewing the sites. Commissioner Nilssen supported the recommendation and suggested visiting the areas during or just after heavy rain or snowfall.

Commissioner Cole mentioned that the Port Ludlow Associates (PLA) has plans to build 38 new homes and questioned if the District would have any responsibility because of the construction. Commissioner Cole explained the difficulty he experienced trying to obtain a clear understanding of the status of the development and the project in relation to the District.

Mr. Baker explained that the District currently has no responsibility except the ditch at the north end that goes to the treatment plan. He explained that in the past some Commissioners felt it was important to review new construction in the District and other Commissioners have determined that it is the responsibility of Jefferson County.

Commissioner Nilssen expressed a desire to avoid a situation the Commission recently experienced with the Cottages and Ebb Tide Court. Chair Rygmyr asked if PLA can assume the District will be responsible for maintenance or infrastructure without the consent of the District?

Mr. Baker said that the Commission may want to be aware of and comment on any new development but elect not to review and approve plans because it does not have permitting authority (e.g., building permits). Through the course of discussion, Mr. Baker suggested the best time for the District to submit comments on a new development to Jefferson County would be during the State Environmental Policy Act (SEPA) review. This is a time when the District could clarify in the public record whether the District would take responsibility for drainage improvements and/or maintenance. He suggested the District's preference for type of involvement with new development could also be articulated in the bylaws. Mr. Baker explained the Jefferson County parcel search includes records on the development for a 2008 Type A land use permit with 80 new homes and an expiration date of 2019.

It was the consensus of the Commission to put the pending development on the agenda for the January 10, 2023 meeting #0301 and the Commissioner Cole would invite Cliff O'Brien and/or Diane Smeland to attend the meeting and ask them to bring maps, information and drainage details to the meeting.

8.c. WEB SITE: Commissioner Cole reported that an RFP was sent by the Administrative Coordinator to Seawings to provide a cost estimate for changing the web site platform and that Jason Earamé commented to attend the District's January 10, 2023 meeting via zoom to discuss the pros and cons of changing the platform. The Commissioners asked the Administrative Coordinator to forward a copy of the RFP.

Commissioner Cole left the meeting at 11:15 a.m.

9.a1. FINANCIAL REPORTS AND 2022 BUDGET STATUS: Commissioner Nilssen reported that District is under budget for the year and over \$60,000 in assessments have been collected to date by the Assessor's Office. He is tracking expenses for this year, last year and next year in relation to the budget and reported that it may be possible to lower the budget in the future. There is a current balance of \$76,008.05 with expenditures of \$6,598.77 last month and over \$61,000 in the bank. There is \$148,000 in the Investment Pool. The District is under the projected 2022 expenses of \$110,070. He noted the District increased the annual assessment \$60,000.00 to \$70,000 for 2023 with an estimated budget of \$103,000.

Commissioner Nilssen reported that Brian Belmont of the Ludlow maintenance Commission (LMC) inquired about LMC property tax assessment from the District was

slightly higher than the assessment calculation for his property. Commissioner Nilssen contacted the County Assessor. Commissioner Nilssen explained that Jefferson County charges an overhead cost of 1% of the annual assessment to recover costs such as collecting the revenues for the District and issuing the District's checks. This 1% cost is passed through the annual assessment of each parcel in the District. Commissioner Nilssen explained that in the next budget the District could include the overhead cost in the District budget or keep things the same. It was the consensus of the Commission to keep things the same.

Commissioner Nilssen reported that he completed a survey from the Census Bureau. He asked Tristan Hefley of Falge Financial Inc. to review the survey and subsequently revisions to the survey will be submitted with an amended survey to the Census Bureau.

9.b. Informational Report on the Pros and Cons of using the Small Works Roster for the 2023 Maintenance Contract: Consulting Engineer Barry Baker mentioned that he had emailed to the Commissioners the legal requirements for procuring services contracts for public work project from Municipal Research Service Center (MRSC). Mr. Baker provided an overview of the pros and cons of using the Small Works Roster compared to the contract procurement process. He explained that local agencies can use the Small Works Roster for public works projects less than \$350,000. The Small Works Roster (SWR) requires advertising in a newspaper annually. The SWR process is used to develop a list of qualified businesses to perform services such as street sweeping. The businesses on the list must be rotated. The other method to procure maintenance services would be advertise with a project description of the maintenance services and publish the advertisement two times in a newspaper of general circulation. The District would open the bids and award the contract to the lowest bidder. Mr. Baker said that since the District is not doing any construction or any foreseeable construction it may be preferable to pursue a contract for maintenance services next year. The advantages are that it could be a two-year contract with the option for an extension vs the administrative time of using multiple vendors the requirements for annual advertisement. Chair Rygmyr inquired about breaking up the maintenance contract into smaller projects and use of the SWR. Pros and cons of creating multiple maintenance projects was discussed by the Commissioners and Mr. Baker.

9.c. Commissioner reports/Future Agenda Items: Chair Rygmyr noted that earlier in the meeting that a presentation from the Ludlow Maintenance Authority will be on the January agenda.

Chair Rygmyr congratulated Barry Baker on his pending retirement and thanked him for his commendable service. Commissioner Nilssen also thanked Barry Baker.

10. 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.

11. MEETING ADJOURNMENT:

Chair Rygmyr adjourned the meeting at 11:51 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

Commissioner 3, Michael Nilssen

Date

*The Port Ludlow Drainage District (PLDD)
minutes and meeting recordings are posted on the website.*

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting #0300
 PLDD Voucher Summary for Fund #695 001 010
 December 8, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-087	Mary Paxton – Employee Payroll - November	8925	53150.10.0010	\$386.17	\$386.17
22-088	Dean Cole November meeting attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-089	Michael Nilssen November meeting attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.90	\$117.90
<i>Payroll Subtotal</i>				<i>\$609.06</i>	<i>\$609.06</i>
22-087	Mary Paxton Reimburse for ZOOM renewal	2354	53150.46.0000	\$144.48	\$114.48
22-090	Falge Financial, Inc. Invoice 3766 Bookkeeping November 2022	9022	53150.41.0150	\$250.00	\$250.00
22-091	Gray & Osborne, Inc. Inv. 4 General Engineering and project review Oct 9-Nov 5	3041	53150.41.0010 53150.41.0050	\$2144.23	\$2,144.23
22-092	Ludlow Maintenance Commission Inv. 4971 November Gallery Room rental	4574	53150.45.0010	\$54.55	\$54.55
22-093	Seawings Design Inv. 1250 1 st quarter 2023 maint; Domaine name renewal, Rackspace email	7001	53150.47.0000	\$1045.80	\$1,045.80
22-094	Yarddogs Landscaping, Inc Maintenance thru November 2022	8781	53150.31.0030	\$1830.70	\$1,830.70
<i>Vouchers for supplies and services subtotal</i>					<i>\$5,439.76</i>
<i>TOTAL</i>					<i>6,048.82</i>

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 8 th DAY OF \December, 2022 <u>Gary Rygmyr</u> <small>Gary Rygmyr (Dec 12, 2022 09:19 PST)</small>	Commissioners Signatures	
	<u>Gary Rygmyr</u> <small>Gary Rygmyr (Dec 12, 2022 09:19 PST)</small>	
	<u>Michael Nilssen</u> <small>Michael Nilssen (Dec 10, 2022 20:29 PST)</small>	
APPROVED Port Ludlow Drainage District		

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/12/2022	11/30/2022	V22-087		8925	0 MARY PAXTON	M PAXTON NOV PAYROLI	500.65	69500589	589400	500.65
1	12/12/2022	11/30/2022	V22-088		9255	0 DEAN COLE	NOV MEETING ATTEND	104.99	69500589	589400	104.99
1	12/12/2022	11/30/2022	V22-089		9228	0 MICHAEL NILSSEN	NOV MEETING ATTEND	117.9	69500589	589400	117.9
1	12/12/2022	11/30/2022	3766-V22-090		9022	0 FALGE BOOKKEEPING SERVICES	NOV BOOKKEEPING	250	69500589	589400	250
1	12/12/2022	11/8/2022	4-V22-091		3041	0 GRAY AND OSBORNE INC	ENG SERVICES OCT 9 - NC	2144.23	69500589	589400	2144.23
1	12/12/2022	11/10/2022	4971-V22-092		4574	0 LUDLOW MAINTENANCE COMM	NOV ROOM RENTAL	54.55	69500589	589400	54.55
1	12/12/2022	12/1/2022	1250-V22-093		7001	0 SEA WING DESIGNS	1ST QTR 2023, RENEWAL	1045.8	69500589	589400	1045.8
1	12/12/2022	12/1/2022	202212-V22-094		8781	0 YARD DOG LANDSCAPING INC	NOVEMBER MAINTENAN	1830.7	69500589	589400	1830.7
								6048.82			6048.82

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.

DECEMBER
MONTH

TOTAL WARRANT AM 6048.82

Gary Rygmyr
Gary Rygmyr (Dec 12, 2022 09:19 PST)

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

Michael Nilssen
Michael Nilssen (Dec 12, 2022 10:39 PST)

COMMISSIONER, MEMBER



PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	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	Annual	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	Annual	4	"
3	821171015	464018	1604627	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	Bioswale Stormwater Facility	Vegetation clearing	Annual	4	406389
4	"	"	"	"	Detention pond	Detention pond	"	Annual	4	
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	1	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	1	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	1	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	1	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	1	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	1	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	589304		LMC	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Light maintenance	1x/year	2	

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
13	821093001	508252		PLA	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection	6x/Year	12	
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	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	Ditch	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	Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	990603236	?		?	Easement between Pioneer Drive West and McCurdy Lane	McCurdy Lane Cutoff Trench	Clean/Inspect French drain vegetation	1x/year	2	
19	990603236	See survey sheet 5/8	200294	LMC	North end Foster Lane cul-de-sac	Foster Lane Drainage Improvement	Pipe inlet cleaning	2x/year	4	G & O Project 06413.05, March 2007
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	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	Trader Lane Improvements	Inspect & clean	1x/year	1	
24	990603236		200294	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	Fleet Drive French Drain and flat low cut grass	Mow lawn	3x/year	3	10-13-22: Visit with Barry Baker. No maintenance required except occasional mowing.

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	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	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	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	North Bay Condos No. 2 Conveyance System	Inspect & clean	1x/year	1	
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	Tract J	587899	587899		Anchor Lane Cottages	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295

Year Total 90
Avg/Mo 8

- 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 Annual Maintenance 2022

Area #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4	x											
5	x											
6												
7												
8												
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31												

Maintenance Notes 2022

Month	Comments
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

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/29/2022	1/2/2023	V22-095		8925	0 MARY PAXTON	M PAXTON PAYROLL DEC	363.43	69500589	589400	363.43
1	12/29/2022	1/2/2023	V22-096		9255	0 DEAN COLE	DEC MEETING & REIMBU	218.87	69500589	589400	218.87
1	12/29/2022	1/2/2023	V22-097		9228	0 MICHAEL NILSSEN	DEC MEETING & REIMBU	452.88	69500589	589400	452.88
1	12/29/2022	1/2/2023	V22-098		9227	0 GARY RYGMYR	DEC MEETING	117.88	69500589	589400	117.88
1	12/29/2022	12/31/2022	3807-V22-099		9022	0 FALGE BOOKKEEPING SERVICES	DEC BOOKKEEPING	250	69500589	589400	250
1	12/29/2022	12/5/2022	5-6-V22-0100		3041	0 GRAY AND OSBORNE INC	NOV 3 - DEC 31 ENG SERV	1994.06	69500589	589400	1994.06
1	12/29/2022	12/12/2022	4983-V22-0101		4574	0 LUDLOW MAINTENANCE COMMI	DEC MEETING RENTAL	136.38	69500589	589400	136.38
1	12/29/2022	1/2/2023	2022112-V22-0102		8781	0 YARD DOG LANDSCAPING INC	DECEMBER MAINTENANC	1830.7	69500589	589400	1830.7
1	12/29/2022	12/31/2022	V22-0103		2338	0 EMPLOYMENT SECURITY DEPART	Q4 PAID FAMILY MEDICA	15.97	69500589	589400	15.97
							Q4 FICA FEDERAL WITHHOLDING US TREASURY INTERNAL MEDICARE & SOCIAL				
1	12/29/2022	12/31/2022	V22-0104		9032	695 REVENUE SERVICE	SECURITY	571.14	69500589	598400	571.14
1	12/29/2022	12/31/2022	V22-0105		9038	0 WA STATE DEPT OF LABORY & INI Q4		19.38	69500589	598400	19.38
1	12/29/2022	12/31/2022	V22-0106		1978	695 DEPARTMENT OF NATURAL RESO	REIMBURSEMENT OF ERF	1818.72	69500589	598400	1818.72

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. 7789.41

DECEMBER TOTAL WARRANT AM 7789.41
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting
 #0301 PLDD Voucher Summary for Fund #695 001 010
 January 12, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-095	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$363.43	\$363.43
22-096	Dean Cole	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-097	Michael Nilssen	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
22-098	Gary Rygmyr	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
<i>Payroll Subtotal \$</i>					\$704.18
22-096	Commissioner Cole Reimburse business cards and travel to Office Max/Depot four times	9255	53150.43.0010 53150.31.0020	\$70.20 \$43.68	\$70.20 \$43.68
22-097	Reimburse Bond Renewal Commissioner Nilssen	9228	53150.10.0010	\$335.00	\$335.00
22-099	Falge Financial, Inc. Inv# 3807 Bookkeeping Services for month of December	9022	53150.41.0150	250.00	250.00
22--0100	Gray & Osborne, Inc. Inv. 4983 General Engineering and project review Nov 6 thru December 31	3041	53150.41.0010 53150.41.0050	\$1994.06	\$1994.06
22-0101	Ludlow Maintenance Commission Inv. 4983 Dec. meeting room rental	4574		\$136.38	\$136.38
22-0102	Yarddogs Landscaping, Inc. Inv. 202212 Maintenance thru month of December	8781	53150.31.0030	\$1,830.70	\$1,830.70
<i>Vouchers for supplies and services subtotal \$</i>					\$4,660.02
22-0103	Employment Security Department WAPFML Q4	2338-695	53150.20.0020	\$15.97	\$15.97
22-0104	United States Treasury FICA Q4	9032-695	53150.20.0010	\$571.14	\$571.14
22-0105	WA State Department of Labor & Industries Q4	9038	53150.20.0020	\$19.38	\$19.38
<i>Vouchers for taxes subtotal \$</i>					\$606.49

22-106	Reimbursement for erroneous check from the Department of Natural Resources	1978-695	00000.00.0000	\$1,818.72	\$1,818.72
				<i>Reimbursement for erroneous deposit</i>	\$1,818.72
				<i>TOTAL</i>	\$7,789.41

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.</p> <p>SUBSCRIBED THIS __12th DAY OF _January 2023</p> <p>APPROVED Port Ludlow Drainage District</p>		Commissioners Signatures

Audited By _____
Date: _____



Please send Checks to:

Sea-Wing Designs
P.O. Box 681
Rochester, WA
98579

Quote #	Subject	Date Created	Valid Until
247	Rebuild of PLDD.org with the WordPress Platform	12/12/2022	01/12/2023

Recipient

Port Ludlow Drainage District
ATTN: Mary Paxton
P.O. Box 65261
Port Ludlow, Washington, 98365
United States

Qty	Description	Unit Price	Discount %	Total
1	Create a WordPress theme that matches the current design. Recreate 28 pages with accordion menus on 3 pages and image galleries on 18 pages.	2445.00	0.00	\$2445.00 USD
1	Basic WordPress Hosting -Full Web Hosting -Up to 5 email addresses included -Access to Hosting Control panel -Quarterly Security Scans -Quarterly Database Optimization -Quarterly WordPress software updates -Quarterly report of the updates on your site. Annual amount = \$239.88 (You are already paid up for this level of hosting for 2023)	0.00	0.00	\$0.00 USD
1	*Optional* Standard Hosting package for \$49.99 per month: -Full Web Hosting on Linux Servers -Access to Hosting Control panel -Unlimited Bandwidth -Up to 10 email addresses included -Monthly software updates of the WordPress core files, plugins and themes for security and function enhancements. -Daily backups -Virus and malware scans -Spam removal -SEO Keyword monitoring -Visitor tracking Annual amount = \$599.88	0.00	0.00	\$0.00 USD
			Sub Total	\$2445.00 USD
			Total	\$2445.00 USD

Port Ludlow Drainage District

PO Box 65261
Port Ludlow,
WA 98365

RE: Bid for Foster Lane – Area 19

Yarddogs Landscaping agrees to clean out drainage ditch for Area 19. This was recently added to the contract as it was determined that Area 19 was left off of the original map provided to Yarddogs Landscaping Inc. The cleanout will consist of removing and disposing of ivy and cleaning out silt and debris. All material will be removed from site. Project will be completed upon approval by PLDD and availability of Yarddogs. Cost of project will be time and material not to exceed \$1500.

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

SUMMARY OF REQUIREMENTS FOR MEETING RECORDINGS
AND METHODS FOR PLDD RECORDINGS

QUESTION	ANSWER
Does state law require meetings to be recorded?	No but it is strongly recommended.
What is the record retention for recorded meetings?	Archival. Six years locally and then can be transferred to the State Archives
How long do recordings of meeting need to be recorded?	Six months
Do recordings need to be posted on the web site immediately?	No but if there is public records request they need to be provided.
What is a challenge for preserving meeting recordings?	Data storage. There is much less data storage with audio vs. video recordings. There is a limit for cloud storage with Z
What facilities does the PLDD have to record meetings?	<ol style="list-style-type: none"> 1. Zoom subscription 2. Free Conference USA on telephone 3. Tape recorder in Beach Club storage but need to verify if tapes an still be purchased.

ABSTRACT OF MRSC ADVICE ON RECORDING OF PUBLIC MEETINGS.

What is the retention requirement for video recordings of council meetings? We have been having hybrid council meetings and we aren't sure how long we are required to retain the recordings of the meetings for.

Reviewed: September 2022

There is no requirement that a public meeting be either audio or video recorded, however the legislature recently amended the Open Public Meetings Act (OPMA) to, among other things, encourage agencies to record their meetings. [RCW 42.30.220](#) provides:

- (1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.
- (2) This section does not alter a local government's recordkeeping requirements under [chapter 42.56 RCW](#).

If the city does opt to record its meetings, those recordings are a public record and subject to disclosure upon request. The recordings must also be maintained according to the appropriate retention schedules. For meeting recordings, that would be a 6-year retention period and then transferred to the State Archives for permanent retention [I (Mary) added this]. See the [Local Government Common Records Retention Schedule](#) ("CORE"), Disposal Authority Number ("DAN") GS2012-027—Advisory Meetings and DAN GS50-05A-13—Governing/Executive Meetings.

After a recorded public meeting, is there a requirement for how quickly we need to make the recording available to the public? And for how long must we make it available online?

Reviewed: August 2022

There is not a specific requirement for how quickly a governing body should make recordings of public meetings available to the public. There is also no requirement to make recordings of public meetings. However, pursuant to recent changes to the Open Public Meetings Act (OPMA), recordings are now "encouraged," and agencies are also encouraged to make meeting recordings available online. [RCW 42.30.220](#) now provides:

- (1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.
- (2) This section does not alter a local government's recordkeeping requirements under [chapter 42.56 RCW](#).

This new RCW, effective June 9, 2022, does not indicate how soon an agency should make recordings available online, but includes the guideline for posting them “a minimum of six months.” The statute clarifies that the Public Records Act (PRA) still applies. Further, records retention schedules should be reviewed before any recordings are discarded.

Your agency could adopt a policy with guidelines about when to post meeting recordings, taking into account the resources involved in doing so. A reasonable time may differ depending on the agency in question. If your agency has decided to make audio and/or video recordings of your meetings, then you might want to look at the requirement for meeting minutes to be “promptly recorded.” There is not a specific definition of “promptly.” [RCW 42.30.035](#) provides:

The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

For more information about the 2022 changes to the OPMA, here are links to recent MRSC blogs: [The OPMA Gets an Update from the Legislature](#) and [HB 1329: Answers to Your OPMA Questions](#).

1.10 MEETINGS AND HEARINGS The activity of the agency assembling groups of people for the purpose of information-sharing, discussion, planning and/or decision-making. Includes all meetings organized by or on behalf of the agency including open public meetings, executive sessions, public and/or appeals hearings, community meetings, and internal agency meetings. May involve governing and advisory bodies, executive management, general staff, volunteers, general public.

DISPOSITION AUTHORITY NUMBER (DAN) DESCRIPTION OF RECORDS RETENTION AND DISPOSITION ACTION DESIGNATION GS50-05A-13 Rev. 2 Meetings – Governing/Executive Records documenting all meetings of the local government agency’s governing bodies and executive management.

Includes:

- Meetings regulated by the Open Public Meetings Act (chapter 42.30 RCW), such as regular and special meetings, public hearings, etc.;
- All other meetings (including executive sessions regulated by RCW 42.30.110(2)).

Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.);

- Speaker sign-up, written testimony;
- Audio/visual recordings and transcripts of proceedings.
- Minutes. Includes indexes and other finding aids. Excludes records covered by GS2011-173, GS2011-174, GS2011-175, and GS2011-176

Retain for 6 years after end of calendar year then Transfer to Washington State Archives for permanent retention.

BYLAWS

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

Implemented XX/XX/20XX

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 and designated as drainage district No. (here insert number), of the county of (here insert the name of the county), 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 three members 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 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 resolutions.

The PLDD **does/does not** accept responsibility for drainage facilities on private property, in the rights-of-way of Jefferson County, drainage facilities that have not been included in the PLDD Storm Water Master Plan, in private development unless the District has formally accepted responsibility with a recorded drainage easement or agreement.

Draft Dec minutes During discussion, the fact that the pipe is on private property and there is no easement on the property and the District currently has no responsibility. **Barry Baker suggested topics like the inquiry could be addressed in the bylaws.**

The PLDD will request that Jefferson County make the District aware of any new development that will be subject to the State Environmental Policy Act and may request the District engineer to review the development. The District may prepare comments to submit to Jefferson County to clarify any issues or concerns with proposed drainage systems and whether or not the District will accept drainage easements and or responsibility for drainage improvements and/or maintenance.

Draft Dec minutes ---Mr. Baker said that the Commission may want to be aware of and comment on any new development but elect not to review and approve plans because it does not have permitting authority (e.g., building permits). Through the course of discussion, Mr. Baker suggested the best time for the District to submit comments on a new development to Jefferson County would be during the State Environmental Policy Act review. This is a time when the District could clarify in the public record whether the District would take responsibility for drainage improvements and/or maintenance. He suggested the District's preference for type of involvement with new development could also be articulated in the bylaws. Mr. Baker explained the Jefferson County parcel search includes records on the development for a 2008 Type A land use permit with 80 new homes and an expiration date of 2019.

ENTER RESOLUTION

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 Chief Administrative Officer, Chief Construction/Maintenance Officer, and Chief Financial Officer.

Insert here *Please note the text below is from PLDD Resolution 2019-02. The Commission stopped using a Correspondence log subsequently. The PLDD is starting to use a public inquiry form and log so is added to 3*

1. Chief Financial Officer: Finance including invoices, vouchers, tax filings, annual audit, and insurance
2. Chief Construction/Maintenance Officer: Engineering and Maintenance, including inquiries from landowners regarding specific drainage issues.
3. Chief Administrative Officer: Clerical and Secretarial including meeting notifications, minutes, agendas, public inquiry log ~~correspondence log~~ and posting to the website.

SECTION 7s – 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 through advertisement in a legal newspaper of record with county wide circulation and on the PLDD website. Before the start of the calendar year, The PLDD shall notice week of the month and time k of 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 shall be made through advertisement in a legal newspaper of record with county-wide circulation. 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. A Notice of the time and date of Adjournment for each meeting shall be posted at the building where the meeting is held.

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, as long as 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 **c**ommittee 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.

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 AC 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.

Sometimes there is an amendment to the minutes. Do we want to say that if there is an action that the item is pulled from the consent agenda and moved to the regular agenda?

SECTION 12 - BUDGET: A preliminary budget for the ~~Planning~~ Commissioners shall be prepared by the Chief Financial Officer, 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 the Commissioners in advance of the September Commissioner meeting and reviewed by **assessed members in the District** annually at the annual budget meeting the second Thursday in September so the members may express any limitations in the budget and make a recommendation at the budget public hearing meeting in October

It seemed Barry said it would be ideal to relieve the budget by the end of Oct so he would have ample time to prepare the assessment.

The budget shall become final at the November Commissioner meeting without further review by the Public unless there is a substantial change. 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 16 - ADOPTION: These bylaws, as amended, are hereby adopted this _____ day of 202X.

Port Ludlow Drainage District

, Chair

Date

Mary Paxton, Administrative Coordinator



2022 Maintenance Contract

Overall Map
Revised November 3, 2022

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	Bioswale Stormwater Facility	Vegetation clearing	2/yr	4	406389
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	589304		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	French drain in easement. Drain basin off Rainier trail.	Easement: Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	

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
13	821093001	508252		PLA	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection	6x/Year	12	
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	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	Ditch	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	Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	990603236	Can't find any		LMC	Easement between Pioneer Drive West and McCurdy Lane	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 5/8	200294	LMC	Northeast end Foster Lane cul-de-sac	Foster Lane Drainage Improvement	Pipe inlet cleaning, check rock lined ditch and clear as necessary	2x/year	4	G & O Project 06413.05, March 2007. 12-13-22: reviewed with Russ. He will send bid to clear
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	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	Trader Lane Improvements	Inspect & clean	1x/year	1	

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
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	10-13-22: Visit with Barry Baker. No record of PLDD project, or maintance. 12-29-22: Confirmed with Russ Lowry that no maintenance is required here.
25	990400227	523709		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	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	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	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 baisn on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & dcoument 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	Tract J	587899	587899		Anchor Lane Cottages	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295

Year Total 116.5
Avg/Mo 10

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.isp>

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

Maintenance Notes 2022

Month	Comments
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	