

**Port Ludlow Drainage District Board of Commissioners**

**Agenda for Regular Meeting #0326**

**July 11, 2024 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 or live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

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

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84168620107?pwd=HGTcz741DsoZt3WFZreoISZZOMLnCE.1>

**Meeting ID: 841 6862 0107**

**Passcode: 298055**

**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. Commissioner Communications:**
- 4. Public Comment:**
- 5. Agenda Approval:**
- 6. Public Inquiries:**
- 7. Consent Agenda**

Items 7.a. and 7.b. listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda

and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

**7a. Minutes of the June 13, 2024 meeting #0325.**

**7.b. 326 Voucher Summary:** numbers 24-59 through 24-74 totaling \$8960.00, with \$1476.76 for payroll, \$90.09 for supplies, and \$6518.13 for services, and \$875.02 in payroll taxes.

**Consent Action:** *Approve a motion to accept the Consent Agenda as presented.*

**8. New Business**

**8.a Drainage District Assessment System Ordinance Public Hearing & adoption**

**Recommended Action:** Review letter from John Fleming, project manager at Jefferson County, and consider adopting the proposed assessments.

**8.b Post Election Meeting recap**

**Recommended Action:** Receive report from Chair Cole and Admin Coordinator.

**8.c QuickBooks upgrade for bookkeeping**

**Recommended action:** Receive report from Commission Nilssen.

**8.d. GoToMeetings pricing**

**Recommended action:** Admin Coordinator to try a free trial to see if it meets district needs. Coordinate with Commissioner Rygmyr.

**8.e Discontinue Zoom meeting recordings**

**Recommended action:** depends on the action taken on 8.d

**8.f. Port Ludlow Yacht Club Harbor Master Parking Lot**

**Recommended action:** Review email from Port Ludlow Associates

**8.g Records Clerk email removal**

**Recommended action:** Remove Records clerk email address and use districtadmin@pldd.org for all correspondence.

**8h: District credit card instead of admin coordinator for charges necessary for district**

**Recommended action:** District obtains a credit card for admin coordinator and/or commissioners from First Security Bank for necessary charges for district.

## **9. Old Business**

### **9.a. Onboarding new admin coordinator – ongoing**

### **9.b. Automate and update Public Inquiry form submission and logging in.**

### **9.c. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.**

**Recommended Action:** Discuss notes from each Commissioner to review and suggest changes to the plan.

### **9.d. Web Site Content Review**

**Recommended Action:** Ongoing discussion of adjustments to web site including the updated maintenance table, maintenance map and election content.

## **10. Reports:**

### **10.a. Financial Reports:**

**Recommended Action:** The Commissioners will review the District's monthly financial reports.

**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.

**Meeting Adjournment.**

July 8, 2024

Port Ludlow Drainage District Commissioners  
PO Box 65261  
Port Ludlow, WA 98365  
Via [www.pldd.org/contact-us/](http://www.pldd.org/contact-us/)

Re: Drainage District Assessment System Ordinance Public Hearing & adoption

Dear Commissioners:

As with Nancy Lockett retiring from Gray & Osborne, the person at Jefferson County Public Works the Drainage District has been communicating with for 20 years, Jim Pearson, has also retired. By this time in years past, Public Works has received notification that the Drainage District wishes to continue using the same assessment system as previously approved by the County Commissioners. We have not yet received a notification from the Drainage District or Gray & Osborne for this renewal cycle.

Revised Code of WA (RCW) section 85.38.160 requires the County Commissioners to review the District's assessment system in a public hearing every four years and to approve an ordinance adopting the system on or before September 1. The County Engineer is required to review the assessment system. On July 22, 2024 the Public Works Department plans to request a Public Hearing date to present the assessment system to the County Commissioners for August 19, 2024.

RCW 85.38.160 also requires that two public hearing notices be published in a general circulation newspaper and that a public hearing notice be mailed to the owner of each parcel subject to the assessment. As with previous reviews, Public Works will place public hearing notices in The Port Townsend and Jefferson County Leader on July 24 and 31. The Drainage District will mail a notice to District property owners prior to July 31. Attached is a copy of the notice to be mailed. I will also email an electronic copy to the District ([districtadmin@pldd.org](mailto:districtadmin@pldd.org)) and to Kerri Sidebottom.

As with previous reviews, Public Works will bill the District for its expenses related to its review and the County Commissioners' public hearing. This will include staff expense and the cost of publishing the public hearing notice. Public Works anticipates that the bill will be approximately \$2,500.

Please reply with acknowledgement that the Drainage District wishes to continue with the existing assessment system as soon as you are able.

Sincerely,

John Fleming PE  
Project Manager  
360-301-6563  
[jfleming@co.jefferson.wa.us](mailto:jfleming@co.jefferson.wa.us)

**Port Ludlow Drainage District (PLDD)  
June 13, 2024 Board of Commissioners Meeting #0325  
Zoom/In Person Meeting Minutes**

**DRAFT DOCUMENT**

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr; Commissioner 2, Chair, Dean Cole were present. Commissioner 3, Michael Nilssen was absent. Mary Paxton, Administrative Coordinator was present.

**ZOOM:** Kerri Sidebottom, consulting Engineer of Gray & Osborne and Kattie Smith were present via Zoom but there were technical difficulties and were unable to connect with audio.

**PUBLIC:** Carey Aron, Representative of the Ludlow Cove Division 1 Phase 2 Homeowners Association commonly referred to as Ebb Tide Court.

The meeting was disrupted due to difficulties connecting Zoom audio with the public and an unsuccessful attempt to provide audio communication with Free Conference USA. The Commissioners reconvened the business items on the agenda at 10:35 a.m.

**3. COMMISSIONER COMMUNICATIONS:** Commissioner Rygmyr reported that the newly hired Administrative Coordinator resigned. He suggested discussing the next steps for hiring an Administrative Coordinator under agenda item 8.a. Onboarding New Administrative Coordinator – Ongoing.

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

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

**MOTION:** Commissioner Rygmyr moved to approve the agenda with the previously noted discussion of identifying a replacement for the new Administrative Coordinator with agenda item 8.a. Chair Cole seconded the motion and it passed 2-0.

**6. PUBLIC INQUIRIES:**

**6.a. EBB TIDE COURT AREA 26:** Chair Cole introduced the agenda item.

Commissioner Rygmyr reported there was a request to remove alder trees in a drainage easement. Carey Aron of the Ludlow Cove Division 1 Phase 2 Homeowners Association (HOA) stated that the HOA would like to remove alder trees and replace them with native shorter plants in front of five lots for

the following reasons: 1) improve the view; 2) avoid removal and replacement of a short-live trees. Carey Aron asked on behalf of the HOA if the Port Ludlow Drainage District (PLDD) would object to the tree removal and stated that the HOA would ask permission from Jefferson County for the tree removal with replacement of native vegetation.

Kerri Sidebottom, District Consulting Engineer from Gray & Osborne stated that there should not be a storm water issue with the removal and replacement of the alder trees with native vegetation. She stated that removal without replacement of vegetation could be problematic.

Chair Cole asked for clarification regarding payment for the cost of removal and replacement. Commissioner Rygmyr provided documentation that it would be paid for by the HOA and Carey Aron concurred.

It was the consensus of the Commissioners that the PLDD does not object to the removal of alder trees and replacement with native vegetation approved by Jefferson County.

## **7. CONSENT AGENDA**

Chair Cole introduced the Consent agenda and stated that there were corrections to the minutes in Consent agenda items 7.a, 7.b, 7.c and 7.d.

Chair Cole summarized the following corrections for the Consent agenda.

Content agenda item 7.a. May 9, 2024 meeting # 0321 minutes: 1) Page 1, Roll Call: Delete the word Chair in front of Gary Rygmyr's name and add Commissioner 3 in front of Michael Nilssen's name; 2) Page1, Item 6.a. North Bay Condominiums 1 Request for Funding: last line on page 1 add the word personally in front of the words "funded drainage; 3) Page 2, Item 9.a. line five rephrase as follows: updating the Comprehensive Storm Water Management Plan could be a; 4) Page 2, Item 9.a. line 8 replace the don't with do; 5) Page 3, Item 9.b. Third paragraph line 2 add the word 'Comprehensive as the first word. 6) Page 3, Item 9.d. Motion remove the word Vice-Chair and replace it with Commissioner; 7) Page 4 Item 10.c. First line change the first two words to The Commissioners; 8) Page 4 Meeting Adjournment Motion: remove the word Vice-Chair and replace it with Commissioner.

Consent agenda item 7.b. May 17, 2024 meeting minutes #0322: 1) Item 2 Roll Call, remove the name Chair in front of Gary Rygmyr's name.

Commissioner Rygmyr identified two additional corrections: 1) the meeting number was 0322 not 0332 and 2) Item 4.a. title the time for the Executive Session beginning was 1:00 P.M. not A.M. and the ending was not 11:00 a.m. but 3:00 P.M.

Chair Cole introduced three corrections to Consent agenda item 7.c. May 21, 2024 meeting #0323 minutes Item 5:1) third paragraph sentence three, typo

within not withing; 2) third paragraph, sentence 4 add the word the to read “report back to the”; 3) third paragraph last sentence change Commission to Commissioners.

Chair Cole introduced one correction to the item 7.d. May 24, 2024 meeting minutes #0324. Agenda Item 4.b. Motion was seconded by Commissioner Nilssen not Commissioner Rygmyr.

**7.b. PLDD voucher and voucher attachment with Voucher numbers 24-25 through 24-47 totaling \$6,385.80, with \$1,169.80 for payroll, \$68 for supplies, and \$5,216.00 for services.**

**MOTION:** Commissioner Rygmyr moved to approve the amended Minutes of May, 9, 2024 meeting #0321, May 17, 2024 meeting #0322, May 21, 2024 meeting #0323 and May 24, 2025 meeting #0324 and consent agenda item 7.3. Voucher Summary: numbers 24-48 through 24-58 totaling \$7214.65 with \$2702.59 for payroll, \$68.00 for supplies and \$4446.06 for services. Chair Cole seconded and motion passed 2-0.

Administrative Coordinator Mary Paxton later clarified that the total for the vouchers should be \$7216.65 and that total compensation on the Jefferson County voucher for the Administrative Coordinator should be \$1226.06 not \$1224.05.

## **8. NEW BUSINESS**

**8.a ONBOARDING NEW ADMIN COORDINATOR- ONGOING:** Chair Cole introduced the agenda item and mentioned the resignation of the newly hired Administrative Coordinator. Commissioner Rygmyr stated that the top two candidates were very professionally qualified.

**MOTION:** Chair Rygmyr moved to offer the Administrative Coordinator position to Leigh Christianson with the same wages, hours and potential for wage increase as the recently hired Administrative Coordinator. Chair Cole seconded and the motion passed 2-0.

**8.b. AUTOMATE AND UPDATE PUBLIC INQUIRY FORM SUBMISSION AND LOGGING:** Chair Cole introduced the agenda item. It was determined that it should be discussed with agenda item 9.a. Web Site Content Review.

## **OLD BUSINESS**

**9.a. UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN.** Chair Cole introduced the agenda item. It was noted that Commissioner Nilssen was absent.

**MOTION:** Commissioner Rygmyr recommended continuing the item to the July meeting. Chair Cole seconded the motion and it passed 0-2.

**9.b. WEB SITE CONTENT REVIEW:** Chair Cole introduced the agenda item. Commissioner Rygmyr observed that the approach to the review has been incremental, not an overhaul. Commissioner Rygmyr suggested removal of the notice of hiring of an Administrative Coordinator. Commissioner Rygmyr mentioned three maintenance tables that were prepared (two circa 2017 and the most recent) He suggested developing a word document table which would be easy to imbed hyperlinks. Chair Rygmyr suggested adding the recent Village Voice article to the Press articles posted on the website.

Commissioner Rygmyr asked whether there could be brief research comparing pricing of Go To Meetings to Zoom noting that the Beach Club uses Go To Meetings.

**10.a. FINANCIAL REPORTS:** The Commissioners acknowledged the receipt of the May financial reports from Falge Financial and did not identify any issues.

**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.

**MEETING ADJOURNMENT.**

**MOTION:** Commissioner Rygmyr moved to adjourn the meeting and Chair Cole seconded the motion. The motion passed unanimously. The meeting adjourned at 11:25 a.m.

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole, Chair

\_\_\_\_\_  
Date

ABSENT  
\_\_\_\_\_  
Commissioner 3, Michael Nilssen, Vice Chair

\_\_\_\_\_  
Date

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.*



Property Owner  
Address  
City, State, ZIP

Parcel ID

NOTICE IS HEREBY GIVEN, that the Jefferson County Board of County Commissioners will hold a public hearing on August 19, 2024, at 10:15 AM in the County Commissioners' Chambers, Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, Washington to take testimony concerning an Ordinance to renew the Port Ludlow Drainage District Assessment System.

This notice is not an assessment; an assessment amount is not being imposed. The amounts listed below are a hypothetical assessment that would generate \$1,000 of revenue for the Drainage District. This hypothetical assessment is proposed to be used to establish a system of assessment for the Drainage District. Under the proposed assessment method for each \$1,000 that the Drainage District raises through assessments, you would pay the amount listed below for your property. The actual assessment would be determined by the Drainage District budget.

The total assessment is apportioned between a gross area acreage assessment and an impervious area assessment. The proposed assessment would have 35 percent of the total assessment based on acreage and 65 percent of the total assessment based on impervious area.

The acreage portion of the assessment system consists of five Zones (Zone 0, Zone 1, Zone 2, Zone 3, and Zone 4). Zone 0 consists of areas permanently held in reserve or greenbelt areas that cannot be developed. Zone 1 comprises the majority of the District. It consists of the areas that can be developed, except for Zones 2, 3, and 4. Zone 2 is the five-acre residential lots in Port Ludlow No. 6 that completely drain into the District. Zone 3 is the five-acre residential lots in Port Ludlow No. 6 that partially drain into the District. Zone 4 is the five-acre residential lots in Port Ludlow No. 6 that completely drain out of the District. Based upon areas in Zone 0 of 121.3 acres, Zone 1 of 430.1 acres, Zone 2 of 38.1 acres, Zone 3 of 19.9 acres, and Zone 4 of 10.2 acres the associated dollar value of assessment for acreage for a \$1,000 hypothetical assessment is:

	Percentage of Gross Area Assessment	2024 Rate per \$,1000 Assessment
Zone 0	5%	= \$0.039382 per acre
Zone 1	100%	= \$0.78763 per acre
Zone 2	15%	= \$0.118115 per acre
Zone 3	10%	= \$0.078763 per acre
Zone 4	5%	= \$0.039382 per acre

The impervious area portion of the assessment system is based on Equivalent Residential Units of impervious surface. A single family residence is assumed to have 3,000 square feet of impervious surface, an Equivalent Residential Unit (ERU) of impervious surface. A multi-family residence is assigned 0.75 ERUs. The ERUs of other parcels are based on their actual impervious surface area. There are a total of 1,172.8 ERUs of impervious surface within the District. The impervious area portion of the assessment system is \$0.554229 per ERU. A parcel's total assessment for a \$1,000 hypothetical assessment would be based on the following formula:

Parcel Assessment = (area rate x parcel area) + (ERU rate x ERUs on the parcel)

The following is a summary of the proposed Ordinance:

Section 1. Purpose and Scope

Section 2. Authority

Section 3. Assessment System

Section 4. Ordinance Review

Section 5. Repealer

Section 6. Severability

Effective date

Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method

Copies of the ordinance are available at the Commissioners' office at the County Courthouse, 1820 Jefferson St, Port Townsend, or by calling (360) 385-9100 or emailing [jeffbocc@co.jefferson.wa.us](mailto:jeffbocc@co.jefferson.wa.us). The ordinance can also be viewed on the County website at [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us).

Written testimony is invited beginning on July 24, 2024 and ending on August 19, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written testimony may be submitted by **Email to:** [jeffbocc@co.jefferson.wa.us](mailto:jeffbocc@co.jefferson.wa.us); by **Mail to:** Jefferson County Commissioners' Office; PO Box 1220, Port Townsend, WA 98368; or **In Person to:** Jefferson County Commissioners' Office, Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368. Testimony must be received by the Board of County Commissioners by the end of the public comment period.

The meeting site is ADA accessible. Accommodations for people with disabilities can be arranged with advance notice by calling 385-9100.

Please check the Jefferson County website at [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) for the current status or to view this meeting live, go to [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) and follow the links under "Quick Links: BoCC Agenda"

Dean Cole, Chair  
Port Ludlow Drainage District  
PO Box 65261  
Port Ludlow, WA 98365

**PORT LUDLOW DRAINAGE DISTRICT VOUCHER ATTACHMENT 7/11/24 [0326]**

INVOICE DATE	VOUCHER NUMBER	INVOICE NUMBER	VENDOR CODE	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED BARS	AMOUNT-DTL
7/01/2024	V24-059		10069	LEIGH CHRISTIANSON	JUNE HOURS	279.91	5535210	279.91
	V24-059		10069	LEIGH CHRISTIANSON	JUNE 18 MEETING WITH ELECTION REPS		5144010	
7/01/2024	V24-060		8925	MARY PAXTON	JUNE HOURS	846.51	5535210	846.51
	V24-060		8925	MARY PAXTON	JUNE 18 MEETING WITH ELECTION REPS		5144010	
7/01/2024	V24-061		9255	DEAN COLE	JUNE 13 MEETING	233.55	5535230	233.55
	V24-061-2		9255	DEAN COLE	JUNE 18 MEETING WITH ELECTION REPS		5144010	
7/01/2024	6-V24-062		9227	GARY RYGMYR	JUNE 13 MEETING	116.79	5535230	116.79
					<b>PAYROLL SUBTOTAL</b>	<b>1476.76</b>		<b>1476.76</b>
6/14/2024	V24-063	1	9255	DEAN COLE	REIMBURSEMENT	72.54	5535030	72.54
6/18/2024	V24-064	1	9255	DEAN COLE	MILEAGE TO ELECTION MEETING @ JEFFERSON COUNTY	17.55	5535340	17.55

					<b>SUPPLIES SUBOTAL</b>	<b>90.09</b>		<b>90.09</b>
4/18/2024	V24-065	2781	3752	JEFFERSON CO AUDITOR	2024 ELECTION SERVICES	3864.90	5144040	3864.90
6/30/2024	V24-066	4701	9022	FALGE BOOKKEEPING SERVICES	JUNE BOOKKEEPING	285.00	5535443	285.00
6/17/2024	V24-067	6	3041	GRAY & OSBORNE	ENGINEERING SVS 5/19 - 6/15/2024	266.49	5535140	266.49
6/14/2024	V24-068	5373	4574	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL WITH OWLS 6/13/24	81.83	5535341	81.83
7/1/2024	V24-069	1477	7001	SEA WING DESIGNS	WEBSITE MAINTENCE JUNE 2024	40.00	5535345	40.00
6/30/2024	V24-070	202319	8781	YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1979.91	5535040	1979.91
					<b>SERVICES SUBTOTAL</b>	<b>6518.13</b>		<b>6518.13</b>
7/1/2024	V24-071		2338-695	EMPLOYMENT SECURITY DEPARTMENT	Q PAID FAMILY MEDICAL LEAVE	27.27	5535221	27.27
7/1/2024	V24-072		2238-694	EMPLOYMENT SECURITY DEPARTMENT	Q WASHINGTON CARES FUND	30.10	5535221	30.1
7/1/2024	V24-073		9032	US TREASURY INTERNAL REVENUE SERVICE	Q3 FICA FEDERAL WITHHOLDING MEDICARE & SOCIAL SECURITY	793.80	5535220	793.80
7/1/2024	V24-074		9038	WA STATE DEPT OF LABORY & INDUSTRIES	Q WA STATE DEPT OF LABORY & INDUSTRIES	23.85	5535221	23.85
					<b>QUARTERLY PAYROLL TAXES SUBTOTAL</b>	<b>875.02</b>		<b>875.02</b>

<b>TOTAL</b>	<b>8960.00</b>	<b>0.00</b>	<b>8960.00</b>
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SIGNATURES

I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.

**SUBSCRIBED THIS 11th DAY OF JULY, 2024.**

\_\_\_\_\_  
 COMMISSIONER 1  
 \_\_\_\_\_  
 COMMISSIONER 2, CHAIR  
 \_\_\_\_\_  
 COMMISSIONER 3, VICE CHAIR

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 Port Ludlow Drainage District

