

**PORT LUDLOW DRAINAGE DISTRICT BOARD OF COMMISSIONERS**

**AMENDED Agenda for Board of Commissioners' Meeting #0317**

**January 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:

<https://us06web.zoom.us/j/84249267396?pwd=sWpcSmSbXti83TIS7i9RovPXnJFIIL.1>

**Meeting ID: 842 4926 7396**

**Passcode: 882807**

**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. Election of Officers:**

**Recommended Action:** Defer the Election of Officers to the March 2024 regular meeting.

**4. Commissioner Communications:**

**5. 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.

**6. Agenda Approval:**

**7. Public Inquiries:**

**7.a. 150 Resolute Lane**

**Recommended Action:** Receive an update.

**7.b. East Jefferson Fire Rescue Fire Station, JFR Fire Station, 7650 Oak Bay Road.**

**Recommended Action:** Receive an update.

**7.c. North Bay Condominiums.**

**Recommended Action:** Review an update.

**8. Consent Agenda:**

Items 8.a., 8.b., 8.c., 8.d. and 8.e. listed below were on the December 14, 2023 consent and regular agenda for meeting #0314. There was a Motion and Second to approve consent agenda items 8.a. and 8.b. but there was not a vote. Similarly, there was a Motion and Second for each regular agenda items listed below, 8.c., 8.d., and 8.e. These items have been placed on the Consent agenda to formalize the approval with a vote. 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.

Items 8.f., 8.g., 8.h. and 8.i. Item 8.h. 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.

**8.a. Minutes November 9, 2023 Meeting #0313.**

**8.b. 314 Voucher Summary: numbers 23-101 through 23-110 totaling \$6,642.16 with \$975.65 for payroll, \$0 for supplies, and \$5,666.51 for services.**

**8.c. Approval of Resolution 2023-04 Updating the Policies and Procedures Relating to the Public Records Act (Chapter 42.56 RCW) approved with Resolution 2018-01.**

**8.d. Approval of a two-year extension of the Contract with Gray & Osborne for On-call Engineering Services.**

**8.e. Approved Task Order YA 2023-03 with Yard Dogs Landscaping, Inc.**

**8.f. Minutes December 11, 2023 Meeting #0314.**

**8.g. Minutes December 19, 2023 Special Meeting #0315.**

**8.h. Minutes January 4, 2024 Special Meeting #0316**

**8.i. 317 Voucher Summary: numbers 23-111 through 23-122 totaling \$5,741.53 with \$1,662.20 for payroll, \$0 for supplies, \$3,505.95 for services and \$573.38 for payroll taxes for the fourth quarter.**

## **9.Old Business**

**9.a. Approval of an Interlocal Agreement For Conducting An Election For The Port Ludlow Drainage District between the Port Ludlow Drainage District and Jefferson County for the Special Election on February 6, 2024 for the Commissioner 2 position.**

**Recommendation:** Approve by motion the Interlocal Agreement for Conducting an Election For the Port Ludlow Drainage District.

**9.b. 2024 Special Election: 1.; Approval of Election Officials; 2. Review and approval of 2024 Special Election Sample Ballot and Sample Contested Ballot and printing location and costs; 3. Acceptance of the Designation form for community property, trusts, corporations, partnerships, and multiple interests. As per RCW 85.38.105 discussion of how the designations must be made in writing; 4) Formal request to Jefferson County Auditor for a poll worker during polling for a voting booth, trays, and ballot box; 5) finalize candidate forum details 6) election day Bay View Room logistics.**

**Recommended Action:** The Commissioners will review, discuss, and make recommendations for the 2024 election process.

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

**Recommended Action:** Discussion of adjustments to web site including the addition of a Contact tab.

## **10. New Business**

### **10. Draft 2024 Administrative Calendar**

**Recommended Action:** Review the Draft 2024 Administrative Calendar and provide direction on any changes.

**10.b. Authorize the destruction of non-archival records that were scanned to the District laptop and cloud storage in 2023 and Authorize the destruction of non-archival public records that have met the retention requirements.**

**Recommended Action:** Authorize the Administrative Coordinator to destroy the 2023 log of scanned non-archival public records and to destroy non-archival public records shown on the Public Records Destruction Log Year 2023, Port Ludlow Drainage District, Public Records Destruction Log Year 2024

## **11. Reports:**

### **11.a. Financial Reports:**

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

**12. 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.

## **13 Meeting Adjournment.**

**DRAFT Port Ludlow Drainage District (PLDD)**  
**December 14, 2023**  
**Board of Commissioners Meeting #0314**  
**Zoom/In Person Meeting Minutes**

**1. CALL TO ORDER:** Vice-Chair Cole called the meeting to order at 10:00 a.m.

**2. ROLL CALL:** Commissioner 1, Chair Gary Rygmyr absent; Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator and Kerri Sidebottom, Gray and Osborne Consulting Engineer were present.

**PUBLIC:** Vaughn Bradshaw, Ernie Lewis, and Bill Couch of the North Bay Condominiums were present. Assistant Chief of the Port Ludlow Fire and Rescue via Zoom.

**3. COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that he and the District's consulting Bookkeeper will be attending a webinar training for the annual Audit. He expressed appreciation for the State Auditor for the guidance.

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

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

**MOTION:** Commissioner Nilssen moved to approve the Agenda and Vice-Chair Cole seconded. The motion passed.

**6. PUBLIC INQUIRIES:**

Commissioner Nilssen stated that he received an inquiry from a property owner on Montgomery Lane with drainage issues. It was determined that the issue would be placed on the January agenda.

**6.a. 150 RESOLUTE LANE – REVIEW OF RECOMMENDATIONS FROM GRAY & OSBORNE CONSULTING ENGINEER KERRI SIDEBOTTOM.** Vice-Chair Cole introduced the agenda item. Consulting Engineer Kerri Sidebottom summarized the memo she sent that documented actions for the last couple of months. She noted that the issue may be a seep or a spring. Engineer Sidebottom said that the liner is a lower cost solution for handling surface water but there are recommendations for the property owner in the memo to address drainage issues.

It was the recommendation of the Commissioner that the Chair and Administrative Coordinator should send a letter to the Bernards recommending that they install drainage improvements on their private property recommended in the memo especially with consideration to large area of imperviable surface on the driveway at their residence.

**6.b. EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD.** Vice-Chair Cole introduced the agenda item and asked consulting

Engineer Kerri Sidebottom to summarize the findings in the Grey and Osborne memo to the Commissioners. She noted that Yarddogs Landscaping cleared out a ditch that had not been maintained for a time and recommended clearing out the ditch to maintain an adequate grade or flow line for drainage. She said that there was fire hydrant flushing that day that could have influenced the water flow to the fire station parking lot.

Assistant Chief Brian Tracer of the East Jefferson Fire Rescue Fire Station (EJFRFS) thanked the Commissioners for the prompt attention to their inquiry. He mentioned that the parking lot previously washed out around 2016-17 and the assets of the EJFRFS is a primary concern. Assistant Chief Tracer said the EJFRFS is seeking proactive solutions to protect their assets. He mentioned that they asked Zenovic Engineering to assess the situation.

Consulting Engineer Kerri Sidebottom of Grey & Osborne recommended waiting to see if the emergency clearing performed by Yarddogs Landscaping Inc. would be sufficient. If necessary, the next step could be to install rock. The Commissioners concurred with the recommendation.

**6.c. North Bay Condominiums.** Ernie Lewis of the North Bay Condominium 1 mentioned the French drain previously installed by the Port Ludlow Drainage District for the Condominium 2. Mr. Lewis mentioned that there is drainage from the roofs and parking areas flowing to the top of the bank and that it is not a good system. Mr. Lewis said the North Bay Condominiums is requesting assistance from the District to help with the development and design of a surface drainage system, bring it all into one collection system and take it to the beach. Some Condominium 1 residents believe there are problems with subsurface water going to the bank.

Commissioner Nilssen commented that some of the drainage issues may stem from the roof drainage, the driveway design toward the condominiums, and the large area of impervious surfaces. Commissioner Nilssen also explained that the Port Ludlow Drainage District funding to assistance to Condominium 1 was inconsistent with the precedent of funding for improvements for the PLDD over time and disproportionate to rate payers in the PLDD..

Consulting Engineer Kerri Sidebottom recommended as a first step that the North Bay Condominiums 1 retain a geotechnical consulting engineer to assess the concerns to assess whether the slope stability of the bluff is a surface water or ground water issue or both. Through the course of discussion, it was noted that was the first step for actions at the North Bay Condominium 2.

There were questions from representatives of North Bay Condominiums 1 asking whether the District could administer contracts on their behalf – project management. There was consensus of the Commissioners that the District would not provide project management services. Commissioner Nilssen said the District does project management services on green spaces, not private property.

Mr. Couch asked if the North Bay Condominiums 1 should complete a public inquiry form. The Commissioners asked them to complete the form.

Vaugh Bradshaw asked if the District could provide recommended geotechnical consulting firms.

Bill Couch asked if the geotechnical report is prepared, is there a process for peer review.

It was the consensus of the Commission to direct Consulting Engineer Kerri Sidebottom to provide references for geotechnical consulting engineers to the North Bay Condominium 2 and that the District may review a proposal for services but the District would not administer a contract.

## **7. CONSENT AGENDA**

### **7.a. MINUTES NOVEMBER 9, 2023 MEETING #0313**

**MOTION:** Commissioner Nilssen moved to approve the Agenda and Vice-Chair Cole seconded. There was no vote on the motion.

## **8. NEW BUSINESS:**

### **8.a. 314 VOUCHER SUMMARY: NUMBERS 23-101 THROUGH 23-110 TOTALING \$6642.16 WITH \$975.65 FOR PAYROLL, \$0 FOR SUPPLIES, AND \$5,666.51 FOR SERVICES.**

**MOTION:** Commissioner Nilssen moved to approve the Voucher Summary 314 and Vice-Chair Cole seconded. There was no vote on the motion.

### **8.b. APPROVAL OF RESOLUTION 2023-04 UPDATING THE POLICIES AND PROCEDURES RELATING TO THE PUBLIC RECORDS ACT (CHAPTER 42.56 RCW) APPROVED WITH RESOLUTION 2018-01.**

**MOTION:** Commissioner Nilssen moved to approve Resolution 2023-04 and Vice-Chair Cole seconded. There was no vote on the motion.

### **8.c. APPROVAL OF A TWO-YEAR EXTENSION OF THE CONTRACT WITH GRAY & OSBORNE FOR ON-CALL ENGINEERING SERVICES.**

**MOTION:** Commissioner Nilssen moved to approve the two-year extension of the contract with Gray and Osborne for on-call engineering services and Vice-Chair Cole seconded. There was no vote on the motion.

### **8.d. APPROVE TASK ORDER YA 2023-03 WITH YARD DOGS LANDSCAPING, INC.**

**MOTION:** Commissioner Nilssen moved to approve Task Order YA 2023-03 with Yard Dogs Landscaping for a not to exceed amount of three thousand dollars (\$3000.00) and Vice-Chair Cole seconded. There was no vote on the motion.

**8.e. REVIEW OF PORT LUDLOW DRAINAGE DISTRICT RESOLUTION 2019-02 DELEGATING ADMINISTRATIVE AUTHORITY.** Vice Chair Cole introduced the discussion of Resolution 2019-02. Commissioner Nilssen questioned whether the resolution was still relevant due to the adoption of the bylaws previously in the year. It was the Consensus of the Commissioners to continue the discussion with a full Commission to the January meeting.

## **9. OLD BUSINESS**

**9.a. WEB SITE CONTENT REVIEW:** The Commissioner discussed consultations with Chair Rygmyr to add a Contact link for Commissioners with either a new tab or within the Commissioner section of the About page. Commissioner Nilssen supported recommendations of Commission Cole.

It was the consensus of the Commissioners that web content should be posted for the pending 2024 Commissioner 2 election that included a profile of the candidates, that there should be an evening candidate forum in the Beach Club with two to three questions for each candidate and there should be inquiries to Jefferson County Elections about the feasibility of administering the election locally to reduce costs to district residents.

## **10. REPORTS:**

**10.a. FINANCIAL REPORTS:** Commissioner Nilssen reported that the District is running under budget. He noted that Commissioners are authorized to submit reimbursement for meetings related to performing duties on behalf of the district with submission of a reimbursement form.

Commissioner Nilssen reported that the year-to-date return on assessments was \$69,454.67 which is remarkably close to the budgeted assessment for 2023. The District earned \$6,848.48 from investment pool income. Expenses to date are \$64,825.96 which are under the projected expenditures of \$102,000 for 2023.

Commissioner Nilssen recommended consolidating the voucher form instead of approving a Jefferson County voucher and Port Ludlow Drainage District Attachment. There was consensus that the Administrative Coordinate should contact Jefferson County to determine if it would be feasible to submit a voucher with the District BARS budget numbers added or a blind column of the District BARS numbers and request separate payment to staff and Commissioners for individual expenses.

**10.b RECORDINGS:** Administrative Coordinator Mary Paxton reported that she met with Chair Rygmyr to troubleshoot the audio quality of Zoom participation from remote locations, with remote call-ins by cell phones, and testing for audio quality. She related the importance of speakers speaking slowly and accentuating words particularly for soft spoken persons.

**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

Absent

\_\_\_\_\_  
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 its website.*

Absent

INVOICE DATE	VOUCHER NUMBER	INVOICE NUMBER	VENDER NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED BARS	AMOUNT-DTL
11/30/2023	V23-101		8925	MARY PAXTON	M PAXTON PAYROLL NOV HOURS	\$ 638.26	5535210	\$ 638.26
11/30/2023	V23-102		9255	DEAN COLE	NOV 9 MEETING ATTEND	\$ 103.95	5535230	\$ 103.95
11/30/2023	V23-103		9228	MICHAEL NILSSEN	NOV 9 MEETING ATTEND	\$ 116.72	5535230	\$ 116.72
11/30/2023	V23-104		9227	GARY RYGMYR	NOV 9 MEETING ATTEND	\$ 116.72	5535230	\$ 116.72
					<b>PAYROLL SUBTOTAL</b>	\$ 975.65		\$ 975.65
					<b>SUPPLIES SUBOTAL</b>	\$ -		\$ -
11/30/2023	V23-105	4330	9022	FALGE BOOKKEEPING SERVICES	NOVEMBER BOOKKEEPING	\$ 250.00	5535443	\$ 250.00
11/9/2023	V23-106	11	3041	GRAY & OSBORNE	ENGINEERING SERVICES 10/8 - 11/4	\$ 1,628.55	5535140	\$ 1,628.55
11/9/2023	V23-106	3	3041	GRAY & OSBORNE	BUDGET PREPARATION 10/8 - 11/4	\$ 108.57	5535442	\$ 108.57
12/6/2023	V23-107	5298	4574	LUDLOW MAINTENANCE COMMISSION	NOV 9 ROOM RENTAL & OWLS	\$ 81.83	5535341	\$ 81.83
10/10/2023	V23-108	883019	5610-695	OGDEN MURPHY WALLACE LLC	LEGAL	\$ 189.00	5535444	\$ 189.00
		1388	7001	SEA WING DESIGNS	SUBSCRIPTION RENEWALS, EMAIL, DOMAIN, WEBSITE	\$ 1,016.68	5535345	\$ 1,016.68
12/3/2023	V23-110	202312	8781	YARD DOG LANDSCAPING INC	NOVEMBER MAINTENANCE	\$ 1,728.34	5535040	\$ 1,728.34
12/3/2023	V23-110	202312	8781	YARD DOG LANDSCAPING INC	EMERGENCY FIRE STATION	\$ 400.00	5535018	\$ 400.00
11/30/2023	V23-101		8925	MARY PAXTON	REIMBURSE ZOOM SUBSCRIPTION	\$ 163.54	5535740	\$ 163.54
12/6/2023	V23-102		9255	DEAN COLE	BOND REIMBURSEMENT	\$ 100.00	5535210	\$ 100.00
					<b>SERVICES SUBTOTAL</b>	\$ 5,666.51		\$ 5,666.51
					<b>TOTAL</b>	\$ 6,642.16		\$ 6,642.16

#### SIGNATURES

COMMISSIONER 1, CHAIR

COMMISSIONER 2

COMMISSIONER 3

I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as describeld herein, and the claim is a just, due and unpaid obligation against the district herin and that I am authorized to authenticate and certify to said claim.  
SUBSCRIBED THIS 14th DAY OF December, 2023.

Dean Cole

APPROVED  
Port Ludlow Drainage District

Dean Cole

Michael Nilsson









# PLDD 12-14-2-23 voucher ATTACHEMENT

Final Audit Report

2023-12-17

Created:	2023-12-15
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwnLCbmOmxzwQuSo7MX6diPdwS-a5XBVf

## "PLDD 12-14-2-23 voucher ATTACHEMENT" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2023-12-15 - 0:11:31 AM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2023-12-15 - 0:11:35 AM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2023-12-15 - 0:11:35 AM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2023-12-15 - 12:35:12 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2023-12-15 - 12:35:39 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-12-17 - 8:42:00 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-12-17 - 8:42:53 PM GMT - Time Source: server
-  Agreement completed.  
2023-12-17 - 8:42:53 PM GMT



**DRAFT Port Ludlow Drainage District (PLDD)**  
**December 15, 2023**  
**Board of Commissioners Special Meeting #0315**  
**Zoom/In-Person Meeting Minutes**

**1. CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.

**2. ROLL CALL:** Commissioner 1, Chair Gary Rygmyr Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator was present.

**PUBLIC:** Ron (Ronald) Mountain, Via Zoom: Quinn Grewell, Jefferson County Election Coordinator, Brenda Huntingford, Jefferson County Auditor.

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

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

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

**5. NEW BUSINESS**

**5.a. DECIDE WHETHER THE PORT LUDLOW DRAINAGE DISTRICT (PLDD) WILL OR WILL NOT ADMINISTER THE FEBRUARY 6, 2024, SPECIAL ELECTION FOR THE COMMISSIONER 2 POSITION OR HAVE JEFFERSON COUNTY ELECTIONS ADMINISTER THE SPECIAL ELECTION:** Chair Rygmyr introduced the agenda item and expressed concern about the capacity of the Port Ludlow Drainage District (the "PLDD") to administer a special election. Vice-Chair Cole noted that the County of Jefferson County election administration cost of \$40,000 to \$45,000 could be close to one half of the PLDD budget.

Quinn Grewell, Elections for Jefferson County, provided an overview of sections of the Revised Code of Washington in relation to the election process for a special irrigation and drainage district. She explained that the PLDD is one of the larger drainage districts in the State and that it is unusual because the PLDD is not related to agriculture and that because of the number of voters in the PLDD, it could administer an election. She provided a summary of the responsibilities for an election administered by Jefferson County vs. an election administered by the Port Ludlow Drainage District and steps for conducting an election.

Ms. Grewell explained the following:

- The PLDD is required to submit a list of property ownership with presumed eligible registered voters by November 1<sup>st</sup> prior to the election of the following year. If the list is not submitted, Jefferson County will prepare the list and bill the PLDD for the cost.

- Voting is based on parcel size. Parcels of less than ten acres have two votes.
- The PLDD is required to enter a contract with the County Auditor to either 1) rely on Jefferson County to administer the election and pay all costs or 2) PLDD to administer the election in partnership with Jefferson County and pay Jefferson County for some of the costs. A template is being reviewed and could be on the agenda of the first meeting of the Board of Commissioners in 2024.
- Candidates will be placed on the ballot in alphabetical order.
- Type of Voting
  - Jefferson County Administration with all time and materials billed to the PLDD:
    - Voting will be by mail if Jefferson County administered the election.
    - Mail-in ballots will be mailed to all eligible voters.
    - Jefferson County will tally the ballots.
  - PLDD
    - Voting will be in person at a polling location to be determined.
    - The County Auditor will publish in a public notice in the Port Townsend leader on January 31<sup>st</sup> identifying the location for voting and the hours (at least six). The District will be billed for the cost.
    - The District will need to appoint three eligible voters in the District to be election officials at the polling places.
    - PLDD is responsible for submittal of ballots to Jefferson County by 12:00 p.m. the Wednesday following the election (February 7, 2024).
    - Jefferson County will count the ballots and bill the PLDD for the cost.
    - Jefferson County will furnish a polling booth, ballot boxes, trays and will be present on voting day (for staff cost) at the request of the PLDD.
    - PLDD should have a different colored numbered ballot for contested ballots available at the polling place. Challenged ballots will be reviewed by the Jefferson County Elections.
    - Eligible voters must request an absentee ballot from Jefferson County elections.
- The Ballots
  - If Jefferson County administers the election the ballots will be sent by mail with return envelopes and verification signatures.
  - If PLDD administers the election the Elections Office can provide a sample ballot that the District can use. There will be no cost for postage.

The Commissioners asked candidate for Commissioner 2 Ron Mountain for his input on whether to contract with the Auditors Office to conduct the election or to engage the PLDD to administer the election. He recommended that the PLDD administer the election.

Chair Rygmyr asked if a draft contract could be sent to the PLDD. Quinn stated she could not confirm the timing.

Chair Rygmyr and Vice-Chair Cole stated that after listening to information from the Elections Coordinator Quinn Grewell, that the PLDD overseeing the election seemed more feasible and would save money.

**MOTION:** Chair Rygmyr moved to recommend that the Port Ludlow Drainage District administer the 2024 election in conjunction with the Jefferson County Auditor. The motion passed unanimously.

There was consensus of the Commissioners for the following: to print 1,000 to 1,200 ballots with a printer available if needed (there were 500 ballots in the last election submitted with 50% turnout). It was also suggested that: 1) information about the election be posted in the Port Ludlow Voice, eblast to local web boards, the Beach Club Bulletin Board; 2) to explore possible polling locations at the Gazebo Room and the Beach Club and the Port Ludlow Fire and Rescue meeting room; 3) explore locations for a candidate forum the second meeting of January; 4) to direct the PLDD Attorney to review the contract with Auditor and; 4) to provide contact information to Jefferson County.

**5.b. REVIEW OF COMMISSIONERS' ROLES AND RESPONSIBILITIES:** Chair Rygmyr explained that he requested to have the item put on the agenda. There was discussion noting that the Commissioner roles and responsibilities outlined in Resolution 2019-02 and the bylaws adopted in 2023 are not in major conflict but they are not the same. There was consensus to place the review on the January 11, 2024, meeting agenda.

**5.c. CANDIDATE FORUM IN JANUARY:** The Commissioners discussed scheduling a Candidate forum. There was consensus that a forum should be scheduled the second week of January from 4:00 p.m. to 6:00 p.m. The Administrative Coordinator was directed to investigate possible locations for the forum including the Beach Club Bay View Room and the Port Ludlow Fire and Rescue meeting room.

**6. 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.

## **7. MEETING ADJOURNMENT**

**MOTION:** Chair Rygmyr moved to adjourn the meeting at 11:28 a.m. Vice Chair Cole seconded the motion and it passed unanimously.

Absent

\_\_\_\_\_  
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 its website.*



**DRAFT Port Ludlow Drainage District (PLDD)**  
**January 4, 2024**  
**Board of Commissioners Special Meeting #0316**  
**Zoom/In-Person Meeting Minutes**

**1. CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.

**2. ROLL CALL:** Commissioner 1, Chair Gary Rygmyr Commissioner 2, Vice Chair Dean Cole and. Mary Paxton, Administrative Coordinator were present. and Commissioner 3, Michael Nilssen was present via zoom.

**PUBLIC:** Via Zoom: Quinn Grewell, Jefferson County Elections Coordinator, Brenda Huntingford, Jefferson County Auditor.

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

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

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

**5. NEW BUSINESS**

**5.a. DISCUSS THE FORMAT FOR THE SPECIAL ELECTION CANDIDATE FORUM.**

Vice Chair Cole recommended the following: an emcee, microphone, an easel, coffee, up to 50 folding chairs, that each candidate be given about twenty minutes to talk about themselves and then the public would be allowed to ask questions of the candidates. The members of the public should state their name, where they reside and the question should be restated. It was determined that Chair Rygmyr would emcee and Commissioner Nilssen offered to help with set up. Chair Rygmyr and the Administrative Coordinator agreed to meet the Beach Club General Manager Brian Belmont to discuss the set-up logistics.

**5.b. CONTRACT BETWEEN THE JEFFERSON COUNTY AUDITOR AND PORT LUDLOW DRAINAGE DISTRICT FOR THE 2024 SPECIAL ELECTION:** Chair Rygmyr introduced the agenda item and explained the draft agreement from Jefferson County. The Commissioners discussed the draft agreement for interlocal election services and the election with Quinn Grewell, Jefferson County Election Coordinator, and Brenda Huntingford, Jefferson County Auditor. Commissioner Nilssen requested detailed reporting of Jefferson County election costs to help inform future budgets in election years.

Quinn Grewell recommended printing the ballots in advance of the elections, printing challenged ballots with a unique ballot number for each ballot as well as a watermark with the word challenged. She also recommended that the District prepare a sheet to log the information for challenged ballots. Quinn Grewell stated that absentee ballots will be



mailed starting January 17<sup>th</sup> and that any absentee ballot requests received subsequently would be mailed out the day the request is received.

It was the consensus of the Commissioners to contract with Jefferson County to pay for one Jefferson County Election staff person to be present during the polling period on February 6, 2024 and to pay for two Jefferson County staff persons to transport the ballots from the Beach Club to the Jefferson County Elections Department.

It was determined that in order to assure that the interlocal agreement for election services would need to be found legally adequate by the Port Ludlow Drainage District by 5:00 p.m. on Friday, January 5<sup>th</sup> so that the item could be placed on the January 20, 2024 Jefferson Board of Commissioners agenda. It was agreed that Chair Rygmyr would coordinate with the District legal counsel to expedite the review.

**5.c. APPOINTMENT OF THREE ELECTION OFFICIALS:** Chair Rygmyr introduced the appointment of three election officials. The Commissioners discussed the criteria for a qualified official. There was consensus that Commissioner Nilssen would serve as an official, Chair Rygmyr may serve as an official and that the Commissioners would email the Administrative Coordinator with a list of possible election officials. The Administrative Coordinator was directed to place the appointment on the January 11, 2024 agenda.

## **6. MEETING ADJOURNMENT.**

**MOTION:** Chair Rygmyr moved to adjourn the meeting at 11:28 a.m. Vice Chair Cole seconded the motion and it passed unanimously. Chair Rygmyr and Vice Chair Cole voted aye. The motion passed.

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Commissioner 1, Gary Rygmyr, Chair

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Date

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Commissioner 2, Dean Cole

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Date

---

Commissioner 3, Michael Nilssen

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Date

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

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/27/2023		V23-111	8925	0	MARY PAXTON	M PAXTON PAYROLL 13TI	1103.87	69500589	589400	1103.87
1	12/27/2023		V23-112	9255	0	DEAN COLE	DEC 14 & 19 MEETINGS	208	69500589	589400	208
1	12/27/2023		V23-113	9228	0	MICHAEL NILSSEN	DEC 14 & 19 MEETINGS	233.56	69500589	589400	233.56
1	12/27/2023		V23-114	9227	0	GARY RYGMYR	DEC 19 MEETING	116.77	69500589	589400	116.77
1	12/27/2023		4368-V23-115	9022	0	FALGE BOOKKEEPING SERVICES	DEC BOOKKEEPING	250	69500589	589400	250
1	12/27/2023		13-V23-116	3041	0	GRAY AND OSBOURNE INC	ENG SERVICES 2/3 TO 12/	1135.76	69500589	589400	1135.76
1	12/27/2023		5304-V23-117	4574	0	LUDLOW MAINTENANCE COMM	DEC 14 & 19 ROOM RENT	234.57	69500589	589400	234.57
1	12/27/2023		202313-V23-118	8781	0	YARD DOG LANDSCAPING INC	DEC MAINTENANCE	1885.62	69500589	589400	1885.62
1	12/27/2023		V23-119	2338	695	EMPLOYMENT SECURITY DEPART	Q4 PAID FAMILY MEDICA	19.66	69500589	589400	19.66
1	12/27/2023		V23-120	2338	694	EMPLOYMENT SECURITY DEPART	Q4 WASHINGTON CARES	19.59	69500589	589400	19.59
1	12/27/2023		V23-121	9038		WASHINGTON DEPARTMENT OF I	Q4 WITHHOLDING WSDLI	17.81	69500589	589400	17.81
							Q4 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	12/27/2023		V23-122	9032	695	REVENUE SERVICE	SECURITY	516.32	69500589	598400	516.32

INVOICE DATE	VOUCHER NUMBER	VENDER NUMBER	INVOICE NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED TO BARS	AMOUNT-DTL
1/1/2024	V23-111	8925		MARY PAXTON	DECEMBER HOURS	\$ 934.87	5535210	\$ 934.87
1/1/2024	V23-111	8925		MARY PAXTON	DECEMBER HOURS ELECTION	\$ 169.00	5535210	\$ 169.00
1/1/2024	V23-112	9255		DEAN COLE	DECEMBER 11 & 19 MEETINGS	\$ 208.00	5535230	\$ 208.00
1/1/2024	V23-113	9228		MICHAEL NILSSEN	DECEMBER 11 & 19 MEETINGS	\$ 233.56	5535230	\$ 233.56
1/1/2024	V23-114	9227		GARY RYGMYR	DECEMBETR 19 MEETING	\$ 116.77	5535230	\$ 116.77
					<b>PAYROLL SUBTOTAL</b>	\$ 1,662.20		\$ 1,662.20
					<b>SUPPLIES SUBOTAL</b>	\$ -		
12/31/2023	V23-115	9022	4368	FALGE BOOKKEEPING SERVICES	DECEMBER BOOKKEEPING	\$ 250.00	5535443	\$ 250.00
1/3/2024	V23-116	3041	13	GRAY & OSBORNE	ENG SERVICES 12/3 TO 12/31	\$ 1,135.76	5535140	\$ 1,135.76
12/15/2023	V23-117	4574	5304	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL & OWLS DEC 14	\$ 109.10	5535341	\$ 109.10
12/19/2023	V23-117	4574	5305	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL & OWLS DEC 19	\$ 125.47	5535341	\$ 125.47
12/31/2023	V23-118	8781	202313	YARD DOG LANDSCAPING INC	DECEMBER MAINTENANCE	\$ 1,885.62	5535040	\$ 1,885.62
					<b>SERVICES SUBTOTAL</b>	\$ 3,505.95		\$ 3,505.95
1/1/2024	V23-119	2338-695		EMPLOYMENT SECURITY DEPARTMENT	Q4 PAID FAMILY MEDICAL LEAV	\$ 19.66	5535221	\$ 19.66
1/1/2024	V23-120	2338-694		EMPLOYMENT SECURITY DEPARTMENT	Q4 WASHINGTON CARES FUND	\$ 19.59	5535221	19.59
1/1/2024	V23-121	9032-695		US TREASURY INTERNAL REVENUE SERVICE	Q4 FICA FEDERAL WITHHOLDING MEDICARE & SOCIAL SECURITY	\$ 516.32	5535220	515.32
1/1/2024	V23-122	9038		WA STATE DEPT OF LABORY & INDUSTRIES	Q4 WSDL&I	\$ 17.81	5535221	17.81
<b>TOTAL PAYROLL TAXES</b>						\$ 573.38		\$ 573.38
<b>TOTAL ALL EXPENSES</b>						\$ 5,741.53		\$ 5,741.53

I the undersigned do hereby certify under penalty of perjury,	<b>SIGNATURES</b>	
that the materials have been furnished, the services rendered or		
the labor performed as describebd herein, and the claim is a just,		
due and unpaid obligation against the district herin and that I am		
authorized to authenticate and certify to said claim.		
SUBSCRIBED THIS 11th DAY OF January, 2024.		
	COMMISSIONER 1, CHAIR	
	COMMISSIONER 2, VICE CHAIR	
	COMMISSIONER 3	
APPROVED	DATE	

# Port Ludlow Drainage District

## INTERLOCAL AGREEMENT FOR CONDUCTING AN ELECTION FOR THE PORT LUDLOW DRAINAGE DISTRICT

This Interlocal Agreement for Conducting an Election for the Port Ludlow Drainage District (“this Agreement”) is between the Port Ludlow Drainage District, a special purpose district (“District”), and Jefferson County Washington (“the County”).

WHEREAS, in accordance with RCW 85.38.125(2), if a special purpose district has at least five hundred qualified voters, the special purpose district may choose to conduct its own elections; and

WHEREAS, Port Ludlow Drainage District has more than five hundred qualified voters and the District is choosing to conduct an election for the purpose of electing a new commissioner; and

WHEREAS, under RCW 85.38.125(2), a special district that conducts its own elections must enter into an agreement with the county auditor that specifies the responsibilities of both parties; and

NOW THEREFORE, the parties agree to the following to specify the responsibilities of both parties:

NOW, THEREFORE, the parties agree as follows:

- 1. General Election.** The District shall hold a general election on the date specified in RCW 85.38.100. The general election to elect a Port Ludlow Drainage District Commissioner Position No. 2 to a six-year term, which shall be conducted on Tuesday, February 6, 2024.
- 2. Presumed Eligible Voters’ List.** Pursuant to RCW 85.38.110, the District is required to compile a list of presumed eligible voters and provide it to the Auditor by the first day in November preceding the special district general election. Since the District did not provide the Jefferson County Auditor (“Auditor”) with the list of qualified voters by this date, the Auditor shall compile the list and charge the District for the costs required for this preparation, and the Auditor shall not be held responsible for any errors in the list.
- 3. Auditor’s Assistance, Notice and Costs.** The Auditor shall publish notice of election in the newspaper of general circulation (The Port Townsend Leader) in the District at least once not more than ten days nor less than three days before the election (January 31, 2024). The notice shall describe the election, give its date and times to be held, and indicate the election site or sites in the district where ballots may be cast as provided by the District. The District shall provide the information concerning date, time, and location of the election site(s).
  - a. All costs of the Auditor incurred related to such general election shall be reimbursed by the District.

- b. In addition to the obligations outlined in Section 3.d below, the Auditor may, at their discretion, station a Deputy Auditor or Auditors at the election site who shall observe the election and transport ballots to the Auditor's Office.
  - c. The Auditor shall count the ballots and certify the count of votes for each candidate appearing on the ballot.
  - d. Voting by absentee shall be allowed in the District. A request for absentee ballot may be made by an eligible voter by mail or in-person to the Auditor who supervises the district election.
    - i. The Auditor shall provide an absentee ballot to each person requesting an absentee ballot who is either included on the list of presumed eligible voters or who submits information which, in the Auditor's opinion, establishes his or her eligibility to vote, as required by RCW 85.38.130.
    - ii. The request for an absentee ballot must be made no more than forty-five days before the election. To be valid, absentee ballots must be postmarked on or before the day of the election and mailed to the county Auditor.
    - iii. Absentee ballots will be made available and mailed on Wednesday, January 17, 2024.
  - e. The Auditor shall provide to the District: blue portable secure ballot cans and two voting booths.
  - f. As requested by the District, the Auditor shall assign one County Elections Official to staff the polling location during the designated polling hours. The Auditor, at the District's request, shall also assign a secondary County Elections Official to assist in securing ballots and transport of the ballots from the polling location to the secure storage at the Jefferson County Courthouse.
- 4. District Duties.** Per RCW 8.38.130, for special district elections that are not conducted by mail, the District shall appoint three voters of the District, who may be members of the governing body, to act as election officials. The election officials shall distribute a ballot or ballots to each voter of the District who arrives at the voting place during the hours for the election on the day of the election and request a ballot.
- a. The governing body of the District shall designate those hours from 7 a.m. to 8 p.m. during which the election shall be held; PROVIDED, that at least six consecutive hours must be designated.
  - b. The District shall produce and distribute a ballot(s) to each voter of the district who arrives at the voting place during the hours for the election on the day of the election and requests a ballot.

- i. The District shall also submit a copy of the ballot as a “sample” ballot to the Auditor.
  - ii. The District shall also produce a designation form for community property, trusts, corporations, partnerships and multiple interests. As per RCW 85.38.105 these designations must be made in writing.
5. **Payment of Costs.** Not later than sixty days following the certification of the election results, the Auditor shall submit to the District an invoice listing the County’s costs for furnishing the services provided in assisting with the election. The District shall pay the invoice within thirty days after receiving the invoice.
6. **Term of Contract.** The term of this Agreement is until May 31, 2024, unless otherwise amended or terminated.
7. **Modification.** Either party may request changes to the provisions contained in this Contract. Such changes shall be mutually agreed upon and incorporated by written amendment to this Contract. No variation or alteration of the terms of this Contract shall be valid unless made in writing and signed by authorized representatives of the parties.
8. **Records Retention and Audit.** Per the Local Government Common Records Retention Schedule (CORE) the District shall retain core official documentation and certification of elections held and certified by the District for the retention period set in Disposition Authority Number (DAN) GS2012-019 Rev. 1.
9. **Filing of Agreement.** Executed copies of this Agreement shall be filed with the Auditor, as required by RCW 39.34.040.
10. **Mutual Indemnity.** For its comparative liability, each party agrees to indemnify, defend and hold the other party, its officers, officials, employees, agents and volunteers (and their marital communities), harmless from and against any claims, damages, losses and expenses, including but not limited to court costs, attorney’s fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which are alleged or proven to be caused by an act or omission, negligent or otherwise, of its officers, officials, employees, agents or volunteers (and their marital communities). A party shall not be required to indemnify, defend, or hold the other party or its officers, officials, employees, agents and volunteers (and their marital communities) harmless if the claim, damage, loss or expense for personal injury, for any bodily injury, sickness, disease or death or for any damage to or destruction of any property (including the loss of use resulting therefrom) is caused by the sole act or omission of the other party or its officers, officials, employees, agents or volunteers. If any concurrent act occurs or omission of the parties and their officers, officials, employees, agents and volunteers, negligent or otherwise, these indemnity provisions shall be valid and enforceable only for

the comparative liability of each party and its officers, officials, employees, agents or volunteers. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages are adjudicated. If any claim is resolved by voluntary settlement and the parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration. The indemnification obligations of the parties shall not be limited by the Washington State Industrial Insurance Act, Title 51 RCW, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act. Each party expressly waives any immunity afforded by such acts to the extent required by a party's obligations to indemnify, defend and hold harmless the other party, its officers, officials, employees, agents and volunteers (and their marital communities). A party's waiver of immunity does not extend to claims made by its own employees directly against that party as employer. The indemnity provisions of this section are a material inducement to enter into this Agreement and have been mutually negotiated. This section shall survive the expiration or termination of this Agreement.

**11. Compliance with Laws.** Each party accepts responsibility for compliance with federal, state, or local laws.

**12. Survival.** Those provisions of this Agreement that by their sense and purpose should survive the term of this Agreement shall survive the term of this Agreement. Without limiting the generality of the preceding sentence, and for the avoidance of doubt, the provisions that survive the term of this agreement include: (a) controlling law; (b) records retention and audit; and, (c) indemnification.

**13. Severability.** Any provision of this Agreement held to be prohibited or unenforceable shall be ineffective only to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

**14. Contact Persons.** The parties stipulate that the following persons shall be the contact person for their respective jurisdiction.

a. PORT LUDLOW DRAINAGE DISTRICT:  
Commissioners  
Port Ludlow Drainage District  
P.O. Box 65261  
Port Ludlow WA 98365

b. JEFFERSON COUNTY:  
Jefferson County Elections  
1820 Jefferson St., Port Townsend, WA 98368  
Phone: (360) 385-9119



## **15. General Provisions.**

a. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.

b. This Agreement contains all of the agreements of the parties with respect to any matter covered or mentioned in this Agreement.

c. No provision of this Agreement may be amended or modified except by written agreement signed by the parties.

d. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs and assigns.

e. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is to benefit any person or entity who is not a party.

f. This Agreement may be amended or supplemented only by a writing signed by duly authorized representatives of all the parties.

g. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity of this Agreement, so long as all the parties execute a counterpart of this Agreement.

h. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.

i. If either party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each party shall pay all its own attorneys' fees, costs and expenses.

j. It is understood and agreed that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed under the laws of the United States, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

k. The venue for any legal action shall be solely in the appropriate state court in Jefferson County, Washington, subject to the venue provisions for actions against counties in RCW 36.01.050.

l. Each party shall be responsible for its own compliance with the Washington Public Records Act, Chapter 42.56 RCW (as may be amended). This Agreement, once executed, will be a "public record" subject to production to a third party if it is requested under the Chapter 42.56 RCW.

m. No party may sell, transfer or assign any rights or benefits under this Agreement without the written approval of all the parties.

n. This Agreement may not be terminated, as the election must proceed as required under state law. If the District breaches the Agreement, it agrees that it will be liable for any costs incurred by the Auditor in attempting to ensure that the election occurs as required under state law, despite any breach by the District.

**(SIGNATURES FOLLOW ON NEXT PAGE)**

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representatives being thereunto duly authorized.

**JEFFERSON COUNTY WASHINGTON**

**PORT LUDLOW DRAINAGE DISTRICT**

Board of County Commissioners  
Jefferson County, Washington

By: \_\_\_\_\_  
Kate Dean, Chair                      Date

By: \_\_\_\_\_  
Gary Rygmyr, Commissioner      Date

By: \_\_\_\_\_  
Heidi Eisenhour, Commissioner      Date

By: \_\_\_\_\_  
Dean Cole, Commissioner      Date

By: \_\_\_\_\_  
Greg Brotherton, Commissioner      Date

By: \_\_\_\_\_  
Michael Nilssen, Commissioner      Date

SEAL:

ATTEST:

\_\_\_\_\_  
Carolyn Galloway                      Date  
Clerk of the Board

Approved as to form only:

\_\_\_\_\_  
Philip C. Hunsucker                      Date  
Chief Civil Deputy Prosecuting Attorney

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #1 (1<sup>st</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____
	Write-In Vote

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #2 (2<sup>nd</sup> Vote)**

**Port Ludlow Drainage  
District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____

Write-In Vote

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #3 (1<sup>st</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____
	Write-In Vote

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #4 (2<sup>nd</sup> Vote)**

**Port Ludlow Drainage  
District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____

Write-In Vote

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #5 (1<sup>st</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____
	Write-In Vote



OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes. A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots.**

**Ballot #6 (2<sup>nd</sup> Vote)**

**Port Ludlow Drainage  
District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____

Write-In Vote

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes.** A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots..

**Ballot #1 (1<sup>st</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	Write-In Vote

Challenged Ballot Number 1

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes.** A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots..

**Ballot #2 (2nd Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____
	Write-In Vote

Challenged Ballot Number 2

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes.** A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots..

**Ballot #3 (1<sup>st</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____

Write-In Vote

Challenged Ballot Number 3

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

To be eligible to vote in this Special Election, you must own property within the Port Ludlow Drainage District and be a registered voter in the State of Washington.

Instructions for marking your ballot: Place an (x) in the square to the left of your choice. If you make a mistake, draw a line through the entire response. If you wish to make another response, fill in the square to the left of your correct choice.

**Your property qualifies for two (2) votes.** A signed designation form is required if one spouse/owner designates that the other spouse/owner may vote on both ballots..

**Ballot #4 (2<sup>nd</sup> Vote)**

**Port Ludlow Drainage District  
Non-Partisan Office**

Commissioner Position No. 2  
6-Year Full Term  
Vote for One

<input type="checkbox"/>	Dean Cole
<input type="checkbox"/>	Ron (Ronald) Mountain
<input type="checkbox"/>	_____
	Write-In Vote

Challenged Ballot Number 4

OFFICIAL BALLOT  
Jefferson County Washington  
Port Ludlow Drainage District  
Special Election, February 6, 2024

Revised Sample Ballot

**Verification/Designation Page****Parcel No.**

Ballot name:

Voter registration number:

To be eligible to vote in this General Election, you must own property within the jurisdiction and be a registered voter in the State of Washington. If you have questions about your qualifications and eligibility to vote, contact us at 360.385.9119 or [elections@co.jefferson.wa.us](mailto:elections@co.jefferson.wa.us).

Landowners in the Port Ludlow Drainage District, who are qualified voters, receive two (2) votes. Unless the land is owned as community property, then each qualified voter is entitled to one vote, unless one designates the other to cast both votes.

**Instructions – Please Read Carefully**

- After voting, place your voted ballot sheets in the **secrecy sleeve**.
- Place the secrecy envelope and this signed Verification/Designation page in the **return envelope**.  
**Do not place this form in the secrecy sleeve.**
- And mail it, no postage necessary.
- Your ballot must be postmarked no later than **Election Day, February 6, 2024**.

**Verification of voting (please print name, sign, and date):**

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Printed name-Voter #1/Designee

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Signature

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Date

---

Printed name-Voter #2/Designee

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Signature

---

Date

---

Phone number (optional)

---

Email address (optional)**Designation Form:  
Community Property/Spouse Designation**

I hereby authorize:

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Print name to cast my vote.

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Print your name

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Your Signature**Designation Form:  
Corporation/Partnership/Multiple Interests Designation**

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and/or  
Designee name

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Designee name

is/are hereby authorized to cast the votes entitled to our entity.

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Designator name

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Designator signature

**RCW 85.08.025 Voting rights.** Each qualified voter of a diking improvement or drainage improvement district who owns more than ten acres of land within the district shall be entitled to two additional votes for each ten acres or major fraction thereof located within the district, up to a maximum total of forty votes for any voter, or in the case of community property, a maximum total of twenty votes per member of the marital community: PROVIDED, That this additional voting provision shall only apply in districts that were not in operation and did not have improvements as of May 14, 1925. [1991 c 349 § 3; 1985 c 396 § 21. Formerly RCW 85.05.015.]



# **DRAFT PLDD – 2024 Work Schedule**

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## **Annual Events:**

### **JANUARY**

Jan 31      Tax Filing of 1099s (non-corporate vendors + commissioners)

- Election of Chair and Vice-Chair
- Per Resolution 2019-02 delegate authority to Commissioners for Finance, Clerical Services and Engineering/Maintenance.
- Authorize Commissioners to sign vouchers.
- Quarterly payroll taxes

Biennial Assessment Audit with State Auditor (next is due in May)

### **FEBRUARY**

- Special Election for Commissioner 2
- Approve disposition of certain District records

### **MARCH**

### **APRIL**

- Quarterly payroll taxes
- Enduris Renewal Review and online Submission of Update
- Annual Report to State Auditor for the prior year

### **MAY**

- Annual Report online filing with State Auditor
- May 30 – Deadline for Annual Report with State Auditor

### **JUNE**

### **JULY**

- Quarterly payroll taxes

### **AUGUST**

- Annual Budget Preparation begins with coordination between the Finance Commissioner, consulting Engineer and Administrative Coordinator.
- Assessment Methodology to be approved by Jefferson County by Ordinance at a Public Hearing in August 2024
- Report to state on cost of public records requests (due 9/1). Note: Procedures are included on the District laptop and flash drive in the Public Records Request Folder.
- Begin process of procuring a contract for Maintenance Services. Yard Dogs Landscaping Contract expires in December of 2024.

## **SEPTEMBER**

- Sep 1 -Enduris Renewal - Effective Date of New Policy Year
- Review of Draft Budget for 2025
- 2025 Initiate procurement for on-call engineering services. On Call Engineering Services with Gray & Osborne expires November 2025.
- Request a proposal from Falge Financial for Bookkeeping services.
- Public Notice submitted to Port Townsend Leader for budget public hearing

## **OCTOBER**

- Quarterly payroll taxes
- Special meeting to hold a Public Hearing on the Draft Budget
- Review of the draft Budget at the Regular meeting
- Approval of a Letter of Engagement for Bookkeeping Services
- Renewal of Subscriptions for Adobe and MS365

## **NOVEMBER**

- Approve Resolution adopting the Final Budget and assessment request
- Post approved budget on Website.
- Post meeting
  - Deliver Final Budget & Resolution to Courthouse (4 copies to– County Commissioners/Auditor/Assessor/Treasurer)
  - District Engineer informs the County Assessor of the annual PLDD assessment amount for the upcoming year.
  - About 8 days later District Engineer completes review of the County Assessment and receives final assessment roll from County
  - Save an excel copy of the final budget in the shared One Drive Budget folder.

## **DECEMBER 8, 2022 Regular Meeting**

- Renewal of ZOOM subscription

Port Ludlow Drainage District  
Public Records of Conversion of Paper Non-Archival Records to Scanned PDFs in 2023

The purpose of this form is to document converting paper records for digital records retention. The following paper non-archival records were scanned to PDFs and the files were saved to the District laptop for retention and one drive cloud storage in 2023. Pursuant to GS50-09-14 Rev. 3 the imaged non-archival records will be destroyed. of paper non-archival records for compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention period before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070 and WAS 434-640-010, -020 and -030. This record need only be filled out when destroying all public records whose minimum retention is other than “Retain until no longer needed for agency business then destroy” (such as records covered in the “Records with Minimal Retention Value” section of the Local Government Common Records Retention Schedule (CORE).

Legal Disposition Authority (taken from Records Retention Schedule)				Description	Dates Scanned
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period		
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Ludlow Maintenance Commission Annul billing	2/24/2023
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Jefferson County monthly Invoice Entry Proof Lists and A/P Cash Disbursements  JC ytd Budget Report 08 221 JC Dec Reports DEC 2020(Monthly Investment & detailed ledger, Treasurer's Receipt, M T D Detailed Transfers	2/3/2023 2/14/2023 7/28/2023 11/1/2023  2/3/2023 2/14/2023 11/1/2023
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Receipt from a check from IRS and similar payments from 10/2023 and 06/2022	11/1/2023
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Reimbursements for adobe subscription	11/1/2023
Easements	GS2011-169 Rev. 2	6 years after recorded then destroy	2/24/2028	Recorded easements	2/24/2023
Public Notice (Official	GS2012-016 Rev. 0	6 years from meeting	10/19/2028	Affidavit Proof of Publication procurement Budget Public Notice	2/3/2023
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Receipts from purchase of supplies (stamps)	7/28/2023
Employees Routine Transactions	GS2017-011 Rev. 0	Retain until superseded and then destroy	One Year	State of Washington Department of Labor and Industries Worker's Compensation Notice	2/3/2023
Surety Bond Employee Dev & work History	GS50-04B-06	6 years after separation from agency	pending	Bond cancellation notice Commissioner Forms of eff. 04 5 2022	11/2/2023

The public records listed above have met their minimum retention period, are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business and shall be destroyed.

The person responsible for the destruction of records must sign upon destruction of the listed records:

Signature: \_\_\_\_\_

Date Records Destroyed: \_\_\_\_\_

Port Ludlow Drainage District  
Public Records Destruction Log Year 2024

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention period before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070 and WAS 434-640-010, -020 and -030. This record need only be filled out when destroying all public records whose minimum retention is other than “Retain until no longer needed for agency business then destroy” (such as records covered in the “Records with Minimal Retention Value” section of the Local Government Common Records Retention Schedule (CORE).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description	Dates Covered	Date Minimum Retention Met	Methods of Destruction
Employee Work History	GS50-48-06	CORE	6 Years after separation Note paper scanned 12/21/20	Resignation letter from Susan Bartkus Admin Ass. 04-15-17	Up to 4/15/17	4/17/23	Delete PDF
Recruitment	GS50-04B-22	CORE	3 years after position filled	Recruitment for records clerk Fall of 2020 files scanned 12/21/20	Sept-Oct 2020	Oct 2023	Delete PDF
Financial Transactions - General	GS2011-184 Rev. 3	CORE	6 Years from end of fiscal year	2017 Invoices (Jan – Dec.)	Jan to Dec 2017	12/31/2023	Destroy paper records in 2017 Binder and Delete District Admin email 2017 voucher folder
Assessment Rolls and Ledgers	GS50-12D-07	CORE	6 Years after paid off	2017 Assessment roll	2017	12/31/2023	Destroy electronic record
General Ledger Reports	GS50-03A-15 Rev. 1	CORE	6 years from end of fiscal year	2017 General Ledger reports Expenditure Statement	Jan to Dec 2017	12/31/2023	Destroy paper records in 2017 binder and emails in District admin email
Citizen Complaints Request	GS50-01-09 Rev. 2 p 15	CORE	3 years after matter closed	Property Owner Email inquiries and email Katie Smith inquiries about meeting notices	2020	12/31/2023	Delete email 2020 District Admin Engineering/Property Owner Inquiry and Citizen Complaints folder
Forms/Filing IRS Mandatory	GS50-03A-17 Rev. 1	CORE	5 Years from submittal then Destroy	form 941 for 2018 and 1096	2018	1/30/24	Shred paper file at Beach Club
Reporting/Filing Mandatory – Agency Management	GS2012-028 Rev. 1	CORE	6 Yrs then contact WSA <b>NOTE: 3/21 Email from WSA advised not to transfer to WSA</b>	Dept of Commerce Bureau of Census Surveys of Local Govt. Finances submittal & Public Employment & Payroll	2017	12/31/2023	Destroy paper records at Beach Club
Labor & Industry Quarterly reports	GS50-06C-21 Rev. 1	CORE	5 Years then destroy	WA Dept of Labor & Industries Quarterly Report	2018	12/31/2023	Destroy paper records at Beach Club
Public Notice Official	GS2012-16 Rev. 0	CORE	6 Years then destroy	LMC Navigator or PLDD candidate filing for election 11/2017	11/2017	11/2023	Destroy paper records at Beach Club
Contracts Agreements	GS2011-169	CORE	6 Years then destroy	Temp Const. Easement from Oly Water and Sewer Inc to PLDD	8/21/2017	8/21/2023	Destroy paper records at Beach Club

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The person responsible for the destruction of records must sign upon destruction of the listed records:

Signature: \_\_\_\_\_ Date Records Destroyed: \_\_\_\_\_