

Port Ludlow Drainage District (PLDD)
January 20, 2022
Board of Commissioners Special Meeting - #0287
Zoom Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called the Special Meeting of the Port Ludlow Drainage District to order at **10:00** a.m.

2. **ROLL CALL:** Commissioner 1 Gary Rygmyr, Commissioner 2 Dean Cole, Commissioner 3 Michael Nilssen were present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

3. **AGENDA APPROVAL:**

MOTION: Chair Rygmyr moved to approve the Agenda and Commissioner Cole seconded. Motion carried unanimously.

4. **PUBLIC COMMENT:** There were no comments from the public.

5. **COMMISSIONER COMMUNICATIONS:**

5.a. FOLLOW-UP WITH AGREEMENTS FOR MAINTENANCE AT LUDLOW COVE II “COTTAGES”, EBB TIDE COURT AND WATERHOUSE LANE: Chair Rygmyr provided an overview of historic information he had gathered in consultation with consulting Engineer Barry Baker. He emphasized the need for consistency and clarification of the responsibilities of the District, Home Owners Associations (HOA) and Jefferson County Public Works. The Commissioners affirmed a desire to develop agreements with the Home Owners Associations (HOA) for Ludlow Cove II “the Cottages”, Ebb Tide Court and Waterhouse Lane to clearly identify the type and physical areas of responsibility for maintenance and the limits. Consulting Engineer Barry Baker was directed to do the following: 1) prepare a scope of work by January 26th with a timeline; 2) Include in the scope identification of what physical areas and drainage facilities the District is responsible for maintaining based on past agreements and the purpose and authority of the District; 3) Provide a summary review of similar agreements between drainage districts and HOAs that Gray & Osbourne has worked with for the purpose of streamlining the process of developing an agreement template and possible cost savings. The District recognized that that agreements may need to be customized for each HOA but that a general template could be prepared as a starting point. The Commissioners discussed providing draft agreements to legal counsel. Commissioner Nilssen noted that the Port Ludlow Authority is interested in future development and that it will be important to communicate clearly with new developments the scope of maintenance the District will provide in keeping with the Mission of the district and its authority.

5.b. 110 KELLER LANE: Chair Rygmyr reported no further action was necessary. The drainage problems at the property were related to inappropriate construction of the home and is not the responsibility of the District.

5.c. OTHER COMMUNICATIONS: The Commissioners did not report any other communications.

5.d. SCHEDULE OF TOUR OF DISTRICT FACILITIES FOR COMMISSIONER 2: There was consensus to follow Chair Rygmyr's suggested that Commissioner 2 contact the District's maintenance contractor, Russ Lowry of Yard Dogs Inc. for a tour of maintenance activities.

6. CONSENT AGENDA: Chair Rygmyr moved to approve the consent agenda including the minutes of the December 9, 2021 Special Meeting # 0286 and the #287 Voucher Summary numbers 21-087 through 21-096 totaling \$9337.50. Commissioner Nilssen seconded. Motion carried unanimously.

7. OLD BUSINESS

7.a. RESOLUTION 2022-01, A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT REPEALING AND REPLACING RESOLUTION 2020-01 TO ELIMINATE A QUARTERLY MEETING SCHEDULE AND REPLACE IT WITH MONTHLY MEETINGS:

MOTION: Commissioner Rygmyr moved to approve Resolution 2022-01 and Commissioner Cole seconded. The motion carried unanimously.

7.b. INTERAGENCY DATA SHARING AGREEMENT BETWEEN THE PORT LUDLOW DRAINAGE DISTRICT - 2820 AND THE OFFICE OF WASHINGTON STATE AUDITOR:

Commissioner Cole reported that the agreement is mandatory. The Agreement is associated with the requirement for filing an Annual Report and the required two-year Audit on the Budget Activity Reporting System (BARS). The District will be charged a fee based on a sliding scale ranging from \$500 - \$2500.

7.c. REPORT ON CONSIDERATION OF THE PURCHASE OF A LAPTOP TO REPLACE THE EXISTING DISTRICT LAPTOP USED BY THE ADMINISTRATIVE COORDINATOR:

Chair Rygmyr reported that he met with Mary Paxton to assess the District's laptop. He recommended replacing the laptop due to concerns that it is slow, security and some of the operating systems are older. He recommended that he research pricing for a replacement with the recognition that everything is connected (email, cloud storage, web page). So the purchase should be part of a process that considers data storage, cloud content and associated policies and procedures.

7.d. REPORT ON THE PORT LUDLOW DRAINAGE DISTRICT ELECTION: It was reported that the interim Commissioners Rygmyr, Cole and Nilssen each filed papers for election. No other candidates filed so they were automatically elected and no election will be held on February 8, 2022.

8. NEW BUSINESS:

8.a. REVIEW OF DRAFT ANNUAL ADMINISTRATIVE CALENDAR AND DISCUSSION OF AGENDA MATERIALS TO BE PROVIDED AT MEETING SUCH AS COUNTY FINANCIAL REPORT: Commissioner Nilssen stated he did not receive a copy of the draft Administrative Calendar. It was noted that a copy would be emailed.

8.b. CONSIDER WHETHER TO INITIATE A REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES OR CONTINUE SERVICES WITH OGDEN MURPHY & WALLACE, LLP: It was explained that when the two prior Commissioners 1 and 3 resigned that OMW submitted a letter of resignation so the new Commission could find their preferred legal counsel. Staff requested that OGM defer the termination of services until after the February election. The Commission expressed support for continuing using OMW for legal services. Commissioner Cole was directed to contact Ogden Murphy & Wallace.

8c. REPORT ON PORT LUDLOW DRAINAGE DISTRICT FINANCES: Commissioner Nilssen shared quarterly Report of Account Balances and Changes, the 01/10/22 Preliminary Profit & Loss Budget vs. Actual and the Preliminary Report of Account Balances and Changes For Year 2021 prepared by the District’s contracted bookkeeper. He requested that the reports be updated on the District’s website. It was noted that other areas of the District’s website need updating.

9. Signing of Documents will be done via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

10. Meeting Adjournment.

MOTION: Chair Rygmyr moved to adjourn the meeting. Motion carried unanimously and the meeting adjourned at 11:01a.m.


Minutes prepared by Mary Paxton, Administrative Coordinator

DocuSigned by:
Approved: 
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2/17/2022

Commissioner 1, Gary Rygmyr, Chair

Date

DocuSigned by:

003258C4DE1745D...

2/22/2022

Commissioner 2, Dean Cole

Date

DocuSigned by:


2/20/2022

Commissioner 3, Michael Nilssen

Date

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

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HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/13/2021	11/30/2021	V21-080 0286	8925		MARY PAXTON	M PAXTON NOV PAYROLL	915.75	69500389	589400	915.75
1	12/13/2021	12/1/2021	3257 V21-081 0286	9022		FALGE BOOKKEEPING SERVICES	NOV BOOKKEEPING	250	69500389	589400	250
1	12/13/2021	11/18/2021	856885-V21-082 0286	5610		OGDEN MURPHY WALLACE PLLC	OCT 31 2021	324	69500389	589400	324
1	12/13/2021	12/1/2021	1062 V21-083 0286	7001		SEA WING DESIGNS	QUARTERLY WEB SERVICE	995.8	69500389	589400	995.8
1	12/13/2021	12/2/2021	202112 V21-084 0286	8781		YARD DOG LANDSCAPING INC	NOVEMBER MAINTENAN	1590.03	69500389	589400	1590.03
1	12/13/2021	12/2/2021	V21-085 0286	9255		DEAN COLE	REIMBURSEMENT FOR SL	100	69500389	589400	100
1	12/13/2021	11/3/2021	V21-086	9227		GARY RYGMWR	REIMBURSEMENT FOR SL	110	69500389	589400	110
								4285.58			4285.58

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

DECEMBER TOTAL WARRANT AM 4285.58

MONTH

12/13/2021
Gary Rygmwr
 CHAIRMAN, COMMISSIONER

12/14/2021
David Lee
 COMMISSIONER MEMBER

12/12/2021
William Williams
 COMMISSIONER MEMBER

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PLDD Voucher Summary for Fund #695 001 010
Date: December 9, 2021 [0286]

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
V21-080	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$632.21	\$632.21
				<i>Payroll Subtotal \$</i>	\$632.21
V21-081	Falge Financial, Inc. Bookkeeping Services Nov. 2021 Invoice 3257	9022	53150.41.0150	\$250.00	\$250.00
V21-082	Ogden Murphy Wallace, Legal services thru October 31 2021 Invoice 856885	5610-695	53150.41.0100	\$324.00	\$324.00
V21-080	Reimbursement to Mary Paxton for annual subscriptions: ZOOM \$163.54 and DocuSign \$120.00	8925	53150.31.0020	\$163.54 \$120.00	\$163.54 \$120.00
V21-083	Seawings Design Quarterly web services and domain renewal Invoice 1062	7001	53150.47.0000	\$995.80	\$995.80
V21-084	Yarddogs Landscaping, Inc. Maintenance thru November 2021 Invoice 202112	8781	53150.31.0030	\$1590.03	\$1590.03
V21-085	Dean Cole – Reimbursement for surety bond	9255	53150.10.0010	\$100.00	\$100.00
V21-086	Gary Rymyr – Reimbursement for surety bond	9227	53150.10.0010	\$110.00	\$110.00
				<i>Vouchers for supplies and services subtotal \$</i>	3,653.37
				<i>TOTAL</i>	4,285.58

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 __9th DAY OF _December 2021

Doc. Signed by: 

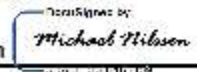
12/21/2021

APPROVED
Port Ludlow Drainage District

Commissioners Signatures

Doc. Signed by: 
Commissioner 1 Gary Rymyr

Doc. Signed by: 
Commissioner 2 Dean Cole

Doc. Signed by: 
Commissioner 3, Michael Nilssen

Audited By _____
Date: _____