

**Port Ludlow Drainage District (PLDD)**  
**March 10, 2022**  
**Board of Commissioners Meeting - #0289**  
**Zoom Meeting - Minutes**

1. **CALL TO ORDER:** Chair Gary Rygmyr called the Meeting of the Port Ludlow Drainage District to order at 10:05 a.m. at the Port Ludlow Fire District meeting room. Chair Rygmyr noted that the meeting was not open to the public pursuant to Jefferson County Resolution 45-21 but the public is welcome to join by telephone via Zoom.

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

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

**MOTION:** Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded. Motion carried unanimously.

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

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the February 17, 2022, Special Meeting #0288, Minutes of the March 3, 2022 Workshop W2022-1, the #0289 Voucher Summary numbers 22-007 through 22-013 totaling \$3,746.13 with \$528.14 for payroll and \$3,28.13 for goods and services.

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

6. **COMMISSIONER COMMUNICATIONS:** There were no communications from the Commissioners reported.

7. **OLD BUSINESS**

7.a. **FOLLOW-UP WITH AGREEMENTS FOR MAINTENANCE AT LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE.** Chair Rygmyr shared draft maintenance maps prepared by the District's Consulting Engineers, Gray & Osborne, Inc. Barry Baker, District Consulting Engineer reported that the maps are a work in progress. One change to the maps is the addition of a table to describe maintenance needs for numbered maintenance areas on the map. Barry explained that Gray & Osborne prepared the Small Works Contract that the District previously approved with Yard Dogs, Inc. He said the template for the standard contract is being reviewed to ensure that it is legally adequate and up to date. There was some discussion regarding the map size and resolution of streets in relation to the maintenance areas. Commissioner Nilssen requested clarification about the District maintenance areas - they are primarily greenbelts and not lots or streets which would be the responsibility of homeowners and Jefferson County. Barry Baker affirmed this. The Commissioners requested Barry Baker to attend the April 14, 2022 regular Commission

meeting in person. It was also noted that County Commissioner Greg Brotherton, resident Mark Baker, Cliff O'Brien, general manager for construction of the Port Ludlow Associates, and the Jefferson County Developments Services and Public Works Directors would be invited to join the meeting.

Commissioner Nilssen requested to move agenda Item 9.a. Financial Reports forward to respect the time of Tristan Henley of Falge Financial Bookkeeping Services.

## **9.A. REPORT OF FINANCIAL ACTIVITIES**

Commissioner Nilssen introduced Tristan Hefley of Falge Financial Inc., the District's bookkeeping firm. He explained that the 2021 13-month year end reports for the District had been revised by Tristan as a result of Jefferson County's audit. The audit revealed a surplus of \$11,539.11. Tristan also explained that the revised report also reflected a higher General Fund total receipts due to the revised audit and an accounting method to assure cash balances were sufficient for the 13<sup>th</sup> month expenses. He explained that the 13<sup>th</sup> month allows for all expenses for 2021 to be accounted for in the year 2021 budget.

Commissioner Nilssen shared information about the December 31<sup>st</sup> to January 31<sup>st</sup> Statement of Income and Expenses. He noted total expenses were \$84,469, Revenues were \$60,468 and the Deficit was \$24,000 for 2021.

Commissioner Nilssen also shared the 2021 Budget Comparison of budgeted items and actual expenses and said the District was on track. He noted that one unique deviation was the \$17,000 payoff of the loan with the Department of Commerce.

He reviewed the reports from the County Treasurers included in the agenda packet and noted they show the beginning year and month to month balances on collection of assessments. He said they will be provided at each meeting.

Commissioner Nilssen reported as a follow-up from the March workshop it would be possible to secure a District institutional credit card with Sound Bank. It was the consensus of the Commission not to secure a credit card.

Commissioner Nilssen followed up with workshop questions about the Jefferson County investment POOL. He reported that the investment POOL is managed by the county, is very conservative with an interest rate of less than one percent.

**7.B. REPORT ON INFORMATION TECHNOLOGY AND PROGRESS WITH THE RECENTLY PURCHASED LAPTOP.** Chair Rygmyr reported that a Hewlett Packard laptop was purchased, and an annual Adobe Acrobat subscription was purchased for a total cost of \$772.10, well under the Commission's authorization to spend up to \$1,000. The adobe software allows for merging documents to prepare agenda packets, document signing and including videos. It may be possible to replace the Docu-sign subscription in the future.

## **8. NEW BUSINESS:**

**8.A. REVIEW OF RESOLUTION 2018-04 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT LUDLOW DRAINAGE DISTRICT REVISING THE SCHEDULE FOR PAYMENT OF COMMISSIONER COMPENSATION AND RESOLUTION 2018-05 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT LUDLOW**

**DRAINAGE DISTRICT, REVISING COMMISSIONER COMPENSATION AND ESTABLISHING AN EFFECTIVE DATE.** Information provided in an email from the District’s legal staff was shared. It was noted that payment of Commissioners is based on the term that is being served and whether a Commissioner was appointed or elected. Commissioner’s 1 and 3 will be compensated \$128 per meeting and Commissioner 2 will be compensated \$114 per meeting.

Commissioner Nilssen introduced text for a proposed resolution to replace Resolution 2018-04. Commissioner Nilssen moved to bring a resolution to the April 14<sup>th</sup> meeting to replace Resolution 2018-04 to do the following: 1. Replace Resolution 2021-01; 2. establish a procedure for payment of Commissioners for monthly meeting attendance to be documented with minutes and included by staff on monthly vouchers; and 3. Commissioner reimbursement form would be used for reimbursement of expenses such as travel and purchase of equipment and supplies or subscriptions. Katie Smith commented that Resolution 2018-04 was replaced by Resolution 2021-01. It was the consensus of the Commission after discussion the Commissioner Nissen would review the past resolutions and work with the Administrative Coordinator to prepare a revised resolution.

**8.B. DISCUSSION OF MARCH 3, 2022, WORKSHOP W2202-1 AND IDENTIFICATION OF FUTURE WORKSHOP TOPICS (PROTOCOLS FOR COMMUNICATION, INFORMATION TECHNOLOGY, RECORDS MANAGEMENT).** The Commissioners affirmed the value of discussing finances at the workshop. A possible future topic for a workshop identified was document management and procedures. Chair Rygmyr requested that a brief status report be placed on the April 14<sup>th</sup> agenda summarizing management procedures today, past procedures, and where records are located (e.g. Beach Club, electronic and calendar for documents). Commissioner Cole mentioned he would like a little more information about the budget. He was encouraged to contact Tristan with Falge Financial, Inc.


**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 at 11:32 a.m. and Commissioner Nilssen seconded. Motion carried unanimously.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

DocuSigned by:  
  
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Commissioner 1, Gary Rygmyr, Chair

4/14/2022  
Date

4/14/2022

*Dean Cole*  
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 Commissioner 2, Dean Cole

\_\_\_\_\_  
 Date

DocuSigned by:  
*Michael Nilssen*  
 5DA5FDD4B162409  
 Commissioner 3, Michael Nilssen

4/17/2022  
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 Date

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

**Vouchers** ATTACHEMENT TO COUNTY CHECK REQUEST 11112021 PLDD283  
 PLDD Inhouse Voucher Summary  
 Meeting # 0283 Date November 11, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-075	Mary Paxton – Payroll for October Reimbursement for MicroSoft Office Reimbursement for printer ink Reimbursement for postage	8925	53150.41.0150	\$490.61	\$490.61
			53150.49.0000	\$69.99	\$69.99
			53150.31.0020	\$81.20	\$81.20
			53150.42.0010	\$23.20	\$23.20
			<b>Payroll Total</b>	490.61	490.61
21-076	Ogden Murphy & Wallace LLC Legal Services through September 30, 2021	5610-695	53150.41.0100	\$1032.10	\$1032.10
21-077	Yarddogs Landscaping, Inc. Maintenance thru September	8781	53150.31.0030	\$1590.03	\$1590.03
21-078	Sea Wings Designs	7001	53150.31.0020	\$20.00	\$20.00
			53150.42.0010	\$8.30	\$8.30
21-079	Falge Financial Bookkeeping Services September and October	9022	53150.41.0150	\$500.00	\$500.00
<b>Vouchers for supplies and services: \$</b>					<b>\$3324.82</b>
<b>Total</b>					<b>\$3815.43</b>

Commissioners' initials  
