

Port Ludlow Drainage District (PLDD)
April 14, 2022
Board of Commissioners Meeting - #0290
Zoom Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0290 of the Port Ludlow Drainage District to order at 10:04 a.m. at the Port Ludlow Fire District meeting room. Chair Rygmyr noted that the meeting was not open to the public, 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 present. District Engineer Barry Baker, Russ Lowry of Yard Dogs Landscaping, Inc and the District Maintenance Contractor and Administrative Coordinator Mary Paxton were also present. County Commissioner Greg Brotherton arrived later.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Commissioner Nilssen explained there was a procedural error with the scheduling of the field trip on item 9.a. of the agenda. The field trip should have been scheduled as a special meeting with specific times for the visit to each development and a defined location. It was determined that Chair Rygmyr would conduct a site visit with Barry Baker, District Engineer and Maintenance Contractor, Russ Lowry after the meeting adjournment to review the maintenance maps included with agenda item 9.a. in the field.

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 March 10, 2022, Meeting #0289 and the #0290 Voucher Summary numbers 22-014 through 22-024 totaling \$5,872.75 with \$1,748.86 for payroll, \$4,435.93 for supplies and services and \$199.96 for tax withholdings.

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

6. **COMMUNICATIONS:** Commissioner Nilssen shared that an article in the *Port Townsend Leader* reported financial errors were found in the state review of Jefferson County's audit of its financial records. He reported that he will be meeting with the County auditors to assure that the Port Ludlow Drainage District (the PLDD) is receiving revenues that should be collected by Jefferson County for the PLDD.

7. **NEW BUSINESS:**

7.a. **Report on Port Ludlow Drainage District Records Management Guidelines (July 2021) and the Washington State Archives [Local Records Grant Program Grant](#).** The Agenda Item 7.a. was continued to the May 12, 2022 PLDD meeting at the recommendation of Commissioner Cole.

7.b. 201 Montgomery Court. Chair Rygmyr explained that he has communicated via phone calls and email with resident Valerie Scott of 201 Montgomery Court after a referral from Commissioner Nilssen. He reported that he had reviewed plat maps for the property at 201 Montgomery Court and conditions of approval from the development. Commissioner Nilssen reported that he also conducted a site visit but did not enter the residence. There was consensus with the Commission that it is important to obtain a clear understanding of the drainage problem, areas of responsibility and solutions. It was determined that Chair Rygmyr will follow-up with Monte Reinders, P.E. Public Works Director of Jefferson County, Barry Baker, PLDD District Engineer, and the homeowner to identify some next steps for developing solutions and what entity(s) is/are responsible for the resolving the problem.

8. REPORTS:

8.a. Report of Financial Activities: Commissioner Nilssen reported that the financial reports in the agenda packet show that the PLDD is on track with the 2022 budget to date. He reported there have been \$7,900 in revenues, \$9,600 in expenses and a \$1,700 deficit. Commissioner Nilssen noted that the 2022 budget was approved to draw from the investment pool, so the current deficit is consistent with budgeted expenditures for the year.

Commissioner Nilssen reported that he reviewed Resolutions 2018-04 and 2021-01 with the Administrative Coordinator. He cited from Resolution 2021-01 that it delegates authority to the District bookkeeper to set guidance for payment of Commissioners and payment of payroll taxes. He reported each Commissioner will be paid monthly based on documentation of meeting attendance in the minutes and that there is no need to modify Resolution 2021-01.

9. OLD BUSINESS:

9.a. Presentation of Draft Amendments for Maintenance At Ludlow Cove II “Cottages”, Ebb Tide Court And Waterhouse Lane and Field Trip to Ludlow Cove II “Cottages, Ebb Tide Court and Waterhouse Lane followed by a Field Trip to the Three Developments. District Engineer Barry Baker shared draft maintenance maps with four new areas on Figure 1 – Areas 22, 26, 27 and 28. He noted that Maintenance Area 22 was added because it is shown on a plat map but there may not be any maintenance. Commissioner Nilssen asked whether Areas 27 and 28 were just lawn or lawn and pipe. Barry said it is a combination.

Commissioner Nilssen emphasized the importance of clarifying areas of responsibility. For example, pipes in streets are the responsibility of the Homeowners Associations (HOA's) and not the PLDD. He recommended obtaining copies of the HOA's Covenants Code & Restrictions from the three developments. Commissioner Nilssen mentioned that the South Bay HOA contacted him with questions about the maintenance of the Olympic

Terrace development. It was recommended that the South Bay HOA inquiries be placed on a future agenda.

Barry Baker explained that the maintenance review process will help clarify the legal responsibilities of the District for the location and type of maintenance and clearly define the expectations for maintenance in the amended maintenance contract.

Commissioner Cole requested that all maps be labeled as draft documents to avoid a misinterpretation of the District's maintenance commitments. There was also a request to provide clearer definitions of the type of maintenance (e.g., Light Maintenance, Heavy Maintenance) on the tables on the Figures.

Mark Baker, Ebb Tide Court, asked that the District review prior agreements from the PLDD directors in 2005. Chair Rygmyr asked that he provide the recorded documents.

Chair Rygmyr reported that he would conduct a site visit and review the maps with Russ Lowry of Yard Dogs Landscaping and District Engineer Barry Baker after the meeting is adjourned to confirm there is consensus on the changes to the maintenance responsibilities of the District. The District will then review the maintenance map based on the post-meeting site up. The next step would be to present the revisions to maintenance to the HOAs. Barry Baker reported that he would provide revised maps based on the discussion and post meeting site visit and a contract amendment with Yard Dogs Landscaping, Inc. at the next meeting.




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

11. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting. Commissioner Nilssen seconded that motion and it passed unanimously. Chair Rygmyr noted the meeting adjourned at 11:07 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

<p>DocuSigned by:  <small>581591D5D4ED42C...</small> Commissioner 1, Gary Rygmyr, Chair</p>	<p>5/12/2022 _____ Date</p>
<p>DocuSigned by:  <small>8032F3C1DE1745D...</small> Commissioner 2, Dean Cole</p>	<p>5/15/2022 _____ Date</p>
<p>DocuSigned by:  <small>5DA5EDD4B162409...</small> Commissioner 3, Michael Nilssen</p>	<p>5/19/2022 _____ Date</p>


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


HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	4/18/2022	4/1/2022	V22-14-090	8925		0 MARY PAXTON	M PAXTON PAYROLL	647.38	69500589	589400	647.38
1	4/18/2022	4/1/2022	V22-15-090	9255		0 DEAN COLE	COMMISSIONER COMPE	629.94	69500589	589400	629.94
1	4/18/2022	4/1/2022	V22-16-090	9228		0 MICHAEL NILSSEN	COMMISSIONER COMPE	471.54	69500589	589400	471.54
1	4/18/2022	3/31/2022	V22-17-090	9227		0 GARY RYGMYR	REIMBURSEMENT LAPTC	592.22	69500589	589400	592.22
1	4/18/2022	3/31/2022	3429-V22-18-090	9022		0 FALGE BOOKKEEPING SERVICES	FEB BOOKKEEPING & EXT	325	69500589	589400	325
1	4/18/2022	3/4/2022	860879V22-19-090	5610		695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH FEB 28	648	69500589	589400	648
1	4/18/2022	4/3/2022	202204-V22-20-090	8781		0 YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1829.02	69500589	589400	1829.02
1	4/18/2022	3/28/2022	1-V22-21-090	3041		0 GRAY & OSBORNE INC	MAINT CONTRACT DEV T	529.69	69500589	589400	529.69
1	4/18/2022	4/5/2022	V22-22--090	2338		0 EMPLOYMENT SECURITY DEPAR	Q1 PAID FAMILY MEDICA	18.8	69500589	589400	18.8
							Q1 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL SECURITY				
1	4/18/2022	4/5/2022	V22-23-090	9032		695 REVENUE SERVICE		170.40	69500589	598400	170.40
1	4/18/2022	4/5/2022	V22-24-090	9038		0 WA STATE DEPT OF LABORY & IN	Q2 FICA FEDERAL WITHH	10.76	69500589	598400	10.76
								5872.75			5872.75

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 AVAILBLE 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.

APRIL MONTH TOTAL WARRANT AM 5872.75

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 CHAIRMAN, COMMISSIONER

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 COMMISSIONER, MEMBER


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 COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0290
 PLDD Voucher Summary for Fund #695 001 010
 April 14, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-14	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$647.38	\$647.38
22-15	Dean Cole - Meetings Jan 20, Feb 17, March 3, March 10, Feb 3 meeting with Ogden Murphy & Wallace, Feb 4 tour of Drainage District facilities with Yard Dogs Landscaping.	9229	53150.10.0020 Commission Meetings	\$629.94	\$629.94
22-16	Michael Nilssen Meetings Jan 20, Feb 17, March 3 and March 10.	9228	53150.10.0020 Commission Meetings	\$471.54	\$471.54
<i>Payroll Subtotal \$1,748.86</i>					
22-17	Reimburse Gary Rygmyr Purchase of Laptop for Administrative Coordinator	9227	53150.31.0020 Office Supplies	\$592.22	\$592.22
22-18	Falge Financial, Inc. February Bookkeeping \$250 and additional services \$175m Invoice 3429	9022	53150.41.0150	\$325.00	\$325.00
22-19	Ogden Murphy Wallace, Legal services thru Feb. 28 Invoice 860879	5610-695	53150.41.0100	\$648.00	\$648.00
22-20	Yarddogs Landscaping, Inc Maintenance – March Invoice 202204	8781	53150.31.0030	\$1,829.02	\$1,829.02
22-21	Gray & Osborne, Inc. – Maintenance Contract Development Feb 26 – March 26	3041	53150.41.0010	\$529.69	\$529.69
<i>Vouchers for supplies and services subtotal \$4,435.93</i>					
22-22	Employment Security Department WAPFML Q1	2338-695	53150.20.0020	\$18.80	\$18.80
22-23	United States Treasury FICA Q1	9032	53150.20.0010	\$170.40	\$170.40
22-24	WA State Department of Labor & Industries Q1	9038	53150.20.0020	\$10.76	\$10.76
<i>Vouchers for taxes subtotal \$199.96</i>					
TOTAL					\$5,872.75


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 __14th DAY OF APRIL 2022

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APPROVED
Port Ludlow Drainage District

Commissioners Signatures

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Audited By _____

Date: _____