

**Port Ludlow Drainage District (PLDD)
October 13, 2022
Board of Commissioners Meeting - #0297
Zoom/In Person Meeting - Minutes**

1. CALL TO ORDER: Chair Gary Rygmyr called Meeting #0296 of the Port Ludlow Drainage District to order at 10:01 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. ROLL CALL: Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. District Engineer Barry Baker, Administrative Coordinator Mary Paxton were present.

GUESTS: None

CALL IN: One unidentified caller.

3. PUBLIC COMMENT: There were no comments from the public.

4. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that he received an email from a resident about the budget and that he will discuss it with agenda item 7.a. 2023 Budget and Resolution Review.

5 AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

MOTION: Commissioner Rygmyr moved to approve the agenda and Commissioner Cole seconded. The motion passed unanimously.

6. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda.

MOTION: Chair Rygmyr moved to approve the consent agenda including the minutes of the September 22, 2022 Special Meeting #0296 and Voucher Summary numbers 22-067 through 22-076 totaling \$3,757.15 with \$937.05 for payroll, \$2,244.35 for supplies and services and \$575.25 for payroll tax withholdings. Commissioner Nilssen seconded. The motion passed unanimously.

7. OLD BUSINESS:

7.a. DISCUSSION AND REVIEW OF THE 2023 BUDGET: Commissioner Nilssen reported he worked with District consulting Engineer Barry Baker of Gray & Osborn (G&O) and the Administrative Coordinator to prepare the draft budget. He summarized recommended changes in comparison to the 2022 budget including the following: 1) increase the administrative personnel pay by 8% (\$24.75/hour to \$27.29/hour) and monthly hours from 31 to 35 due to increased responsibilities; 2) increase in Commissioner meetings to reflect special meetings for budget review and small works roster; 3) Field Expenses of \$1,830 per month. It was noted that the amount would need to be adjusted to reflect the three percent cost of living increase in the Yard Dogs

Landscaping maintenance contract; 4) Misc. Office Expenses – five percent increase; 5) Insurance - \$200 increase; 6) Professional Services – increase of \$300 for legal and \$200 for Bookkeeping assistance with the State audit BARS report. (Budgeting, Accounting and Reporting System); 7) Web services - \$2,000 in February to transfer to the web platform from DreamWorks to WordPress; 8) Election – there will be a reduction of \$11,500 because there will be no need for an election. Commissioner Nilssen and Barry Baker provided background information on how the Engineering line item on the budget was developed

Commissioner Nilssen recommended increasing the assessment \$10,000 from \$60,000 to \$70,000 as part of a tiered plan through 2027.

Commissioner Nilssen requested the Commissioners support his suggestion to develop a Financial Operations procedure document for the District. There was consensus to proceed.

Commissioner Nilssen clarified Jefferson County is involved in the Port Ludlow Drainage District budget development. He explained that Ordinance No. 06-0817-20 was adopted by Jefferson County to approve the assessment methodology for each parcel in the Port Ludlow Drainage District. He stated the PLDD Assessment methodology is updated every four years by Jefferson County.

Commissioner Nilssen discussed the budget preparation process and recommended having G&O take the lead for budget preparation in the future. There was consensus from the Commissioners.

The Commission discussed notification for the Public Hearing special budget meeting. There was consensus to publish a notice in *The Leader*, LMC eBlast, and post a notice in the Port Ludlow Post Office and on the PLDD Bulletin Board at the LMC Beach Club. Commissioner Rygmyr agreed to forward contact information to notify the homeowner associations at Ebb Tide Court and the Cottages.

Commissioner Nilssen recommended that the Administrative Coordinator wage change, the budget resolution with the budget attached should be on the agenda for the October 20, 2022, Public Hearing special budget meeting for approval of the budget.

7.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr shared a large format map that has been prepared as a working draft and that he is still fine tuning the maintenance table. He asked the Commissioners to pick an area on the map near where they live and look at the draft maintenance table. He stated that when he does this, he finds more areas for clarification. He said that he will be reviewing areas 18, 19 and 27 after the meeting with Barry Baker.

There was discussion regarding the fonts and darkness of streets and the lots on the map. There was consensus that the font for the zones on the map should be reduced by 50% and that the background lines on the map should be twice as dark.

7. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT BUSINESS CARDS: Commissioner Cole shared a sample mockup business card with Commissioner Rygmyr's name on the card. He reported that it would cost \$43.68 to print 100 cards for each Commissioner and the Administrative Coordinator. The Commissioner's were pleased. Commissioner Cole moved to accept the design and approve the purchase of 100 cards for each Commissioner and the Administrative Coordinator at a cost of \$43.68.

8. REPORTS

8.a. Financial Reports and 2022 Budget Status: Commissioner Nilssen discussed the September financial reports with income of \$37,513 and expenses of \$24,841 and noted the District is under budget.

He reported that he would like to review the budget PDF format with Barry Baker, so it is more legible.

Commissioner Nilssen reported he has been tracking the process of Jefferson County's collection of assessments. Collections have been working well but there are a few outliers.

8.b. Renewal Letter of Engagement with Falge Financial Bookkeeping Services. Commissioner Nilssen reported that he had not received a proposed 2023 letter of engagement to date. He said he would contact the firm if he had not received a letter by the end of the day.

9. SIGNING OF THE DOCUMENTS will be done by the Commissioners 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 and Commissioner N seconded Cole The Motion carried. The meeting adjourned at 11:40 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

DocuSigned by:

Dean Cole

Commissioner 2, Dean Cole

DocuSigned by:

Michael Nilssen

Commissioner 3, Michael Nilssen

Date

11/13/2022

Date

11/11/2022


Date

*The Port Ludlow Drainage District (PLDD)
minutes and meeting recordings are 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	9/26/2022	8/30/2022	22-057	8925		0 MARY PAXTON	M PAXTON PAYROLL AU	636.02	69500589	589400	636.02
1	9/26/2022	8/30/2022	22-058	9255		0 DEAN COLE	AUGUST MEETINGS (2)	209.97	69500589	589400	209.97
1	9/26/2022	8/30/2022	22-059	9228		0 MICHAEL NILSSEN	AUGUST MEETINGS (2)	235.77	69500589	589400	235.77
1	9/26/2022	8/30/2022	22-060	9227		0 GARY RYGMYR	AUGUST MEETINGS (2) &	345.76	69500589	589400	345.76
1	9/26/2022	8/31/2022	3649-22-061	9022		0 FALGE BOOKKEEPING SERVICES	AUGUST BOOKKEEPING	250	69500589	589400	250
1	9/26/2022	9/12/2022	2-22-062	3041		0 GRAY AND OSBORNE INC	ENG SERVICES AUG 14 TH	779.72	69500589	589400	779.72
1	9/26/2022	8/16/2022	4928-V-22-063	4574		0 LUDLOW MAINTENANCE COMM	RENTAL FOR MEETINGS (190.93	69500589	589400	190.93
1	9/26/2022	8/11/2022	866053-22-064	5610		695 OGDEN MURPHY WALLACE PLLC	LEGALTHROUGH JULY 31	540	69500589	589400	540
1	9/26/2022	9/1/2022	1206-22-065	7001		0 SEA WING DESIGNS	4th QTR WEB MAINT PLA	360	69500589	589400	360
1	9/26/2022	9/4/2022	202209-V22-066	8781		0 YARD DOG LANDSCAPING INC	AUGUST MAINTENANCE	1830.7	69500589	589400	1830.7


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.

SEPTEMBER	TOTAL WARRANT AM	5378.87
MONTH		

DocuSigned by:

 581591D6D4ED42C
 CHAIRMAN, COMMISSIONER RYGMYR
 9/24/2022

DocuSigned by:

 903253C1DE1745D
 COMMISSIONER, MEMBER COLE
 9/25/2022

DocuSigned by:

 5D1A5EDD4B182409
 COMMISSIONER, MEMBER NILSSEN
 9/24/2022

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0296
 PLDD Voucher Summary for Fund #695 001 010
 September 22, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-057	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$636.02	\$636.02
22-058	Dean Cole	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-059	Michael Nilssen	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-060	Gary Rygmyr	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.76	\$235.76
<i>Payroll Subtotal \$1,317.52</i>					
22-060	Gary Rygmyr reimbursement for bond renewal	9277	53150.10.0010	\$110.00	\$110.00
22-061	Falge Financial, Inc. Invoice 3649 August Bookkeeping Services	9022	53150.41.0150	\$250.00	\$250.00
22-062	Gray & Osborne, Inc. General Engineering 8/14/2022-9/10/2022	3041	53150.41.0010	\$779.72	\$779.72
22-063	Ludlow Maintenance Commission August Invoice 4928 Meeting Room and OWL 8/4/22 & 8/11/22	4574	53150.45.010	\$190.93	\$190.93
22-064	Ogden Murphy Wallace, Legal services thru July 31 Invoice 866053	5610-695	53150.41.0100	\$540.00	\$540.00
22-065	Seawings Design Invoice 1206 4 th Quarter Maintenance Plan	7001	53150.47.0000	\$360.00	\$360.00
22-066	Yarddogs Landscaping, Inc Invoice 202209 Maintenance thru August	8781	53150.31.0030	\$1,830.70	\$1,830.70
<i>Total Supplies & Services</i>					\$4,061.35
TOTAL					\$5,378.87

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 __22nd DAY OF September 2022

Commissioners Signatures

DocuSigned by:

Gary Rygmyr

581591D5D4ED42C...

DocuSigned by:

Dean Cole

903253C1DE1745D...

<p>DocuSigned by: <i>Greg Ryomye</i></p>	<p>DocuSigned by: <i>Michael Nilssen</i></p>
<p>APPROVED Port Ludlow Drainage District</p>	<p>5DA5EDD4B162409...</p>

Audited By _____

Date: _____

Certificate Of Completion

Envelope Id: 36E1786758BA4A428084EA7782BDC26F	Status: Completed
Subject: Please DocuSign: 0295 min 22 08 11.pdf, PLDD #0296 09 22 2022 SM.xlsx, Voucher Summary PLDD 02...	
Source Envelope:	
Document Pages: 12	Signatures: 10
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Mary Paxton
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1205 Jackman St
	Port Townsend, WA 98368
	recordsclerk@pldd.org
	IP Address: 24.113.172.221

Record Tracking

Status: Original	Holder: Mary Paxton	Location: DocuSign
9/23/2022 9:03:29 AM	recordsclerk@pldd.org	

Signer Events

Dean Cole
 Commissioner2@pldd.org
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:


 903253C1DE1745D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 24.113.158.145

Timestamp

Sent: 9/23/2022 9:09:25 AM
 Viewed: 9/25/2022 4:10:52 PM
 Signed: 9/25/2022 4:12:49 PM

Electronic Record and Signature Disclosure:
 Accepted: 12/14/2021 10:57:38 AM
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Gary Rygmyr
 Commissioner1@pldd.org
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 581591D5D4ED42C...
 Signature Adoption: Drawn on Device
 Using IP Address: 24.113.175.231

Sent: 9/23/2022 9:09:25 AM
 Viewed: 9/24/2022 10:45:18 AM
 Signed: 9/24/2022 10:46:36 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/13/2021 12:00:42 PM
 ID: 97b4ea50-96ff-4a8c-aa2f-a559e940265f

Michael Nilssen
 Commissioner3@pldd.org
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 5DA5EDD4B162409...
 Signature Adoption: Pre-selected Style
 Using IP Address: 24.113.149.193

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 Viewed: 9/24/2022 11:14:13 AM
 Signed: 9/24/2022 11:18:24 AM

Electronic Record and Signature Disclosure:
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 ID: b9d52c57-3f32-496b-9481-783f02abba9f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/24/2022 11:14:13 AM
Signing Complete	Security Checked	9/24/2022 11:18:24 AM
Completed	Security Checked	9/25/2022 4:12:49 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: recordsclerk@pldd.org

To advise Port Ludlow Drainage District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at recordsclerk@pldd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to recordsclerk@pldd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port Ludlow Drainage District

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to recordsclerk@pldd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Port Ludlow Drainage District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port Ludlow Drainage District during the course of your relationship with Port Ludlow Drainage District.