

Port Ludlow Drainage District (PLDD)
November 10, 2022
Board of Commissioners Special Meeting - #0299
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Interim Chair Michael Nilssen called Meeting #0299 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

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

CALL IN: Katie Smith.

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

4. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen asked Barry Baker, consulting engineer from Gray & Osborne Engineering Inc. (G&O) to introduce Kerri Sidebottom. Mr. Baker reported that he will be retiring at the end of the year. He said that Kerri will replace him as the PLDD consulting engineer. He explained that she has been working behind the scenes for the District on projects such as the 2023 budget and other items.

5 **AGENDA APPROVAL:** Interim Chair Nilssen introduced the agenda.

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

6. **CONSENT AGENDA:** Interim Chair Nilssen introduced the consent agenda.

MOTION: Commissioner Cole moved to approve the consent agenda including the minutes of the October 13, 2022 Meeting #0297, the minutes of the October 20, 2022 Special Meeting #0299 and Voucher Summary numbers 22-077 through 22-086 totaling \$6,598.77 with \$1,181.25 for payroll and \$5,417.52 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

7. **REPORTS:**

7.a. **PUBLIC INQUIRIES: 104 Wells Ridge Court and Mr. Corey Bushman.**

It was noted that Chair Rygmyr contacted Mr. Bushman after the October 20, 2022 Special Meeting #0298. The item will be continued to the December 8, 2022 Meeting #300. Interim Chair Nilssen reported that he would be meeting with the consulting Engineers from G&O after the meeting and that he would provide a report at the December 8th meeting regarding 104 Wells Ridge Court.

7.b. FINANCIAL REPORTS AND 2022 BUDGET STATUS:

Interim Chair Nilssen reported that revenues from payment of assessments collected by Jefferson County are close to the budgeted 2022 assessment of \$60,000. There is \$148,000 in the Investment Pool. Total expenses for the month of October were \$3,3334.52. The District is way under the projected 2022 costs of \$140,000. He noted the District increased the annual assessment to \$70,000 for 2023 with an estimated budget of \$103,000.

MOTION: Commissioner Cole moved to accept the Financial report and Interim Chair Nilssen seconded. The motion passed.

Interim Chair Nilssen expressed a desire to include on the December 8, 2022 agenda consideration of adoption of bylaws that formalize the budget process, election of officers and how to run meetings.

Barry Baker provided the Commissioners with updated 11x17 and large-scale draft maps of the District maintenance areas. The Commissioners noted the map will be reviewed in greater detail with the maintenance table at the December meeting.

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: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 10:17 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

ABSENT *Gary Rygmyr*
Gary Rygmyr (Dec 12, 2022 09:19 PST)
Commissioner 1, Gary Rygmyr, Chair

Dec 12, 2022
Date

Commissioner 2, Dean Cole
Michael Nilssen
Michael Nilssen (Dec 10, 2022 20:29 PST)
Commissioner 3, Michael Nilssen

Date
Dec 10, 2022
Date

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

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0299
 PLDD Voucher Summary for Fund #695 001 010
 NOVEMBER 10, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-077	Mary Paxton – Employee Payroll Hours worked in October	8925	53150.10.0010	\$499.74	\$499.74
22-078	Dean Cole -October 13, 2022 & October 20, 2022 meetings	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-079	Michael Nilssen – October 13, 2022 & October 20, 2022 meetings	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-080	Gary Rygmyr – October 13, 2022 & October 20, 2022 meetings	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
<i>Payroll Subtotal \$</i>					\$1,181.25
22-077	Mary Paxton Reimburse – mailing labels, Ink, Annual Adobe subscription and months of Aug, Sept.	8925	53150.31.0020	\$335.97	\$335.97
22-081	Falge Financial, Inc. Inv. 3731 Bookkeeping Services for month of October	9022	53150.41.0150	\$250.00	\$250.00
22-082	Gray & Osbourn Engineering services 7/17 – 8/13 (\$974.65) & 9/11 – 10/08 (\$1,739.59)	3041	53150.41.0010	\$2,714.24	\$2,714.24
22-083	Ludlow Maintenance Commission Inv. 4959 Gallery Room Rental 10/13/2022 & 10/20/2022	4574	53150.45.0010	\$190.93	\$190.93
22-084	Office Depot printing of business cards	5604	53150.31.0020	\$43.68	\$43.68
22-085	The Leader October 20 2022 Public Notice #201953	4386	53150.44.0000	\$52.00	\$52.00
22-086	Yarddogs Landscaping, Inc Inv. 202211 Maintenance thru month of October	8781	53150.31.0030	\$1830.70	\$1830.70
<i>Vouchers for supplies and services subtotal</i>					\$5,417.52
TOTAL					\$6,598.77

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 __10th DAY OF November, 2022

Commissioners Signatures	
DocuSigned by: <i>Dean Cole</i>	11/13/2022
<small>903253C1DE1745D...</small>	
DocuSigned by: <i>Michael Nilssen</i>	11/11/2022
<small>5DA5EDD4B162409...</small>	