

Port Ludlow Drainage District (PLDD)
January 12, 2023
Board of Commissioners Meeting - #0301
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0301 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

Chair Rygmyr recommended moving agenda item 2, Election of Officers, to after agenda item 6, Agenda Approval. There was consensus from the Commission to move the agenda item.

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

PUBLIC: Dave Kimmel, 104 Wells Ridge Court

ZOOM: Katie Smith, Cliff O'Brien.

4. PUBLIC COMMENT: Dave Kimmel, 104 Wells Ridge Court, said the walkway is lifting due to a poplar tree. He would like to have a plumber run a fiber optic camera through a pipe before spending a lot of money on drainage improvements. Mr. Kimmel said that Jefferson County informed him that maintenance of the area is the responsibility of the Port Ludlow Drainage District.

Commissioner Nilssen reported that he had received an email regarding the issue. He reviewed minutes and agendas from May to December of 2002. The minutes reflect that the District discussed accepting easements from the Area 7 Homeowners Association, but he could not find any record of any approved easements or agreements. He mentioned that former consulting District Engineer Barry Baker was involved with the discussions and suggested that he should be contacted for information.

Mr. Kimmel asked who is responsible for the pipe. Through the course of discussion there was consensus among the Commissioners that more information is needed to clarify what party constructed the pipe and what entity is responsible for the pipe. The Commission directed District Consulting Engineer Kerri Sidebottom to contact Barry Baker and to research if there was ever an easement prepared. The Commissioners also requested that Mr. Kimmel provide a copy of the Covenants, Conditions and Restrictions (CC&R's) for the Area 7 Homeowners Association. Commissioner Nilssen agreed to follow up with collecting information and report to the Commission at the February 9th meeting.

5. COMMISSIONER COMMUNICATIONS: There were no Commissioner communications.

6. AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

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

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

Commissioner Nilssen noted that Tristan Hefley of Falge Financial identified a \$30 shortfall on the zoom subscription reimbursement to the Administrative Coordinator. Mary Paxton explained that she reviewed the issue with Mr. Hefley. There was a typographical error in the right-hand column of the December 8, 2022 Voucher Attachment #300. She reported the correct cost was included in the left-hand column of the voucher attachment and on the voucher submitted to Jefferson County and her pay stub.

MOTION: Commissioner Nilssen moved to approve the consent agenda including the minutes of the December 12, 2022 Meeting #0300, and 0301 Voucher Summary numbers 22-095 through 22-106 totaling \$7,789.41 with \$704.18 for payroll and \$4,660.02 for supplies and services, \$606.49 for payroll taxes and \$1818.72 for an erroneous deposit from the Department of Natural Resources. Commissioner Rygmyr seconded. The motion passed unanimously.

2. ELECTION OF OFFICERS: Commissioner Nilssen recommended rotating the Chair and Vice Chair positions yearly in the order of the Commissioner numbers. Commissioner Nilssen explained that since Commissioner 1 was Chair in 2022, Commissioner 2 would become Chair in 2023 and Commissioner 3 would become Vice-Chair in 2023. Through the course of discussion, it was explained that the rotation of the Chair and Vice-Chair officers would not affect the other administrative, engineering, and financial duties of the Commissioners. Commissioner Cole stated that rotating the Officers is a common practice with public agencies and that the Vice-Chair is often groomed to serve as a Chair. For this reason, he recommended that Chair Rygmyr remain as Chair for 2023 and that he could serve as Vice-Chair for 2023. Commissioner Cole recommended that the rotation of officers could be added to the draft bylaws.

MOTION: Commissioner Nilssen moved to elect Commissioner 1 as the Chair for 2023 and Commissioner 2 as the Vice-Chair for 2023. Chair Rygmyr seconded the motion and it passed unanimously.

Commissioner Cole reported that he was feeling ill and left the meeting at 10:30 a.m.

8. NEW BUSINESS:

8.a. and 8.c. DISCUSSION OF A PROPOSAL FROM SEA-WINGS DESIGNS TO ALTER THE WEB PLATFORM, CLOUD STORAGE AND DISCUSSION OF TECHNOLOGY FOR RECORDING COMMISSIONER MEETINGS IN RELATION TO CLOUD STORAGE AND REQUIREMENTS FOR RECORD MANAGEMENT: The

Commissioners received a telephonic presentation from Jason Earrame of Sea-Wings Designs. He explained the pros and cons of the current web hosting platform of Dreamweaver and the suggested platform of WordPress. The benefits of switching to WordPress included the following: improved security, less challenges with content updates, more user-friendly public inquiry form and staff and Commissioners could be trained to post content which could also result in cost savings for web services. Mr. Earrame explained that the Optional cost with \$49.99 per month would provide access to Commissioners and staff, daily backups, and improved security.

Commissioner Rygmyr stated that with the District's Microsoft subscription there is a total of six terabytes which would be ample to store the District recordings on the District laptop. There was consensus of Chair Rygmyr and Commissioner Nilssen to record all meetings. Chair Rygmyr preferred to just preserve the audio recordings. Mr. Earrame affirmed the cloud storage could provide a back-up for the content on the web page.

MOTION: Chair Rygmyr moved to accept the proposal from Sea-Wings Designs to create a WordPress theme that matches the current web design for \$2445.00 and include the Optional Standard Housing Package for \$49.99 per month. Commissioner Nilssen seconded and the motion passed unanimously.

8.d. APPROVE TASK ORDER 2023-01 WITH YARD DOGS LANSCAPING FOR SUPPLEMENTAL MAINTENANCE AT AREA 19 (FOSTER LANE) ON THE DRAFT MAINTENANCE MAP AND TABLE. Chair Rygmyr provided background on the basis for Task Order 2023-01 and explained that this is an area that is being added to the updated Maintenance Table and Map – Area 19.

MOTION: Chair Rygmyr moved to approve Task Order 2023-01 and Commissioner Nilssen seconded the motion. The motion passed unanimously.

8.b. PRESENTATION FROM THE PORT LUDLOW AUTHORITY (PLA) ABOUT PENDING NEW DEVELOPMENT, TIMING AND PROPOSED DRAINAGE SYSTEMS: Cliff O'Brien of the Port Ludlow Authority (PLA) joined the meeting via ZOOM. Mr. O'Brien reported that Admiralty III is a 42-unit development with a combination of single-family homes, duplexes, and quads that are likely to be constructed in 2025-2026. Mr. O'Brien also spoke about a marina development. He stated that he is not familiar with the conditions of the marina development and that any work would need a new State Environmental Protection Analysis (SEPA).

Commissioner Nilssen requested that the PLA do the following: provide the District with a copy of the SEPA for both developments, approval documents and a copy of the plans; 2) refer any pending SEPA document to the District to provide an opportunity for the District to comment. He also emphasized that it is important to clarify during the SEPA/approval process for new development what the Homeowners Associations are responsible for related to drainage improvements and maintenance and whether or not the District will accept any obligations. Mr. O'Brien agreed and cited the Cottages as a situation to avoid.

Mr. O'Brien reported that there is a pending culvert improvement. He stated that he is monitoring storm water flows during rain events to assure that it is sized properly.

9. OLD BUSINESS

9.a. PUBLIC INQUIRIES: The Commissioners noted that the Public Comment period discussion of 104 Wells Ridge Court was the only public inquiry.

9.b. DISTRICT BYLAWS: Chair Rygmyr reported that he preferred to have more time to review the draft bylaws. Commissioner Nilssen recommended to continue the review, flush out changes and provide a draft to review at the February meeting and target approval at the March meeting. Chair Rygmyr said he would try to provide comments within the next two weeks.

9.c. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr provided an overview of the table and explained that he has tried to include hot links to photos, easements, county records, property surveys and explain the type and frequency of maintenance for each area on the table. Kerri Sidebottom offered to provide any plans to augment the table. Commissioner Nilssen commended the table as a road map to provide information that he might need.

Chair Rygmyr discussed information related to the following four areas on the table. Area 3 – The drainage area near Wells Ridge. Consulting Engineer Sidebottom offered to research what party installed the pipe. The Commissioners concurred additional research is needed to clarify areas of responsibility. The addition of land near the Rainer trail to Area 12. Commissioner Nilssen provided historic information about homeowner participation to deed property to develop drainage improvements to collect runoff from gutters. Area 19 was added to the draft inventory as noted in the discussion of agenda item. 8.d. Chair Rygmyr and Yarddogs Landscaping Inc. were unable to establish the basis for maintenance at the location Area 24 (Fleet Drive) and question why it is on the table and map. District consulting engineer, Kerri Sidebottom was directed by the Commission to review records for any easements or improvement plans for Area 24. Commissioner Nilssen suggested a property owner may have installed the improvement.

10. REPORTS

10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS: Commissioner Nilssen provided an explanation of three items on the December 2022 Trial Balance: Fund Balance Unreserved and Investments. Commissioner Nilssen explained that the Fund Balance Reserve of \$216,706.05 is a non-number that was a carryover from the old accounting system. The Investment Pool of \$148,000 generates monthly interest. The Investment Interest of \$1,946.65 is from the Investment pool.

Commissioner Nilssen reported that the Year-to-Date Revenue is \$64,106 and Expenses are \$63,121. The District is close to \$40,000 under the 2022 budgeted expenses for

several reasons: 1) the budgeted election was not held; 2) legal expenses were lower than projected; and 3) the reserve for an unexpected capital project was not used. Commissioner Nilssen reported supplies were over budget due to the Zoom and Adobe subscriptions, laptop purchases and rent increased with the use of the Gallery Room for meetings.

Commissioner Nilssen reported he hopes to go into further detail with the 2024 budget and possibly lower the total budget to closer to \$80,000.

Commissioner Nilssen stated when the new web hosting is completed, he would like to manage postings for finances.

10.b. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS: The Commissioners noted the Bylaws will be on the February agenda.

Chair Rygmyr recommended that the discussion of the District Maintenance Table and Map should be added as a Report item on future agendas like the Financial Reports.

The Commissioners recommended using the screen share during Commission meetings to allow the public joining via Zoom to see the agenda materials. Chair Rygmyr recommended just preserving the audio recordings to reduce data storage. The Administrative Coordinator stated that the State Archives would need to be contacted to determine whether that audio or video recording would need to be preserved.


11. 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.

12. MEETING ADJOURNMENT:

MOTION: Chair Rygmyr moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 12:02 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


Gary Rygmyr (Feb 11, 2023 09:45 PST)

Commissioner 1, Gary Rygmyr, Chair

Feb 11, 2023

Date


dean cole (Feb 12, 2023 22:55 PST)

Commissioner 2, Dean Cole

Feb 12, 2023

Date



Commissioner 3, Michael Nilssen

Feb 11, 2023

Date

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

DUPLICATE	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/29/2022	1/2/2023	V22-095	8925	0	MARY PAXTON	M PAXTON PAYROLL DEC	363.43	69500589	589400	363.43
1	12/29/2022	1/2/2023	V22-096	9255	0	DEAN COLE	DEC MEETING & REIMBU	218.87	69500589	589400	218.87
1	12/29/2022	1/2/2023	V22-097	9228	0	MICHAEL NILSEN	DEC MEETING & REIMBU	452.88	69500589	589400	452.88
1	12/29/2022	1/2/2023	V22-098	9227	0	GARY RYGMYR	DEC MEETING	117.88	69500589	589400	117.88
1	12/29/2022	12/31/2022	3807-V22-099	9022	0	FALGE BOOKKEEPING SERVICES	DEC BOOKKEEPING	250	69500589	589400	250
1	12/29/2022	12/5/2022	5-6-V22-0100	3041	0	GRAY AND OSBORNE INC	NOV 3 - DEC 31 ENG SER	1994.06	69500589	589400	1994.06
1	12/29/2022	12/12/2022	4983-V22-0101	4574	0	LUDLOW MAINTENANCE COMM	DEC MEETING RENTAL	136.38	69500589	589400	136.38
1	12/29/2022	1/2/2023	2022112-V22-0102	8781	0	YARD DOG LANDSCAPING INC	DECEMBER MAINTENAN	1830.7	69500589	589400	1830.7
1	12/29/2022	12/31/2022	V22-0103	2338	0	EMPLOYMENT SECURITY DEPAR	Q4 PAID FAMILY MEDIC	15.97	69500589	589400	15.97
						Q4 FICA FEDERAL WITHHOLDING					
						US TREASURY INTERNAL SECURITY		571.14	69500589	589400	571.14
						695 REVENUE SERVICE		19.38	69500589	589400	19.38
						0 WA STATE DEPT OF LABORY & IN Q4		1818.72	69500589	589400	1818.72
						695 DEPARTMENT OF NATURAL RESK REIMBURSEMENT OF ERI					

E 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 IN THIS WARRANT 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 JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

EMBER TOTAL WARRANT AM 7789.41

IRMAN, COMMISSIONER

MISSIONER, MEMBER

MISSIONER, MEMBER












PLDD 301 01 12 2023 13th month of 2022

Final Audit Report

2023-01-17

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"PLDD 301 01 12 2023 13th month of 2022" History

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2023-01-17 - 11:33:36 PM GMT

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Signature Date: 2023-01-17 - 11:33:38 PM GMT - Time Source: server

 Agreement completed.

2023-01-17 - 11:33:38 PM GMT

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting #031
 PLDD Voucher Summary for Fund #695 001 010
 January 12, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-095	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$363.43	\$363.43
22-096	Dean Cole	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-097	Michael Nilssen	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
22-098	Gary Rygmyr	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
<i>Payroll Subtotal \$</i>					\$704.18
22-096	Commissioner Cole Reimburse business cards and travel to Office Max/Depot four times	9255	53150.43.0010 53150.31.0020	\$70.20 \$43.68	\$70.20 \$43.68
22-097	Reimburse Bond Renewal Commissioner Nilssen	9228	53150.10.0010	\$335.00	\$335.00
22-099	Falge Financial, Inc. Inv# 3807 Bookkeeping Services for month of December	9022	53150.41.0150	250.00	250.00
22--0100	Gray & Osborne, Inc. Inv. 4983 General Engineering and project review Nov 6 thru December 31	3041	53150.41.0010 53150.41.0050	\$1994.06	\$1994.06
22-0101	Ludlow Maintenance Commission Inv. 4983 Dec. meeting room rental	4574		\$136.38	\$136.38
22-0102	Yarddogs Landscaping, Inc. Inv. 202212 Maintenance thru month of December	8781	53150.31.0030	\$1,830.70	\$1,830.70
<i>Vouchers for supplies and services subtotal \$</i>					\$4,660.02
22-0103	Employment Security Department WAPFML Q4	2338-695	53150.20.0020	\$15.97	\$15.97
22-0104	United States Treasury FICA Q4	9032-695	53150.20.0010	\$571.14	\$571.14
22-0105	WA State Department of Labor & Industries Q4	9038	53150.20.0020	\$19.38	\$19.38
<i>Vouchers for taxes subtotal \$</i>					\$606.49

22-106	Reimbursement for erroneous check from the Department of Natural Resources	1978-695	000000.00.0000	\$1,818.72	\$1,818.72
Reimbursement for erroneous deposit				\$1,818.72	\$1,818.72
TOTAL					\$7,789.41

<p>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.</p> <p>SUBSCRIBED THIS __12th DAY OF _January 2023</p> <p><i>Gary Rygmyr</i> <small>GARY RYGMYR, L.S. 1213 12:31 PST</small></p> <p>APPROVED Port Ludlow Drainage District</p>	<p>Commissioners Signatures</p> <p><i>Gary Rygmyr</i> Gary Rygmyr (Jan 13, 2023 12:31 PST)</p> <p><i>Dean Nissen</i> <small>DEAN NISSEN, L.S. 1213 12:31 PST</small></p> <p style="text-align: center;">G</p>
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Audited By _____
Date: _____

Michael Nissen












Voucher Attach 01 12 23 [301]


Final Audit Report

2023-01-17

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By:	Mary Paxton Paxton (districtadmin@pldd.org)
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2023-01-17 - 11:32:21 PM GMT

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Signature Date: 2023-01-17 - 11:32:23 PM GMT - Time Source: server

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2023-01-17 - 11:32:23 PM GMT












0301 Mtg Min 22 01 12


Final Audit Report


2023-02-13


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2023-02-13 - 6:55:47 AM GMT

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