

**Port Ludlow Drainage District (PLDD)**  
**February 9, 2023**  
**Board of Commissioners Meeting - #0302**  
**Zoom/In Person Meeting - Minutes**

**1. CALL TO ORDER:** Chair Rygmyr called Meeting #0302 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, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. Administrative Coordinator Mary Paxton was present. District Engineer Kerri Sidebottom was present via zoom.

**PUBLIC:** Ann and David Bernard, 150 Resolute Lane, on agenda item 8.a.1 to provide public comment.

**ZOOM:** Unidentified caller.

**3. PUBLIC COMMENT:** Chair Rygmyr noted that Ann and David Bernard, residents of 150 Resolute Lane, were in the audience and they were included on the agenda as Item 8.a. Public Inquiries. There was consensus that the Bernards express their concerns with Public Comment. The residents stated that drainage from the greenbelt next to their lot poses ongoing challenges with three trees falling and hitting cars, drainage flowing to their garage and concerns about potential damage to the garage. The residents said they moved into their home in 2015. Mr. and Mrs. Bernard stated it was their understanding that there were previous efforts to install a trail in the greenbelt but their neighbor on the other side of the greenbelt organized opposition to tree removal.

The Bernards shared a video and were asked to provide the video to be retained as a public record of the meeting.

Commissioner Nilssen said that he previously served on the Greenbelt Committee. Commissioner Nilssen said he did not recall plans for a trail in the easement.

The Commissions noted that Jefferson County is responsible for drainage on the roads and that many culverts under driveways are in the county right-of-way.

Commissioner Nilssen recommended that they contact the Greenbelt Committee because the Committee reviews tree removal.

The Commission directed the District Engineer Kerry Sidebottom to meet with Chair Rygmyr to conduct an inspection with a tentative date of February 17, 2023.

**4. COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that there was a census survey reminder that was part of mail received at the last meeting. Commissioner Nilssen reported that the survey was completed on December 9, 2022.

Commissioner Nilssen reported that he researched 104 Wells Ridge Court. He said the LMC and Port Ludlow Associates provided an easement for the property and the Port Ludlow Drainage District is responsible for a drainage that passes through the greenbelt to a detention pond. He suggested that the area be added to the maintenance map and table. Commissioner Nilssen also suggested that the District Engineer should review the site when she conducts site visits next week. Commissioner Nilssen said he would share information and maps he received from the District Engineer with the other Commissioners. The Commissioners mentioned the greenbelt area could be added as a new Area 32. Commissioner Cole suggested inviting the members of the Greenbelt to the meeting. It was concluded that a separate meeting could be scheduled but not as a part of the initial site visit. Commissioner Nilssen offered to forward contact information from the Greenbelt Committee.

**5. AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Commissioner Nilssen stated there was a typo on the Consent Agenda – the vouchers should be numbered 6.b. not 7.b. Chair Rygmyr said that agenda item 8.a.1. had been moved to the Public Comment. Commissioner Nilssen questioned why an Executive Session was not included on the agenda. Chair Rygmyr explained that the request for executive session was last minute. Chair Rygmyr said he reviewed Municipal Research Service Center (MRSC) best practices for an executive session and determined it would be best to schedule a session later.

**MOTION:** Chair Rygmyr moved to approve the agenda with correction of the number 6.b. on the Consent agenda and that agenda Item 8.a.1 was moved to Public Comment. Commissioner Cole seconded. The motion passed unanimously.

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

**MOTION:** Commissioner Cole moved to approve the consent agenda including the minutes of the January 12, 2023 Meeting #0301, and 0302 Voucher Summary numbers 23-001 through 23-009 totaling \$3,943.98 with \$975.98 for payroll and \$2,968 for supplies and services. Chair Rygmyr seconded. The motion passed unanimously.

**7. NEW BUSINESS:**

**7.a. AUTHORIZE ADMINISTRATIVE COORDINATOR TO DESTROY NON-ARCHIVAL PAPER AND ELECTRONIC PUBLIC RECORDS.** The Administrative Coordinator gave a brief explanation of the requirements for documentation of destroying public records.

**MOTION:** Commissioner Cole moved to authorize the destruction of public records on the 2022 and 2023 destruction logs and to destroy non-archival records that were scanned for electronic retention. Commissioner Nelsson seconded. The motion passed unanimously.

**7.b. REVIEW OF ADMINISTRATIVE CALENDAR.** Commissioner Cole provided an overview of the purpose of the 2023 Administrative Calendar. The Administrative

Coordinator was directed to send the draft to the Commissioners.

**7.c. REVIEW OF TWO SIGNED UNRECORDED STORM DRAINAGE EASEMENTS FOR THE CASCADE FLOOD ABATEMENT PROJECT.** The Commissioners reviewed the easements. Commissioner Nilssen pointed out that the cost for recording should be charged to budget number 5535346: Miscellaneous Filing/Recording Fees.

**MOTION:** Chair Rygmyr moved to direct the Administrative Coordinator to record the storm drainage easements on Assessor Parcel Numbers 990400419 and 990400416. Commissioner Nilssen noted the budget number is 5535346: Miscellaneous recording/filing fees. Commissioner Nilssen seconded the motion. The motion passed unanimously.

## **NEW BUSINESS:**

### **8.a. PUBLIC INQUIRIES**

**8.a.1. REQUEST FROM ANN AND DAVID BERNARD, 150 RESOLUTE LANE, TO DISCUSS DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE:** This agenda item was moved to Public Comment.

### **8.b. REVIEW OF THE DRAFT PORT LUDLOW DRAINAGE DISTRICT BYLAWS:**

Commissioner Nilssen reported that he received good questions and comments from Chair Rygmyr related to the draft bylaws. Commissioner Nilssen explained that the term “seal” in Section 1 – Authority refers to the District’s logo which should be included on letterhead and communications. At the completion of the review of the recommended changes from Chair Rygmyr there was consensus to make the following changes to the draft: 1) Add the language in paragraph 3 of Section 6 – Further Duties of the Commissioners as shown with underlined text - “Oversight of inquiries from landowners, maintain facility documentation, oversee maintenance of existing facilities and visit each facility at least annually, and oversee all drainage engineering and maintenance functions, and new development requiring State Environmental Policy Act (SEPA) permits.” 2) Remove text from Section 8 - **MEETINGS AND WORKSHOPS:** Meetings of the PLDD are subject to the Open Public Meetings Act (OPMA) Chapter 42.30 RCW. Notification to the public of all meetings shall be made ~~through advertisement in a legal newspaper of record with county-wide circulation and~~ on the PLDD website. Before the start of the calendar year, the PLDD shall notice dates for the upcoming year; and 3) all three Commissioners will sign the approval of the bylaws instead of the Chair and suggested addition of the Vice-Chair.

The Commissioners reviewed the suggested addition of the words “With the exception of passively receiving information” to the last paragraph of Section 8 Meetings and Workshops. Commissioners Nilssen and Cole requested more clarification to assure there could not be a serial meeting. Commissioner Cole discussed the “appearance of fairness”. Commissioner Nilssen agreed to review the language with the District’s attorney and report back at the March meeting.

**8.c. APPROVE TASK ORDER 2023-01 WITH SEA-WINGS DESIGNS FOR SUPPLEMENTAL ALTERATIONS FOR THE WEB PLATFORM AND UPDATED SUBSCRIPTIONS.** Chair Rygmyr requested a naming format for Task Orders so that the Task Order 2023-01 for SeaWings Designs could not be confused with the Task Order 2023-01 approved last month with Yard Dogs Landscaping, Inc.

The Commissioners noted that there was a motion to approve the proposal from SeaWings Designs to change the web platform to WordPress for \$2450.00 and to add a monthly subscription of \$49.99 per month. Commissioner Cole said that he was not present during the discussion and asked if training for staff and Commissioners to post to the PLDD was included in the proposal. The Administrative Coordinator mentioned that there could be cost savings with the new platform and subscription because staff and Commissioners could post web content. The Commissioners discussed concern that the costs would exceed the District' budget for web services – an additional \$600/year. The Administrative Coordinator was directed to do the following: 1) Determine if staff and Commissioner training is included in the proposal and if not, the cost; 2) clarify the services provided with the monthly subscription; 3) clarify the monthly maintenance costs from SeaWings Designs with and without the subscription.

## **9. REPORTS**

### **9.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS:**

Commissioner Nilssen reported that Jefferson County sent a 13-month financial report for 2022 with revenues of \$62,000 and Expense of \$63,00 and \$1,600 over revenue to expenses.

Commissioner Nilssen reported he hopes to go into further detail with the 2024 budget and the 2024 assessment should not need to go to \$80,000 or \$100,000.

The Year-to-Date report from Falge Financial has a revenue of \$64,094.06 Expenses of \$79,830 and \$148,000 in the Investment Pool.

Commissioner Nilssen reported the District is in good financial shape.

**9.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW:** Chair Rygmyr provided an explanation of the tabs on the maintenance table such as an annual maintenance chart, notation if an area on the table relates to a District project, maintenance notes (e.g. frequency and when), areas to watch, and hotlinks to each area to provide easy-to-trace documentation of maps, easements etc. He explained that some of the assessor parcels are color coded because they are large parcels that encompass more than one maintenance area. Chair Rygmyr said he would like to review the frequency tab with Russ Lowry of Yard Dogs Landscaping. He noted that weather patterns will be an ongoing variable for frequency, but the table could be a guide. The Commissioners expressed appreciation for the commitment of Yard Dogs Landscaping, Inc. Chair Rygmyr said that he has compiled notes and documentation on each area the

can be placed in an electronic folder with photos, letters, etc. Chair Rygmyr stated that would like the Maintenance table and map included on each agenda as a report item.

Commissioner Cole commended the table. He said it could be a model for drainage districts.

**9.c. WEB SITE UPDATES:** Vice-Chair Cole reported that he met with the Administrative Coordinator regarding the request to add historical documents back to the web page. They wanted to follow-up with Jason Earrame of SeaWings Design but he has COVID and there will be a follow-up report at the March meeting.

**9.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS:**

The following Items were mentioned to be included on the March agenda: 150 Resolute Lane, next steps for approval of a new Maintenance Contract.

The Commissioners discussed recently received emails that were copied in email to the District from a representative of the Cottages Homeowners Association. Chair Rygmyr said he reviewed prior correspondence, documents, letters, communications and made note of the communications last fall from Cliff O'Brien. He reminded the Commissioners that Mr. O'Brien was working with Jefferson County to secure permits. The Commissioners discussed section 2.3 in the recorded Stormwater Facilities Maintenance Agreement #585109 between the District and the Port Ludlow Commission. The Commissioners determined that there was not a need to place the email communication on the March agenda.


**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 12:10 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

  
[Gary Rygmyr \(Mar 9, 2023 11:48 PST\)](#)  
Commissioner 1, Gary Rygmyr, Chair

Mar 9, 2023  
Date

  
[dean cole \(Mar 13, 2023 13:20 PDT\)](#)  
Commissioner 2, Dean Cole

Mar 13, 2023  
Date

  
Commissioner 3, Michael Nilssen

Mar 10, 2023  
Date

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




ATTACHMENT TO COUNTY CHECK REQUEST PLDD meeting #302  
 PLDD Voucher Summary for Fund #695 001 010  
 February 9, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-001	Mary Paxton – Employee Payroll Hours worked in January	8925	553210	\$634.33	\$634.33
23-002	Dean Cole- February Meeting attendance	9255	5535230 Commission Meetings	\$105.27	\$105.27
23-003	Michael Nilssen - February Meeting attendance	9228	5535230 Commission Meetings	\$118.19	\$118.19
23-004	Gary Rygmyr – February Meeting attendance	9227	5535230 Commission Meetings	\$118.19	\$118.19
				<b>Payroll Subtotal \$</b>	<b>\$975.98</b>
23-005	Falge Financial, Inc. Invoice# 3841 Bookkeeping Services for month of January	9022	5535444	\$250.00	\$250.00
23-006	Gray & Osborne, Inc. Invoice# 1 General Engineering services Jan 1 through Jan 28	3041	5535140	\$557.28	\$557.28
23-007	Ludlow Maintenance Commission January room rental Invoice# 5005	4574	5535341	\$109.10	\$109.10
23-008	Yarddogs Landscaping, Inc. Invoice #202301 Maintenance thru January	8781	55435040	\$1,885.62	\$1,885.62
23-009	US Postmaster	8117	5535341	\$166.00	\$166.00
				<b>Supplies and Services</b>	<b>\$2,968.00</b>
				<b>TOTAL</b>	<b>\$3,943.98</b>

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 \_\_9<sup>th</sup> DAY OF February 2023

**Gary Rygmyr**

APPROVED  
 Port Ludlow Drainage District

Commissioners Signatures
 <small>Gary Rygmyr (FEB 11, 2023 2:08:45 PST)</small>
 <small>Dean Cole (FEB 12, 2023 2:55:55 PST)</small>













# 0302 Mtg Min 22 02 09

Final Audit Report


2023-03-13

Created:	2023-03-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABgTyL054rkhp1dLIJv9FhoTAHxVmCPU


## "0302 Mtg Min 22 02 09" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2023-03-09 - 9:43:17 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2023-03-09 - 9:44:14 PM GMT
-  Document emailed to commissioner2@pldd.org for signature  
2023-03-09 - 9:44:15 PM GMT
-  Document emailed to commissioner3@pldd.org for signature  
2023-03-09 - 9:44:15 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2023-03-09 - 9:58:35 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2023-03-09 - 9:58:50 PM GMT - Time Source: server
-  Email viewed by commissioner3@pldd.org  
2023-03-10 - 12:04:35 PM GMT
-  Signer commissioner3@pldd.org entered name at signing as Michael Nilssen  
2023-03-10 - 12:08:40 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2023-03-10 - 12:08:42 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org  
2023-03-13 - 8:19:22 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as dean cole  
2023-03-13 - 8:19:58 PM GMT



 Document e-signed by dean cole (commissioner2@pldd.org)

Signature Date: 2023-03-13 - 8:20:00 PM GMT - Time Source: server

 Agreement completed.

2023-03-13 - 8:20:00 PM GMT