

Port Ludlow Drainage District (PLDD)
March 9, 2023
Board of Commissioners Meeting - #0303
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0303 of the Port Ludlow Drainage District to order at 10:05 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.

PUBLIC: Ann and David Bernard, 150 Resolute Lane.

ZOOM: Katie Smith, Unidentified caller.

3. PUBLIC COMMENT: There was no public comment.

4. COMMISSIONER COMMUNICATIONS: There were no Commissioner communications.

5. AGENDA APPROVAL: Chair Rygmyr introduced the agenda and identified three changes: 1) a correction to the cost of supplies and services in Consent Agenda 7.b. The amount is \$5,405.84 not \$6,492.92; 2) Change Agenda Item 9.a. to consideration of approval of Resolution 2023-01 approving the Port Ludlow Drainage District bylaws instead of reviewing the draft; and 3) authorizing the Commissioners to sign a Letter of Engagement with Ogden Murphy and Wallace.

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

6. PUBLIC INQUIRIES

6.a. FOLLOW-UP SITE INSPECTION: ANN AND DAVID BERNARD, 150 RESOLUTE LANE, TO DISCUSS DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE: Chair Rygmyr reported that he and District Engineer Kerri Sidebottom conducted a site visit and determined all the water flowing to the area of concern is coming from the Jefferson County right-of-way. Kerri Sidebottom reported that there is a small stretch that is causing the problem and the next steps should be to talk to Jefferson County about the installation of a 10 foot, 18-inch diameter plastic pipe. She said the District could install the improvement and be reimbursed by Jefferson County or the County could install the pipe which would be more cost effective. Engineer Sidebottom said she has contacted the Department of Natural Resources and indicated they did not have jurisdiction with the concept or permit

requirements.

Mr. Bernard expressed concern that the ditch keeps getting deeper near the back of the garage, and he said the water is not in a natural stream but the water needs to go somewhere and that he would like to see some gravel placed in the ditch.

Engineer Sidebottom reiterated that the water is coming from the County right-of-way and not private property. After the course of discussion, it was the consensus of the Commissioners that the next steps are as follows: Chair Rygmyr will forward the email string including a memo prepared by Kerri with recommendations to Matt Stewart in the Jefferson County Road Department and arrange a meeting with Kerri and the County to discuss the District recommendations to Jefferson County. Commissioner Nilssen noted that Jefferson County has recently installed similar improvements (new sleeves) on Pioneer Drive and Montgomery Court. Mr. Bernard reiterated his request for installation of some rock into the ditch.

Commissioner Nilssen later added that the Greenbelt has responsibility to make sure trees don't damage private property. There is a plan to remove three to four old unhealthy alder trees. He would like to make sure that the tree removal does not affect any drainage considerations. Commissioner Nilssen said he would share contact information with the Chair.

6.b. ADMIRALTY CONDOS BUILDING 8 SITE INSPECTION FOLLOW-UP REPORT.

Chair Rygmyr reported that a site visit was conducted with Mark Hebe. It was determined that the area of concern is private property and the District does not have jurisdiction.

7. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda with minutes of the February 9, 2023 Meeting #302 and Vouchers for the March meeting with the correction to the amount total cost of supplies and services to \$5,405.84.

MOTION: Commissioner Cole moved to approve the consent agenda including the minutes of the February 9, 2023 Meeting #0302, and 0303 Voucher Summary numbers 23-010 through 23-017 totaling \$6,494.92 with \$1,089.08 for payroll and \$5,405.84 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

8. NEW BUSINESS:

8.a. MAINTENANCE CONTRACT: District Engineer Kerri Sidebottom said she consulted former District Engineer Nancy Lockett. It is recognized that the PLDD is quasi-judicial agency but it has been recommended as a best process to follow the bidding laws. Commissioner Nilssen noted that due to the smaller size of the District it does not need adhere to the laws. Chair recommended to continue the item to the April meeting with a goal of reviewing in more detail Resolution 2020-4 Clarifying Public Works Contracting Procedures and the Resource Code of Washington and District options.

8.b. RECORDS RETENTION: The Administrative Coordinator shared some information from the State Archives showing the retention requirements for contracts. She explained the District could have more restrictive requirements but must follow the minimums in the state requirements. Chair Rygmyr said he would like to place the information he has compiled for the maintenance table with pictures and other background material where it can be transferred to a centrally located official repository for the District that includes pictures, maps, notes etc. Commissioner Cole was directed to explore options with the Administrative Coordinator. He also would like an inventory of other pictures and similar records.

8.c. COMMUNICATION PROTOCOL BETWEEN THE PUBLIC AND THE PORT LUDLOW DRAINAGE DISTRICT (PLDD) COMMISSION AND THE PLDD VENDORS AND STAFF. Chair Rygmyr reported a situation where a constituent had been in direct contact with a District consultant and directing the consultant on work. Chair Rygmyr said he consulted with the District's attorney about the matter. Chair Rygmyr stated that the District's contractors work for the District and only the District authorizes how the public funds are to be spent and what services vendors/contractors provide. Chair Rygmyr reported that he contacted all but one of the contractors and explained that they should only take direction from the Commissioners. He noted that one contractor has been advised of this practice recently.

Commissioner Nilssen suggested providing a letter of introduction to the vendors/contractors with contact information and a summary of each Commissioner's responsibilities. The Administrative Coordinator was directed to work with Commissioner Cole to develop list of changes to the bulletin board and an information summary of the Commissioners for the PLDD Bulletin Board at the Beach Club (e.g. minutes).

9. OLD BUSINESS

9.a. ~~REVIEW OF DRAFT PORT LUDLOW DRAINAGE DISTRICT BYLAWS CONSIDERATION OF APPROVAL OF RESOLUTION 2023-01 BYLAWS.~~ The Commissioners reviewed the draft by laws and draft Resolution 2023-01. Commissioner Nilssen identified the two corrections: 1. Section 12, first sentence, replace the words "Planning Commissioner" with the word "Commission" and correct the signature page to include the names of the Commissioners, the titles of Chair and Vice Chair.

MOTION: Chair Rygmyr moved to Approve Resolution 2023-01 adopting the bylaws with the recommended corrections and Vice-Chair Cole seconded the motion. The motion passed unanimously.

9.b. APPROVE AN UPDATED CONTRACT WITH SEA-WINGS DESIGNS FOR WEB SERVICES. The Commissioners reviewed the revised contract with Sea-Wings Designs for Web services and a one-time cost of \$2,045 to change the platform to DreamWorks.

MOTION: Chair Rygmyr moved to approve the updated contract with Sea-wings Designs for Web services with a change to the requirement in the cancellation policy stating that either party shall provide 60 days' notice prior to cancellation. Commissioner Cole seconded the motion and it passed unanimously.

10. REPORTS:

10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS. Commissioner Nilssen shared copies of the 2023 budget along with Year-to-date expense. He reported the District is on track to date with the month-to-month projected expenses. There were questions about the Investment Pool. Commissioner Nilssen explained that the Investment Pool will not grow. He also explained that there are differences between the District accounting process and Jefferson County.

10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW. Chair Rygmyr reported that he asked the District Engineer to prepare larger maps of the maintenance areas and identified several changes: 1) some of the maintenance areas were renumbered for ease of reading; 2) the legend was updated to include the areas of responsibility; 3) Chair Rygmyr said that Area 19 was added recently. Yard Dogs Landscaping cleaned out the area at a cost of \$1,300 and under the budget of \$1,500. He will include photo documentation with the maintenance files; 4) Wells Ridge Court has been added as Area 32. Chair Rygmyr asked to review Area 32 with District Engineer Kerri Sidebottom.

Chair Rygmyr said he would like to review the maintenance schedule with Russ Lowry of YardDogs Landscaping to confirm the predicable frequency and hours. He hopes to have the table and map 98% complete.

10.c. Web Site Updates. Commissioner Cole shared that the legacy of prior Board's is capital projects. He suggested incorporation of updates to the web site that reflect tasks the most recent Board has pursued such as the update to the Maintenance Table and Map, bylaws, Financial procedures, Administration (calendar, business cards, records retention). Chair Rygmyr suggested scheduling a future workshop to discuss the web site and process for making changes.

10.d. Commissioner Reports/Future agenda items. Chair Rygmyr suggested that Commissioners provide suggested agenda items the Friday before the week of the next meeting.

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 11:42 .am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


Gary Rygmyr (Apr 14, 2023 10:57 PDT)

Commissioner 1, Gary Rygmyr, Chair

Apr 14, 2023

Date


Dean Cole (Apr 16, 2023 14:02 PDT)

Commissioner 2, Dean Cole

Apr 16, 2023

Date

Commissioner 3, Michael Nilssen

Date

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings 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	3/13/2023	2/28/2023	V23-010	8925		0 MARY PAXTON	M PAXTON FEB PAYROLL	1172.76	69500589	589400	1172.76
1	3/13/2023	2/28/2023	V23-011	9255		0 DEAN COLE	FEB MEETING ATTENDAN	105.27	69500589	589400	105.27
1	3/13/2023	2/28/2023	V23-012	9228		0 MICHAEL NILSEN	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	V23-013	9227		0 GARY RYGMYR	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	3888-V23-014	9022		0 FALGE BOOKKEEPING SERVICES	FEBRUARY BOOKKEEPING	250	69500589	589400	250
1	3/13/2023	3/1/2023	2-V23-015	3041		0 GRAY AND OSBORNE INC	ENGINEERING 1/29 - 2/25	1290.15	69500589	589400	1290.15
1	3/13/2023	2/14/2023	5018-V23-016	4574		0 LUDLOW MAINTENANCE COMM	RENTAL FEB 9 2023 MEET	136.38	69500589	589400	136.38
1	3/13/2023	3/2/2023	202302-V23-017	8781		0 YARD DOG LANDSCAPING INC	FEBRUARY MAINTENANC	3303.92	69500589	589400	3303.92

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.

MARCH TOTAL WARRANT AM 6494.92

Gary Rygmyr
Gary Rygmyr (1-23, 4-23, 6-23, 8-23)

CHAIRMAN, COMMISSIONER
Dean Cole
Dean Cole (MTF-12-2023 1318 PPT)

COMMISSIONER, MEMBER
Nicole Stearns

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING#0303
 PLDD Voucher Summary for Fund #695 001 010
 March 9, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-010	Mary Paxton – Employee Payroll Hours worked in February	8925	5535210	\$747.37	\$747.37
23-011	Dean Cole- February Meeting attendance	9255	5535230 Meetings	\$105.27	\$105.27
23-012	Michael Nilssen - February Meeting attendance	9228	5535230 Meetings	\$118.22	118.22
23-013	Gary Rygmyr -- February Meeting attendance	9227	5535230 Meetings	\$118.22	\$118.22
				<i>Payroll Subtotal \$</i>	
23-010	Reimbursement recording fees for Cascadia storm drainage easements (Barnes and Carver)	8925	5535346	\$425.39	\$425.39
23-014	Falge Financial, Inc. Invoice #3888 Bookkeeping Services for month of February	9022	5535444	\$250.00	\$250.00
23-015	Gray & Osborne, Inc. Invoice #2 General Engineering services 1/29/2023 through 2/25/2023	3041	5535140	\$1,290.15	\$1,290.15
23-016	Ludlow Maintenance Commission February room rental Invoice #5018	4574	5535341	\$136.38	\$136.38
23-017	Yarddogs Landscaping, Inc Invoice #2023-01 Maintenance thru January and \$1300 for Task Order 2023-01 Foster Lane Cleanout	8781	5535040	\$3,303.92	\$3,303.92
				<i>Vouchers for supplies and services subtotal \$5,405.84</i>	\$5,405.84
				TOTAL	\$6,494.92

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 ___9th DAY OF _March 2023	 Gary Rygmyr (Mar 9, 2023 11:57 PST)	Mar 9, 2023
	 Dean Cole (Mar 13, 2023 13:18 PDT)	Mar 13, 2023
		Mar 10, 2023
Commissioners Signatures		

Audited By _____

Date: _____

0303 Mtg Min 22 03 09 draft

Final Audit Report

2023-04-16

Created:	2023-04-13
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAkRZMidGO5dCuGEy31Gr8UbMH6IYcWii

"0303 Mtg Min 22 03 09 draft" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-04-13 - 7:41:44 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-04-13 - 7:44:30 PM GMT
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-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-04-14 - 11:56:09 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-04-14 - 11:57:13 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org
2023-04-16 - 8:48:14 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as Dean Cole
2023-04-16 - 9:02:10 PM GMT
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