

**Port Ludlow Drainage District (PLDD)**  
**April 13, 2023**  
**Board of Commissioners Meeting - #0304**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0304 of the Port Ludlow Drainage District to order at 10:08 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

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

**PUBLIC:** David Bernard, 150 Resolute Lane.

3. **PUBLIC COMMENT:** There was no public comment.

4. **COMMISSIONER COMMUNICATIONS:** There were no Commissioner communications.

5. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

**MOTION:** Chair Rygmyr moved to approve the agenda and Vice-Chair Cole seconded. The motion passed unanimously.

6. **PUBLIC INQUIRIES**

6.a. **FOLLOW-UP MEETING WITH JEFFERSON COUNTY ROAD DEPARTMENT: ANN AND DAVID BERNARD, 150 RESOLUTE LANE REGARDING DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE.**

Chair Rygmyr reported that on April 11, 2023, he and District Engineer Kerri Sidebottom met with Jefferson County Public Works Director, Monte Reinders and the Bernards to review the drainage ditch on Ludlow Maintenance Commission (LMC) property between lots 59 and 76 that receives surface water from Resolute Lane. Chair Rygmyr reported that the drainage ditch is backed up with debris and water flows under a berm to the driveway and garage at 150 Resolute Lane. Chair Rygmyr also reported the Greenbelt Committee recently initiated the removal of several unhealthy trees but removal of vegetation from the felled trees was incomplete. He contacted Brian Belmont of the LMC. The LMC agreed to remove the vegetation left from the recent tree removal but not pre-existing vegetation.

Chair Rygmyr and District Engineer discussed recommended next steps. There was consensus to pursue the following next steps after the LMC completes the vegetation removal requested by the PLDD: 1) District Engineer will prepare a memo summarizing the recommendations stemming from the April 11, 2023 meeting; 2) Chair Rygmyr will coordinate with Yard Dogs Landscaping, Inc. to develop a Task Order for removal of

vegetation that has accumulated in the drainage ditch; 3) storm water flow will be assessed after vegetation removal to determine if the issue of surface water runoff onto the Bernard property at 150 Resolute Lane is resolved; 4) the drainage ditch on the LMC property between lots 59 and 76 will be added to the Maintenance Map and Inventory Table; and 5) if there is evidence of surface flow on the Bernard property from rainfall events, then a Small Works Project to install a pipe to resolve the issue will be designed and installed. Yard Dogs will be contacted to determine whether the company can do the installation.

David Bernard said he would prefer a design that did not include a pipe to avoid plugging and subsequent flooding.

David Bernard mentioned that there is a tree about one foot in diameter that is on top of a culvert that could lead to a problem. District Engineer Kerri Sidebottom said that the tree appears to be on LMC property. Monte Reinders suggested at the meeting that the Greenbelt Committee could remove the tree. District Engineer Kerri Sidebottom said that tree removal may be a County responsibility.

**7. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the March 9, 2023 Meeting #303 and Vouchers for the April meeting. He noted that the vouchers included reimbursement for two Commissioner 2 meetings related to administrative activities pursuant to Resolution 2018-05.

**MOTION:** Chair Rygmyr moved to approve the consent agenda including the minutes of the March 9, 2023 Meeting #0303, and 0304 Voucher Summary numbers 23-018 through 23-029 totaling \$5,656.32 with \$1,142.58 for payroll and \$4,133.50 for services, \$0 supplies and \$380.21 for payroll taxes. Vice-Chair Cole seconded. The motion passed unanimously.

## **8. NEW BUSINESS:**

**8.a. APPROVAL OF AN INTERAGENCY DATA SHARING AGREEMENT BETWEEN PORT LUDLOW DRAINAGE DISTRICT – 2820 AND THE OFFICE OF WASHINGTON STATE AUDITOR.** Chair Rygmyr introduced the agreement. Vice-Chair Cole noted that a similar agreement was approved by the Commission in 2022. It was the consensus of the Commissioners that Chair Rygmyr should sign the agreement.

**8.b. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD.** Vice-Chair Cole introduced a draft 'Meet the Commissioners' flier for the bulletin board that includes the contact information for the Commissioners, the administrative roles (e.g., engineering, administrative, finance) and a place for a photograph of each Commissioner. He also recommended including a summary of recent Commissioner accomplishments. It was suggested the business cards could be mounted below the bulletin board. Chair Rygmyr recommended continuing discussion of the Bulletin Board to the May meeting to review the addition of the following to the bulletin board: 1) concise list of examples of what the Commission does; 2) a brief overview of information that is available to the public on the

district web site (e.g. upcoming agendas, minutes, historical information, district projects). It was mentioned that reference to the Public Inquiry Form could be on the bulletin board.

## **9. Old Business**

**9.a. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES, MRSC PUBLICATIONS 'FIND YOUR CONTRACTING REQUIREMENTS AND PURCHASE SERVICES CONTRACTS AND RESOURCE CODE OF WASHINGTON SECTION 39.04 PUBLIC WORKS:** Chair Rygmyr reported that he previously emailed references to training opportunities for procuring a contract for services and publications from MRSC to the Commissioners for review and discussion and additional information prior to the meeting. He recommended that the Commissioners review the materials and be prepared to discuss them in more depth at the May meeting. Chair Rygmyr mentioned that the District is small, and the District may not be required to do advertising in a newspaper. District Engineer Kerri Sidebottom shared that previous consulting District Engineers Barry Baker and Nancy Lockett recommended that the PLDD use the public bidding process even though the District has received legal advice that is not required. Vice-Chair Cole stated he wants to follow the legal requirements for bidding, even if the District errs on the side of caution. Chair Rygmyr agreed.

**9.b. RECORDS MANAGEMENT AND RETENTION:** There was discussion of how background information for the maintenance table and other records could be easily accessed by the Commissioners. Microsoft One Drive was mentioned as one option. Chair Rygmyr suggested that he could meet with the Administrative Coordinator to review options.

## **10. REPORTS:**

**10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS.** Chair Rygmyr reported that year to date income budget of \$9,266.19 in the March Statement of Financial Income and Expense Budget Performance. He noted that the actual year to date income of \$11,236.39 in March is \$1,971.21 ahead of the projected income. The year-to-date budgeted expenses for the first quarter are \$28,113.15 but actual expense to date of \$15,460.13 is less than budgeted for the first quarter.

Chair Rygmyr noted that there will be additional expenses with the vegetation clearance near Resolute Lane but the expense will be within the budgeted unanticipated engineering costs.

**10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW.** Chair Rygmyr reported that he is waiting to meet with Russ Lowry of Yard Dogs Landscaping, Inc. to review the frequency of maintenance at each of the areas on the maintenance so the data can be added as information on the table. He also said that that the greenbelt between lots 59 and 76 on Resolute Lane will be added to the Maintenance Map and table.

There was discussion of scheduling the inspection of the beach outfalls. District Engineer Kerri Sidebottom said one possible time could be between 7:30 a.m. and 9:30 a.m. before the July 13, 2023 meeting. She said she would contact former Engineer Nancy Lockett to determine how low the tide needs to be to perform an inspection.

**10.c. WEB SITE UPDATES/CLOUD STORAGE.** The Vice-Chair reported he and the Administrative Coordinator met with Sea-Wings to discuss some questions about the tabs on the web site. Administrative Coordinator Mary Paxton reported that some historical information has been added to the About tab on the web site. She said that Jason Earrame of SeaWings Designs sent a link to review the new website. She recommended one change to Commissioner contacts. Chair Rygmyr asked to be sent the link to review the website.

Mary Paxton mentioned that a link to the Public Inquiry Form will be added to the new platform. Chair Rygmyr said he would like to see an index of inquiries with the assessor parcel number, date of contact that is simple.

**10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS.** Chair Rygmyr summarized some of the agenda items for the May meeting including the bulletin board, inventory and public works contracting. Vice-Chair Cole said Commissioners should bring a photograph for the bulletin board 'Meet the Commissioners.'

**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 Vice-Chair Cole seconded the motion. The Motion carried. The meeting adjourned at 11:00. am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

  
Gary Rygmyr (May 13, 2023 12:25 PDT)  
\_\_\_\_\_  
Commissioner 1, Gary Rygmyr, Chair

May 13, 2023  
\_\_\_\_\_  
Date

  
dean cole (May 15, 2023 12:44 PDT)  
\_\_\_\_\_  
Commissioner 2, Dean Cole

May 15, 2023  
\_\_\_\_\_  
Date

ABSENT  
\_\_\_\_\_  
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	4/17/2023	3/31/2023	V23-018	8925	0	MARY PAXTON	M PAXTON PAYROLL MAR	590.38	69500589	589400	590.38
1	4/17/2023	3/31/2023	V23-019	9255	0	DEAN COLE	FEB 2 FEB 17 & MARCH IV	315.82	69500589	589400	315.82
1	4/17/2023	3/31/2023	V23-020	9228	0	MICHAEL NILSEN	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-021	9227	0	GARY RYGMYR	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-022	9022	0	FALGE BOOKKEEPING SERVICES	MARCH BOOKKEEPING	250	69500589	589400	250
1	4/17/2023	3/27/2023	3-V23-023	3041	0	GRAY AND OSBORNE INC	ENGINEERING THRU 3 25	1017.9	69500589	589400	1017.9
1	4/17/2023	3/7/2023	5180-V23-024	4574	0	LUDLOW MAINTENANCE COMM	MARCH ROOM RENTAL A	790.98	69500589	589400	790.98
1	4/17/2023	3/15/2023	873485-V23-025	5610	695	OGDEN MURPHY WALLACE	LEGAL THROUGH FEB 28	189	69500589	589400	189
1	4/17/2023	3/2/2023	202304-V23-026	8781	0	YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1885.62	69500589	589400	1885.62
1	4/17/2023	4/7/2023	V23-027	2338	0	EMPLOYMENT SECURITY DEPART	Q1 PAID FAMILY MEDICA Q1 FICA FEDERAL	20.01	69500589	589400	20.01
1	4/17/2023	4/7/2023	V23-028	9032	0	US TREASURY INTERNAL	WITHHOLDING				
1	4/17/2023	4/7/2023	V23-029	9038	0	WA STATE DEPT OF LABORY & INI	Q1 WA DEPT L&I	13.24	69500589	598400	13.24
						695 REVENUE SERVICE	SECURITY	346.99	69500589	598400	346.99

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 DESCRIBE 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.

APRIL MONTH TOTAL WARRANT AMOUNT: 5656.32

  
 Dean Cole  
 Chairman, Commissioner  
 Board of Commissioners, Jefferson County, Oregon

COMMISSIONER, MEMBER










# 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:	CBJCHBCAABAAAKRZMIIdGO5dCuGEy31Gr8UbMH6lYcWli

## "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
-  Document emailed to commissioner2@pldd.org for signature  
2023-04-13 - 7:44:30 PM GMT
-  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
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-04-16 - 9:02:12 PM GMT - Time Source: server
-  Agreement completed.  
2023-04-16 - 9:02:12 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0304  
 PLDD Voucher Summary for Fund #695 001 010  
 April 13, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-018	Mary Paxton – Employee Payroll Hours worked in March	8925	5535210	\$590.38	\$590.38
23-019	Dean Cole- March Meeting attendance and pursuant to Resolution 2018-05 payment for Feb 2 <sup>nd</sup> meet with Mary Paxton and Feb 17 <sup>th</sup> meeting with Seawings & Mary Paxton	9255	5535230 Commission Meetings	\$315.82	\$315.82
23-020	Michael Nilssen - March Meeting attendance	9228	5535230 Commission Meetings	\$118.19	\$118.19
23-021	Gary Rygmyr- March Meeting attendance	9227	5535230 Commission Meetings	\$118.19	\$118.19
<i>Payroll Subtotal</i>				<i>\$1142.58</i>	<i>\$1142.58</i>
23-022	Falge Financial, Inc. Inv. 3950 Bookkeeping Services for month of March	9022	5535444	\$250.00	\$1250.00
23-023	Gray & Osborne, Inc. General Engineering services 2/26 through 3/25	3041	5535140	\$1,017.90	\$1,017.90
23-024	Ludlow Maintenance Commission Inv. 5180 annual storage/ bulletin board rental (\$654.60) and Inv. 5189 March room rental (\$136.38) and	4574	5535341	\$790.98	\$790.98
23-025	Ogden Murphy Wallace, Legal services thru 2/28 Invoice 873485	5610-695	5535443	\$189	\$189
23-026	Yarddogs Landscaping, Inc Inv. 202304 Maintenance thru March	8781	55435040	\$1885.62	\$1885.62
<i>Vouchers for supplies and services subtotal</i>				<i>\$4,133.50</i>	<i>\$4,133.50</i>
23-027	Employment Security Department WAPFML Q1	2338-695	5535221	\$20.01	\$20.01
23-028	US Treasury Internal Revenue Service Q1	9032-695	553522139	\$346.99	\$346.99
23-029	WA State Department of Labor & Industries Q1	9038	5535221	\$13.24	\$13.24
<i>Vouchers for taxes subtotal</i>				<i>\$380.21</i>	<i>\$380.21</i>
<i>TOTAL</i>				<i>\$5,656.32</i>	<i>\$5,656.32</i>

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 \_\_\_13<sup>th</sup> DAY OF \_April, 2023

  
Gary Rygmyr (Apr 14, 2023 16:57 PDT)

APPROVED

Port Ludlow Drainage District

Commissioners Signatures

  
Gary Rygmyr (Apr 14, 2023 16:57 PDT)

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

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:	CBJCHBCAABAAAKRZMIdGO5dCuGEy31Gr8UbMH6lYcWli

## "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
-  Document emailed to commissioner2@pldd.org for signature  
2023-04-13 - 7:44:30 PM GMT
-  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
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-04-16 - 9:02:12 PM GMT - Time Source: server
-  Agreement completed.  
2023-04-16 - 9:02:12 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.