

Port Ludlow Drainage District (PLDD)
May 11, 2023
Board of Commissioners Meeting - #0305
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0305 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 were present. District Consulting Engineer, Kerri Sidebottom and Administrative Coordinator Mary Paxton were present.

PUBLIC: None

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. **ANN AND DAVID BERNARD, 150 RESOLUTE LANE NEXT STEPS REGARDING DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE AND CONSIDER APPROVAL OF TASK ORDER YA 2023-02.** Chair Rygmyr asked the Commissioners if there were any questions related to the April 23, 2023 Memo from consulting Engineer Kerri Sidebottom outlining next steps for drainage issues in the greenbelt. There were none. Chair Rygmyr reported that the Ludlow Maintenance Commission cleared out the remaining debris from tree removal in the greenbelt near Resolute Lane. Chair Rygmyr reported that he met with Russ Lowry of Yarddogs Landscaping to discuss the recommended first step in the April 23rd Memo – removal of accumulated debris in the drainage ditch. Yarddogs Landscaping submitted a proposal to remove the debris at a cost of \$2,000. Chair Rygmyr said the ditch is three and one half to four feet deep and the cost seemed reasonable. Chair Rygmyr mentioned a Task Order for the vegetation removal is included in the agenda materials.

MOTION: Chair Rygmyr moved to approve Task Order YA 2023-02 for an amount not to exceed \$2,000 for the removal of debris in the greenbelt between lots 59 and 76 on Resolute Lane. Commissioner Cole seconded the motion and it passed unanimously.

7. **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes

of the April 13, 2023 Meeting #304 and Vouchers for the May meeting. Commissioner Nilssen stated his surname was misspelled on page 4 Item 2. Commissioner Nilssen said that the language in the Consent agenda is confusing because it does not clarify what items 'listed below' will be approved by one motion. After the course of discussion there was consensus to change the language in the first sentence of the agenda as follows: "Items listed below in 7.a. and 7.b. have been....."

MOTION: Vice-Chair Cole moved to approve the consent agenda including the minutes of the April 13, 2023 Meeting #0304, and 0305 Voucher Summary numbers 23-030 through 23-037 totaling \$7,403.19 with \$993.89 for payroll and \$6,409.30 for services and, \$0 for supplies with the correction to the spelling of Commissioner Nilssen's name noted previously. Commissioner Nilssen seconded the motion. The motion passed unanimously.

8. NEW BUSINESS:

8.a. AMENDMENT TO THE PORT LUDLOW DRAINAGE DISTRICT BYLAWS. The Commissioners discussed recommended changes to the bylaws included in the agenda materials and in the agenda.

There was consensus of the Commission to bring revised bylaws for approval to the June 8, 2023 meeting with the following changes:

- 1) **SECTION 2 - MEMBERSHIP:** The PLDD shall be comprised of individual parcel owners from North Bay District Map Boundaries of the Port Ludlow Drainage District, Jefferson County. The board of drainage commissioners shall consist of three elected commissioners. The initial commissioners may be appointed, and then elected, as provided in chapter **85.38** RCW. The board shall have exclusive charge of the construction and maintenance of all drainage systems on common property and private parcels with recorded easements between the PLDD and the property owner which may be constructed by said district and shall be the executive officers thereof, with full power to bind said district by their acts in the performance of their duties as provided by law.;
- 2) Section 3 – Replace the word MEMBERS with COMMISSIONERS in the title.
- 3) Section 6: strike the following words from the last sentence in the paragraph describing the duties of the Engineering and Maintenance Commissioner, "and new development requiring State Environmental Policy Act (SEPA) permits."
- 4) Section 12, the word "Planning" shall be struck from the first sentence and the District Engineer shall be called the District Consulting Engineer
- 5) Commissioner Nilssen will research whether reference to RCW 85.38.170 should be added to Section 12, Budget of the Bylaws.

The Commissioners discussed the process for amending the Bylaws and noted that a resolution would not be required.

8.b. ANNUAL AUDIT WITH THE WASHINGTON STATE AUDITOR'S OFFICE. Commissioner Nilssen reported that the audit for January 1, 2020 to December 31, 2021

was filed by the PLDD and accepted by the state. He reported that Katie Smith challenged the amount of income the District reported in the audit. He met with the PLDD bookkeepers at Falge Financial to address the issue. Commissioner Nilssen explained that Jefferson County found \$11,599.11 in 2020 assessments in early 2021. The PLDD reported this as income in 2021 not 2020. Jefferson County uses a 13-month year for financial reporting and backtracked the income to 2020. Commissioner Nilssen said that the income will be reported in the next audit for the year it was received. Commissioner Nilssen stated it was unclear how Katie Smith obtained copies of some reports and said he will ask her where she acquired the reports.

Commissioner Nilssen reported there was a spot audit from the State Auditor's Office primarily related to the transition of Commissioners in 2021.

8.c. PARTICIPATION IN A STATEWIDE EMAIL NETWORK OF DIKING AND DRAINAGE DISTRICTS. Chair Rygmyr shared that there was a request to join an emerging email network of Diking and Drainage Districts for coordination and information sharing. It was the consensus of the Commission to join the network and use the commish@pldd.org for contact information.

8.d. DISASTER RECOVERY OF RECORDS. Administrative Coordinator Mary Paxton shared the slide deck from a recent webinar related to making sure public records are secure. She reported that she reviewed the materials with Commissioner Cole. They will be moving files in the Beach Club filing cabinet to the upper shelves in the event there is flooding in the building. There was consensus to donate an unused tape recorder and to keep some paper records from older development projects in the filing cabinet for historical reference.

9. OLD BUSINESS

9.a. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES, MRSC PUBLICATIONS: Chair Rygmyr shared that he had emailed Commissioners information about the small works roster and process for bidding for public works projects. Pros and cons were discussed regarding the Small Works Roster and public contracting process. Commissioner Nilssen said he did not have a strong opinion about whether to renew the Small Works process but wanted to be sure the process is transparent. Commissioner Cole said if a contract is used three years may be too long and one is too short. Consulting Engineer Kerri Sidebottom said that in the past a contract was approved for two years with the option for an extension.

9.b. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD: Vice-Chair Cole reported that he purchased a business card holder to place the Chairs business cards on the bulletin Board. The Administrative Coordinator showed a sample information page to show the public information what types of information could be found on the District web page and the locations. There was consensus to wait to post the information page after the web transfer is completed by SeaWings.

10. REPORTS:

10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS. Commissioner Nilssen reported that he had not received monthly reports; however, he was not aware of any major anomalies.

The Commissioners reviewed some sample payroll reporting templates. It was determined that the Administrative Coordinator should develop a spread sheet to track additional commissioner meetings and mileage claims with the payroll reporting form as a template.

10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW. Chair Rygmyr reported that the updated map provided at the meeting and spreadsheet includes the new areas 32, 33 and Montgomery Court. He is verifying some easements and frequency of maintenance at each of the areas on the table.

10.c. WEB SITE UPDATES/CLOUD STORAGE. The Commissioners discussed the pending migration to WordPress. There was consensus to direct SeaWings to go live on May 12, 2023 and to notify the Commissioners when it occurs.

10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS. Chair Rygmyr asked Commissioners to email the Administrative Coordinator with suggested changes to the web site. He directed the Administrative Coordinator to prepare a table to list the changes along with a column for completion dates. It was determined that the Administrative Coordinator and Commissioner Cole should be trained for posting items on the web site and making edits to content.

Commissioner Nilssen stated he will be starting to work on the budget and would like to receive any information on budget items that should be considered.

Vice-Chair Cole asked if Chair Rygmyr received a call from Ms. Rodda about drainage on their property. Chair Rygmyr did not receive any communication from Ms. Rodda.


11. SIGNING OF THE DOCUMENTS will be done by the Commissioners via Adobe E-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 11:45. am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


[Gary Rygmyr \(Jun 9, 2023 13:17 PDT\)](#)
Commissioner 1, Gary Rygmyr, Chair

Jun 9, 2023
Date

dean cole
[dean cole \(Jun 13, 2023 16:18 PDT\)](#)
Commissioner 2, Dean Cole

Jun 13, 2023
Date

Michael Nilssen
[Michael Nilssen \(Jun 14, 2023 07:03 PDT\)](#)
Commissioner 3, Michael Nilssen

Jun 14, 2023
Date


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

mnn


ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0305
 PLDD Voucher Summary for Fund #695 001 010
 May 11, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-030	Mary Paxton – Employee Payroll Hours worked in April	8925	5535210	\$568.08	\$568.08
23-031	Dean Cole- April Meeting attendance	9255	5535230 Commission Meetings	\$101.33	\$101.33
23-032	Gary Rygmyr – April Meeting attendance 4/11 re: 150 Resolute Lane and 4/13 pursuant to Resolution 2018-05	9227	5535230 Commission Meetings	\$324.48	\$324.48
<i>Payroll Subtotal \$</i>					
23-033	Falge Financial, Inc., Invoice #4025 Bookkeeping Services for month of April	9022	5535444	\$250.00	\$250.00
23-034	Gray & Osborne, Inc., Invoice #4 General Engineering services 3/26 through 4/22	3041	5535140	\$1,290.15	\$1,290.15
23-035	Ludlow Maintenance Commission, Invoice #5197 April room rental	4574	5535341	\$81.83	\$81.83
23-036	Ogden Murphy Wallace, Invoice #8734585 Legal services thru March 31	5610-695	5535443	\$81.00	\$81.00
23-037	Seawings Design, Invoice #1304 Change web platform to WordPress and annual subscription	7001	5535345	\$2,820.70	\$2,820.70
23-038	Yarddogs Landscaping, Inc. Invoice #202305 Maintenance thru April	8781	55435040	\$1,885.62	\$1,855.62
<i>Vouchers for services subtotal \$</i>					
<i>Vouchers for supplies \$0</i>					\$0
<i>TOTAL</i>					\$7,403.19


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 __11th DAY OF May 2023


Gary Rygmyr (May 13, 2023 6:25 PDT)
APPROVED
Port Ludlow Drainage District

Commissioners Signatures


Gary Rygmyr (May 13, 2023 6:25 PDT)

dean cole
dean cole (May 15, 2023 12:51 PDT)



Audited By _____
Date: _____












PLDD ^N305 05 11 2023


Final Audit Report

2023-05-15


Created:	2023-05-12
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0F_5xOKZ9_jGtbjFQokxCWTBopNf1O_H

"PLDD ^N305 05 11 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-05-12 - 4:02:30 AM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-05-12 - 4:05:32 AM GMT
-  Document emailed to commissioner2@pldd.org for signature
2023-05-12 - 4:05:32 AM GMT
-  Document emailed to commissioner3@pldd.org for signature
2023-05-12 - 4:05:32 AM GMT
-  Email viewed by commissioner3@pldd.org
2023-05-13 - 1:37:54 PM GMT
-  Signer commissioner3@pldd.org entered name at signing as Michael Nilssen
2023-05-13 - 1:41:15 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2023-05-13 - 1:41:17 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-05-13 - 5:25:31 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-05-13 - 5:25:46 PM GMT - Time Source: server
-  Email viewed by commissioner2@pldd.org
2023-05-15 - 7:48:00 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as dean cole
2023-05-15 - 7:51:56 PM GMT

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

Signature Date: 2023-05-15 - 7:51:58 PM GMT - Time Source: server

 Agreement completed.

2023-05-15 - 7:51:58 PM GMT












0305 Mtg Min 23-05-11

Final Audit Report

2023-06-14


Created:	2023-06-08
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAACmRgplPH2uAIDAytu8ERgWANjlbgpajl

"0305 Mtg Min 23-05-11" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-06-08 - 10:00:35 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-06-08 - 10:03:09 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-06-09 - 7:17:20 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-06-09 - 7:17:33 PM GMT - Time Source: server
-  Document emailed to commissioner2@pldd.org for signature
2023-06-09 - 7:17:34 PM GMT
-  Email viewed by commissioner2@pldd.org
2023-06-13 - 11:11:33 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as dean cole
2023-06-13 - 11:18:01 PM GMT
-  Document e-signed by dean cole (commissioner2@pldd.org)
Signature Date: 2023-06-13 - 11:18:03 PM GMT - Time Source: server
-  Document emailed to commissioner3@pldd.org for signature
2023-06-13 - 11:18:05 PM GMT
-  Email viewed by commissioner3@pldd.org
2023-06-14 - 2:02:33 PM GMT
-  Signer commissioner3@pldd.org entered name at signing as Michael Nilssen
2023-06-14 - 2:03:29 PM GMT

 Document e-signed by Michael Nilssen (commissioner3@pldd.org)

Signature Date: 2023-06-14 - 2:03:31 PM GMT - Time Source: server

 Agreement completed.

2023-06-14 - 2:03:31 PM GMT