

**Port Ludlow Drainage District (PLDD)**  
**June 8, 2023**  
**Board of Commissioners Meeting - #0306**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0306 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 and Commissioner 2, Dean Cole were present. Commissioner 3, Michael Nilssen was present via Zoom. District Consulting Engineer, Kerri Sidebottom was absent. Administrative Coordinator Mary Paxton was present.

**PUBLIC:** None

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

4. **COMMISSIONER COMMUNICATIONS:** Vice-Chair Cole reported that he attended a town hall meeting hosted by Jefferson County with the Commissioners and Department heads. Vice Chair Cole mentioned that a development agreement between the PLA, the State, and Jefferson County will expire in 2025 and that a sizeable tract of land could be logged if a permit is secured with the Department of Natural Resources. Through the course of discussion, it was determined that the area is outside of the jurisdiction of the Port Ludlow Drainage District. Commissioner Nilssen noted that a new Development Agreement could be negotiated.

5. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Commissioner Nilssen identified an error with Consent Agenda Item 7.b. Vouchers. The total amount of the vouchers is \$5,923.42 not \$5,92.42

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

6. **PUBLIC INQUIRIES**

6.a. **ROAD DRAINAGE ISSUE NEAR PLYC:** Chair Rygmyr said he was contacted by Peter Joseph about a sinkhole on Heron Road. Commissioner Rygmyr reported that he communicated to Mr. Joseph that the hole is on PLA property and outside the jurisdiction of the PLDD. Mr. Joseph questioned the response because the public has access to the road. Chair Rygmyr said the PLA has filled the hole with a patch. It was the consensus of the Commissioners that the hole was not a PLDD area of responsibility.

Chair Rygmyr said he researched the responsibilities of the Port Ludlow Drainage District in the founding documents, Comprehensive Storm Water Management Plan, communications on the PLDD web site and bylaws. He encouraged the Commissioners

to look at the list of areas of responsibility listed in the founding documents. He mentioned requirements for training and inspections of privately owned facilities in the Comprehensive Storm Water Plan. Vice Chair Cole mentioned that there are many antiquated regulations in the Code of Washington Regulations and some of the topics Chair Rygmyr mentioned are similar.

Chair Rygmyr questioned whether the bylaws accurately capture the responsibilities of the PLDD. Commissioner Nilssen agreed but suggested reviewing the question with the District's legal counsel.

**MOTION:** Vice-Chair Cole moved to direct Chair Rygmyr to consult with the District's legal counsel to determine if the District bylaws accurately summarize the scope of the District's responsibilities. Commissioner Nilssen seconded the motion and it passed unanimously.

**7. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the May 11, 2023 Meeting #305 and Vouchers for the June meeting June meeting.

**MOTION:** Chair Rygmyr moved to approve the consent agenda including the minutes of the May 11, 2023 Meeting #0305, and 0306 Voucher Summary numbers 23-039 through 23-047 totaling \$5,923.42 with \$1,165.17 for payroll, \$4,618.17 for services and, \$20.79 for supplies. Vice-Chair Cole seconded the motion. The motion passed unanimously.

**8. NEW BUSINESS:** None

**9.a. APPROVAL OF AMENDMENTS TO THE PORT LUDLOW DRAINAGE DISTRICT BYLAWS.** Chair Rygmyr introduced the approval of the revisions to the Bylaws. Commissioner Cole stated the need for a correction to Section 11, Voting. The words Planning Commission should be replaced with Port Ludlow Drainage District Commission. It was noted that this correction was previously identified at the May meeting. Commissioner Cole discussed recommended changes to the bylaws included in the agenda materials for clarifications to the text in Section 10 Quorum and Section 11 Voting. No additional changes to the bylaws were recommended.

**MOTION:** Vice-Chair moved to approve the Bylaws with the replacement of the words Planning Commission with Port Ludlow Drainage District Commission in Section 11 Voting. Chair Rygmyr seconded the motion and it passed unanimously.

**9.b. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT AND PUBLIC WORKS CONTRACTING IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES AND GUIDANCE FROM MRSC PUBLICATIONS:** The Commissioners discussed whether to pursue the Small Works Roster Process or to advertise for a contract for maintenance services. Commissioner Nilssen expressed that Chair Rygmyr might be the most qualified to determine the most suitable process because he is the Commissioner that deals with maintenance issues and engineering services. Vice-Chair Cole agreed. Chair Rygmyr

stated that the Commission is not doing any construction at this time and the primary contract is for maintenance. He said a two-year contract could be developed with an option for an extension. Chair Rygmyr stated he would like to talk to the District's consulting Engineer, Kerri Sidebottom about the best option – Small Works Roster vs. advertising. Going month to month with a Small Works Roster could be a lot of work. A single vendor that knows the areas may be the best option.

**9.c. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD:** Vice-Chair Cole requested photos of the Commissioners to include in a “meet the Commissioners” contact sheet to be placed on the Bulletin Board. Vice-Chair Cole reported that he posted some newer pictures and put up the business card holder with Chair Rygmyr's business cards.

## **10. REPORTS:**

**10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND FILING OF THE 12/31/2022 FISCAL YEAR ANNUAL REPORT AND JEFFERSON COUNTY FINANCIAL REPORTS.** Commissioner Nilssen answered questions Chair Rygmyr had regarding financial reports from Jefferson County receivable summary. The Treasures receivable summary of \$70,401 is what the assessment is to be collected for the year and it also shows the collection to date and the far-right column shows a remaining balance of \$31,018.81.

Commissioner Nilssen reported that the 2022 Audit was filed on May 30, 2023. He noted that Falge Financials' assistance was valuable. Commissioner Nilssen noted they may require additional material but at this point this point the audit seems to be in order. He said he would like to publicly thank Falge Financial for their excellent assistance with the audit.

Commission Nilssen reported that he emailed the May monthly reports to the Commissioners in the morning. The District is under budget in all categories to date. Income for May is \$6,038.35 with year-to-date income of \$42,000. Expenses for May were \$7,627 and year-to-date expenses at \$28,500.

**10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW.** Chair Rygmyr reported that the only change to the Maintenance Map is the date. He is hoping to review the table with Kerri Sidebottom, consulting District Engineer, and Russ Lowry of Yard Dogs Landscaping to make final adjustments to the maintenance schedule.

**10.c. WEB SITE UPDATES/SECURITY/CLOUD STORAGE.** Chair Rygmyr mentioned that the web site has been migrated to Wordpress. There were a few glitches that were worked out. Chair Rygmyr introduced a table that was included with agenda materials identifying changes to the web site by tabs on the web site. It was recommended to add an additional column so that there is a column for items considered and a column articulating the decision. Chair Rygmyr suggested taking a slow approach to review changes and reviewing one tab per meeting instead of a workshop. There was consensus to follow that approach.

The Commissioners approved by consensus to make the following changes:

- HOME Page - removal of the paragraph about COVID restrictions
- FORMS Page: 1) Remove the Tree Cutting form; 2 Claim form for damages is outdated and should be removed. Commissioner Cole is to contact the District's Insurer to obtain an updated form that can be posted on the web site.

Chair Rygmyr mentioned that the Beach Outfall Inspections report could be placed somewhere besides the HOME page. There was concurrence to continue to discuss where to place the inspection report at the July meeting.

The Administrative Coordinator mentioned that Vice-Chair Cole discussed adding a Contact or Public Inquiry Tab with Jason Eaarame of Sea Wings. Jason said he would need to know the factors to include for the email contact (e.g., date, name, email address, phone number, nature of inquiry). Chair Rygmyr said that he would work with the Administrative Coordinator to develop a list with an emphasis on keeping it simple.

**10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS/TRAINING.** The Commissioners discussed 5 training courses Commissioners need to take related to Open Government, Open Meetings Act and Public Records. Commissioner Nilssen stated he has completed all the courses.

**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 11:35. am.

Minutes prepared by Mary Paxton, Administrative Coordinator


Approved:

  
Gary Rygmyr (M 13, 4025, 135 PDF)  
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Commissioner 1, Gary Rygmyr, Chair

Jul 13, 2023  
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Date

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Commissioner 2, Dean Cole

\_\_\_\_\_  
Date

  
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Commissioner 3, Michael Nilssen

Jul 13, 2023  
\_\_\_\_\_  
Date

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