

Port Ludlow Drainage District (PLDD)
July 13, 2023
Board of Commissioners Meeting - #0308
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0308 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 3, Michael Nilssen were present. District Consulting Engineer, Kerri Sidebottom was present. Administrative Coordinator Mary Paxton was present. Commissioner 2, Dean Cole arrived at 10:05 a.m.

PUBLIC: One unidentified caller.

3. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. Commissioner Nilssen requested that the Administrative Coordinator forward individual invoices to him, as the Finance Commissioner, and leave them out of agenda materials. It was noted that agenda materials were not attached to the agenda.

MOTION: Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded and the motion passed unanimously.

4. PUBLIC COMMENT: There was no public comment.

Vice-Chair Cole arrived at 10:05 a.m.

5. COMMISSIONER COMMUNICATIONS: Vice-Chair Cole shared a map showing a potential timber harvest area on Port Ludlow Association property on a former golf course for information purposes. It was noted through the course of discussion that the area was outside of the purview of the district.

5.a. REPORT FROM CHAIR RYGMYR REGARDING A PENDING MEETING WITH THE JEFFERSON COUNTY ELECTIONS DEPARTMENT TO DISCUSS PREPARATION FOR THE FEBRUARY 6, 2024 PORT LUDLOW DRAINAGE DISTRICT ELECTION: Chair Rygmyr reported that he was invited to meet with the Jefferson County Auditor's Office to prepare for the February 6, 2024 election for the Commissioner 2 position. The meeting is scheduled for July 19th. Commissioner Nilssen asked Chair Rygmyr to learn about the projected election costs in order to incorporate the estimate into the 2024 budget.

6. PUBLIC INQUIRIES

6.a. PLVC TRAILS COMMITTEE PIONEER TRAIL DRAINAGE INQUIRY: Chair Rygmyr explained that the Trails Committee asked for input from the PLVC Trails

Committee from him and Commissioner Nilssen. Chair Rygmyr and Commissioner Nilssen stated that they both walked the new trail separately. During discussion, it was noted that there are two areas where a bridge or culvert could be located and the priority should be to let water flow unobstructed. Commissioner Nilssen recognized that the Committee's history for trail infrastructure is commendable. The Commissioners concluded that no immediate action was necessary but that the new trail drainage improvements should be monitored.

7. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda with minutes of the June 8, 2023 Meeting #306 and Vouchers for the July meeting.

MOTION: Commissioner Nilssen moved to approve the consent agenda including the minutes of the June 8 Meeting #0306, and 0308 Voucher Summary numbers 23-048 through 23-054 totaling \$4,030.11 with \$963.75 for payroll, \$0 for supplies, \$2,461.74 for services and, \$604.62 for payroll taxes. Vice-Chair Cole seconded the motion. The motion passed unanimously.

8. NEW BUSINESS:

8.a. REPORT ON BEACH OUTFALL INSPECTION CONDUCTED ON JULY 13, 2023 SPECIAL MEETING #0307. Consulting Engineer Kerri Sidebottom of Gray and Osbourne reported that the inspection of the beach outfalls was positive overall with no evidence of erosion or sloughing but there were a few areas identified for branch and vine trimming. The bluffs were not part of the inspection. Ms. Sidebottom was directed to prepare a summary memo. Vice Chair Dean asked whether a letter regarding the inspection findings should be sent to residents along the bluff. It was the consensus of the Commissioners to do the following: include a brief announcement in the next Navigator monthly publication, post the report on the PLDD website, post an announcement on the Beach Club bulletin board with links to the inspection findings.

9.a. 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: Chair Rygmyr introduced the agenda item and stated that the Small Works Roster process currently seems time consuming because the primary work for the district is ongoing maintenance. Chair Rygmyr referenced Resolution 2020-04 adopted by the prior Commissioners eliminating the Small Works Roster. There was consensus from the Commissioners to pursue the public procurement process instead of the Small Works Roster. Chair Rygmyr asked Consulting Engineer Sidebottom to review that draft Maintenance Table from the current contract and recommended changes in the Maintenance Table. Chair Rygmyr said he will be meeting with Russ Lowry of Yarddogs Landscaping Inc. before the August meeting to clarify frequency of maintenance in relation to the Maintenance Table.

9.b REPORT FROM CHAIR RYGMYR REGARDING THE DISTRICT'S LEGAL COUNSEL REVIEW OF THE SCOPE OF THE DISTRICT'S RESPONSIBILITIES IN

THE BYLAWS: Chair Rygmyr explained that after consultation with legal counsel the District should recognize that bylaws are procedural and that clarification of responsibility should be by a resolution. The Commissioners reviewed section 1.d Objectives of the District of the founding documents related to the historical precedent of Commissioner actions and determined the following regarding section 1.d:

- d.1. "All reserve and park areas owned by LMC" the Commission has maintained reserve and park areas owned by LMC;
- d.2. "All interior between drainage lots"- The PLDD has not taken responsibility for interior drainage between private lots.
- d.3. "The resort area" - There is one project in the resort area and Brian Belmont of the LMC could provide the history.
- d.4. "Port Ludlow Plat Seven Drainage System" includes Area 30 on the Maintenance Table and Map.
- d.5. "All condominium and apartment areas" – There is one area at the North Condos located on Area 28 of the Maintenance Table and Map.
- d.6. "All commercial business areas" - There is no historical clarity of responsibility.
- d.7. "All storage areas" – The Commissioners interpreted storage areas to be a detention pond.
- d.8. "Sewage Treatment Plant" – The Commissioners noted that it is important to document where the culvert that the PLDD is responsible for maintaining is located.

There was consensus of the Commissioners that Chair Rygmyr will prepare a draft resolution for the August Board of Commissioners meeting documenting the interpretation of section 1-D of the founding documents and the Chair Rygmyr will consult the District's legal counsel for the resolution content.

9.c. WEB SITE CONTENT REVIEW: The Commissioners reviewed the ABOUT, RECORDS and FORMS sections of the Port Ludlow District website and made the following recommendations:

- ✓ Home Page: continue exploration of location for Beach outfall inspections; delete link to Small Works Roster on *Looking for Something Else?*
- ✓ ABOUT – History Maps: - Post the new updated maintenance map when it is completed. The updated map will show the district boundaries and color clarification of maintenance areas.
- ✓ ABOUT – History Maps: - Replace the three District maps and maintenance maps with the new updated Maintenance Map when it is completed. The updated map will show the district boundaries and color clarification of maintenance areas.
- ✓ Put on August agenda how to display maps and link to the website.
- ✓ ABOUT – History and Documents – Delete the links to History of Commissioners and JC worksheet for Commissioners.

- ✓ ABOUT – Commissioners – Retain History of Commissioner and JC worksheet for Commissioners and relocate the link to JC BOCC Minutes 11/27/2002 from History and Document to the ABOUT Commissioners.
- ✓ RECORDS:
 - Rename Minutes to “Agendas and Minutes”
- ✓ FINANCE
 - Remove the word ‘Final’ from the title of Budget.
 - Remove “Budget and Assessment to Jefferson County”
 - Replace the words Statement of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement.
 - Retain the Budget and Assessment with a recognition that this will be changed in the future.

9.d. WEB SITE INFRASTRUCTURE MAINTENANCE: Chair Rygmyr reported that Sea-Wing Designs has developed a security protocol and ongoing review, the Microsoft Office subscription provides 1 terabyte of storage for District records which is ample at this time but should be monitored because of the size of Zoom recordings. The Administrative Coordinator was directed to develop a table to summarize dates for renewal subscriptions for Microsoft Office, Zoom and Adobe Acrobat. Vice Chair Cole suggested including the information into the Administrative Calendar.

Chair Rygmyr stated he would defer file management to Vice Chair Cole and the Administrative Coordinator.

9.e. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD: Vice Chair Cole mentioned he is still waiting for portraits of Commissioners to include on the “Meet Commissioners” flier for the bulletin board.

10. REPORTS:

10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND 2024 BUDGET: Commissioner Nilssen reported that income from assessments has slowed but was predictable for this time of year. Year to Date income from assessments is \$43,180. The Year-to-Date Budget is \$39,230. The total year assessment is \$70,000 but it is anticipated that the balance of revenues will occur in November with property tax assessments.

Commissioner Nilssen asked the Administrative Coordinator to email the invoice from the State Auditor that was on the June voucher for \$1,024.88.

Commissioner Nilssen asked consulting Engineer Kerri Sidebottom to prepare a preliminary 2024 budget with 3% inflation, the anticipated 2024 election, consideration of Commissioner additional meetings and distribute the draft to the Commissioners and Administrative Coordinator.

10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW. Chair Rygmyr reported that there are no changes to the Map or Table and that he will be meeting with

Russ Lowry of Yarddogs Landscaping, Inc. to verify the frequency of maintenance on the table.

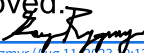


11. SIGNING OF THE DOCUMENTS will be done by the Commissioners via Adobe E-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

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 11:16. am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

 <small>Gary Rygmyr (Aug 11, 2023 10:13 PDT)</small>	08/11/23
_____ Commissioner 1, Gary Rygmyr, Chair	_____ Date
 <small>Dean Cole (Aug 15, 2023 11:30 PDT)</small>	8/15/23
_____ Commissioner 2, Dean Cole	_____ Date
 <small>Michael Nilssen</small>	08/13/23
_____ Commissioner 3, Michael Nilssen	_____ Date

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its39 website.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	7/17/2023	6/30/2023	V23-048	8925		0 MARY PAXTON	M PAXTON PAYROLL JUN	626.35	69500589	589400	626.35
1	7/17/2023	6/30/2023	V23-049	9255		0 DEAN COLE	JUNE MEETING ATTENDA	103.96	69500589	589400	103.96
1	7/17/2023	6/30/2023	V23-050	9228		0 MICHAEL NILSEN	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	V23-051	9227		0 GARY RYGMYR	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	4093-V23-052	9022		0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING JUNE	250	69500589	589400	250
1	7/17/2023	6/17/2023	6-V23-053	3041		0 GRAY AND OSBORNE INC	ENG SERVICES MAY 21 - J	244.29	69500589	589400	244.29
1	7/17/2023	6/29/2023	5234-V23-054	4574		0 LUDLOW MAINTENANCE COMM	JUNE ROOM RENTAL & O	81.83	69500589	589400	81.83
1	7/17/2023	7/2/2023	202307-V23-055	8781		0 YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1885.62	69500589	589400	1885.62
1	7/17/2023	7/5/2023	V23-056	2338		0 EMPLOYMENT SECURITY DEPART	Q2 PAID FAMILY MEDICA	33.99	69500589	589400	33.99
						Q2 FICA FEDERAL					
						WITHHOLDING					
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	7/17/2023	7/5/2023	V23-057	9032		695 REVENUE SERVICE	SECURITY	553.54	69500589	598400	553.54
1	7/17/2023	7/5/2023	V23-058	9038		0 WA STATE DEPT OF LABORY & INI	Q2 WA DEPT L&I	17.09	69500589	598400	17.09

TOTAL WARRANT AMOUNT: 4030.11

JULY
MONTH


Gary Rygmyr, Chair, Q2, V23, P01

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER



COMMISSIONER, MEMBER

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.

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING 0308
 PLDD Voucher Summary for Fund #695 001 010 - July 13, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-048	Mary Paxton – Employee Payroll Hours worked in June	8925	5535210	\$626.35	\$626.35
23-049	Dean Cole- June Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-050	Michael Nilssen - June Meeting attendance	9228	5535230 Commission Meetings	\$116.72	\$116.72
23-051	Gary Rygmyr – June Meeting attendance	9227	5535230 Commission Meetings	\$116.72	\$116.72
<i>Payroll Subtotal \$963.75</i>					\$963.75
23-052	Falge Financial, Inc. Invoice #4093 Bookkeeping Services for month of June	9022	5535444	\$250.00	\$250.00
23-053	Gray & Osborne, Inc. Invoice #6 General Engineering services 5/21 through 6/17	3041	5535140	\$244.29	\$244.29
23--054	Ludlow Maintenance Commission Invoice #5234 June room rental with OWLS	4574	5535341	\$81.83	\$81.83
23-055	Yarddogs Landscaping, Inc Invoice #202307 Maintenance thru JUNE	8781	55435040	\$1,885.62	\$1,885.62
<i>Vouchers for services subtotal \$2,461.74</i>					\$2,461.74
<i>Vouchers for supplies \$0</i>					\$0
23-056	Employment Security Department WAPFML Q2	2338-695	5535221	\$33.99	\$33.99
23-057	United States Treasury FUTA Q2	9032-695	5534220	\$553.54	\$553.54
23-058	WA State Department of Labor & Industries Q2	9038	5535221	\$17.09	\$17.09
<i>Vouchers for taxes subtotal \$604.62</i>					\$604.62
TOTAL					\$4030.11

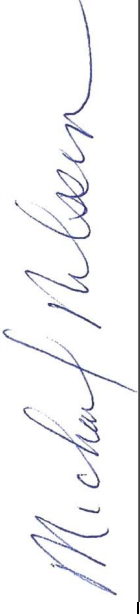
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.
 SUBSCRIBED THIS ___13th DAY OF JULY 2023

Commissioners Signatures


Gary Rygmyr (Jul 13, 2023 10:35 PDT)


Gary Rygmyr (JUL 13, 2023 10:35 PDT)

APPROVED
Port Ludlow Drainage District



Audited By _____
Date: _____

MNN












0308 Mtg Min 23 07 13

Final Audit Report

2023-08-15

Created:	2023-08-11
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3NhZHHF-btcu6I2Oh14_MDkfQEMk3YKL

"0308 Mtg Min 23 07 13" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-08-11 - 4:53:21 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
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-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
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-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
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-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
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-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-08-11 - 5:13:38 PM GMT - Time Source: server
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2023-08-13 - 11:49:28 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2023-08-13 - 11:50:57 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2023-08-15 - 6:28:31 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
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