

Port Ludlow Drainage District (PLDD)
September 14, 2023
Board of Commissioners Meeting - #0310
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0310 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, Chair Gary Rygmyr and Vice Chair, Commissioner 2, Dean Cole were present. Commissioner 3, Michael Nilssen was absent. Administrative Coordinator Mary Paxton was present and Consulting Engineer Kerri Sidebottom of Gray and Osborne was present via telephone because the zoom passcode did not work.

PUBLIC: David Bernard, 150 Resolute Lane

3. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. He recommended deferring Agenda item 4 Executive Session Per RCW 42.30.110 (1) (g) to review the performance of a public employee 10:10 a.m. to 10:20 a.m. to a future meeting with the full Commission present and to discuss agenda item 7. Public Inquiries, after the agenda approval.

MOTION: Chair Rygmyr moved to approve the Agenda as amended and Vice-Chair seconded. The motion passed.

7.a. 150 RESOLUTE LANE UPDATE ON DRAINAGE ISSUES AFTER THE AUGUST 29, 2023 RAINSTORM. Chair Rygmyr stated he watched a video of the August 29, 2023 rainstorm emailed from David Bernard the morning of the meeting. Mr. Bernard and Chair Rygmyr discussed the water flow after the recent vegetation clearance performed by Yarddogs Landscaping Inc. Consulting District Engineer of Gray & Osborne, Kerri Sidebottom, recommended installing a plastic liner as a first step to help assess whether groundwater is part of the problem. Discussion followed. There was consensus that David Bernard could use plastic foam he has with some rocks to fill an existing hole.

Engineer Sidebottom was directed to prepare a preliminary scope of work for options including a plastic liner that could be installed by Yarddogs Landscaping and a more permanent pipe. It was noted that a permanent pipe may eliminate ongoing maintenance.

7.b. 20 OLYMPIC WAY, ADMIRALTY 1 BUILDING 8 CONDO (MARK HEAVY) DRAINAGE COMPLAINT. Chair Rygmyr reported he received complaints from Mr. Heavey at Admiralty 1 Building 8 and discussed the Port Ludlow Drainage District (PLDD) responsibilities in relation to section 1.d.5 of the PLDD Founding Documents. Engineer Sidebottom noted that the problem might be due to drainage from the Jefferson County right-of-way. Chair Rygmyr requested that the responsibility of the Port Ludlow Drainage District (the "District") be reviewed in context of the Founding Document recently posted on the District web site. Consulting Engineer Sidebottom was directed to review history

to determine if there is precedent or an action that clarified the District's responsibility to maintain "all condominium and apartment areas" in Section 1.5 of the Founding Documents.

5. PUBLIC COMMENT: There was no public comment.

6. COMMISSIONER COMMUNICATIONS: There were no Commissioner communications.

8. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda. Administrative Coordinator Mary Paxton identified a typo on the voucher on page 6 of the minutes, the Gray & Osborne bill amount in the left column of the voucher should have been \$1,318.82 instead of \$1,381.82.

MOTION: Chair Rygmyr moved to approve the Consent Agenda with the minutes of the August 10, 2023 Meeting #0309 as corrected and 309 Voucher Summary: numbers 23-070 through 23-078 totaling \$6,070.84 with \$1,006.65 for payroll, \$0 for supplies and \$5,064.19 for services. Vice-Chair seconded. The motion passed.

9. NEW BUSINESS

9.a. ESTIMATED COST FOR VINE AND BRANCH TRIMMING AT SELECTED BEACH OUTFALLS AND PRUNING THE POPE WAY OUTFALL. Chair Rygmyr reported that he and Russ Lowry of Yarddogs Landscaping and an employee went to the Pope Outfall during low tide the previous day. He said the outfall was buried in the bushes. Chair Rygmyr brought equipment to successfully remove the vegetation. It was determined no further action or expense was warranted.

9.b. REVIEW OF DRAFT 2024 BUDGET. Chair Rygmyr introduced the draft 2024 budget. Administrative Coordinator Mary Paxton shared that Commissioner 3, Michael Nilssen, recommended increasing the amount for the Advertising budget to \$400. There was consensus that would be the only change to the draft budget. There was discussion of next steps for the budget approval process including posting the draft budget on the District web site and publishing two notices of Public Hearing for the October 12, 2023 meeting #0311 in the Port Townsend Leader.

9.c. DISCUSSION OF A RECENT MRSC PUBLICATION "*LESS IS MORE: ACTION MINUTES SAVE TIME, SERVE THE AGENCY BEST.*" The Commissioners discussed the publication. The Administrative Coordinator was directed to document decisions in minutes but include less detail because the meetings are recorded.

10. OLD BUSINESS

10.a. DISCUSSION OF 2024 ELECTION COSTS AND POSSIBLE ADMINISTRATION OF THE ELECTION. Chair Rygmyr introduced the agenda item and noted the email from the District's legal counsel regarding the possibility of conducting the election to save the District money. The Administrative Coordinator reported that Commissioner 3, Michael Nilssen, communicated that he recommended that the potential \$40,000 for an election

could be covered with the District's Investment Fund 69500118 and that in the interim the District could explore how to administer a future election. There was concurrence to follow the recommendation. The Administrative Coordinator was directed to contact Quinn Grewell at Jefferson County Auditor's Office to determine if the District needed to prepare any election notices in advance of the filing period.

10.b. REVIEW OF MAINTENANCE TABLE AND MAP AND SCOPE OF WORK FOR AN UPDATED MAINTENANCE CONTRACT. The Commissioners received a report from Chair Rygmyr. There was consensus that the updated Maintenance Table and Map are acceptable for public bidding purposes. Consulting Engineer Sidebottom was directed to prepare bid documents to accompany a public notice to solicit bids for a new maintenance contract for review at the October 12th meeting. Chair Rygmyr encouraged the Commissioner and Administrative Coordinator to review procedures for public bidding for the new maintenance contract.

10.c FOLLOW-UP DISCUSSION OF EMAIL ADDRESSES. 10.d. WEB SITE CONTENT REVIEW.10. e. WEB SITE INFRASTRUCTURE AND MAINTENANCE. Chair Rygmyr suggested scheduling a study session to discuss in more depth agenda items 10.c. 10. d. and 10.e. There was consensus to schedule a study session including Jason Earrame of Seawing Designs for the following possible dates in October: 2nd, 3rd, 9th, 10th, or 11th.

10.f. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD' It was reported that photos of all Commissioners have been received so the 'Meet the Commissioner' page for the Bulletin Board can be completed.


11. REPORTS:

11.a. FINANCIAL REPORTS: Chair Rygmyr reported that the District has a year-to-date budget with expected revenues of \$39,688 but actual revenues of \$40,581. The year-to-date budgeted expenses were \$66,933 with actual expenses of \$49,088.

13. MEETING ADJOURNMENT. Chair Rygmyr moved to adjourn the meeting at 11:03 a.m. and Vice-Chair Cole seconded. The motion passed.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


Gary Rygmyr (Oct 15, 2023 09:06 PDT)

Commissioner 1, Gary Rygmyr, Chair

10/15/23


Date


Dean Cole (Oct 15, 2023 11:27 PDT)

Commissioner 2, Dean Cole

10/15/23

Date


Michael Nilssen (Oct 15, 2023 13:25 PDT)

Commissioner 3, Michael Nilssen

10/15/2023

Date

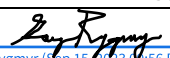
The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its39 website.


ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0310
 PLDD Voucher Summary for Fund #695 001 010
 September 14, 2023

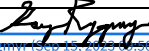
Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-070	Mary Paxton – Employee Payroll Hours worked August	8925	5535210	\$669.24	\$669.24
23-071	Dean Cole- August Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-072	Michael Nilssen – August Meeting attendance	9228	5535230 Commission Meetings	\$116.73	\$116.73
23-073	Gary Rygmyr – August Meeting attendance	9227	5535230 Commission Meetings	\$116.72	\$116.72
<i>Payroll Subtotal \$1,006.65</i>					1,006.65
23-073	Gary Rygmyr Reimbursement bond renewal	9227	5335210	\$110.00	\$110.00
23-074	Falge Financial, Inc. Invoice 4207 Bookkeeping Services for month of August	9022	5535444	\$250.00	\$250.00
23-075	Gray & Osborne, Inc. Invoice 8 General Engineering services 7/16 through 8/12	3041	5535140	\$799.47	\$799.47
23-076	Ludlow Maintenance Commission Invoice# 5255 August room rental and Owls recording	4574	5535341	\$136.38	\$136.38
23-077	Seawings Design (Update front – home page)	7001	5535345	\$40.00	\$40.00
23-078	Yarddogs Landscaping, Inc Invoice 202309 Maintenance thru August (\$1,728.34) and Task Order 2023-02 (\$1,700.00)	8781	55435040	\$3,728.34	\$3,728.34
<i>Vouchers for services subtotal \$5,064.19</i>					\$5,064.19
<i>Vouchers for supplies \$</i>					\$0.00
TOTAL					6,070.84

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 __14th DAY OF _September, 2023

Commissioners Signatures


 Gary Rygmyr (Sep 15, 2023 09:56 PDT)


 Dean Cole (Sep 14, 2023 17:09 PDT)

 <small>Curry, R. J. (Sep 15, 2023 10:56 PM)</small> APPROVED Port Ludlow Drainage District	15/09/2023	
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Audited By _____

Date: _____