

Port Ludlow Drainage District (PLDD)
October 12, 2023
Board of Commissioners Meeting #0312
Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.

2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr, Vice Chair, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. Nancy Lockett Consulting Engineer of Gray & Osborne and Administrative Coordinator Mary Paxton were present..

PUBLIC: David Bernard, 150 Resolute Lane was present and an unidentified caller via Zoom.

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

MOTION: Commissioner Nilssen moved to approve the Agenda and Vice-Chair seconded. The motion passed.

4. **OVERVIEW OF THE BUDGET:** Commissioner Nilssen explained that there had been extensive review of the budget at prior meetings. Commissioner Nilssen reported that consulting Engineer Nancy Lockett of Gray & Osborne recommended amendments to include funding for the four-year update to assessment methodology that is prepared by Jefferson County. There was consensus to make the following changes: 1) add \$1,700 to Budget #5535141 Assessment Roll and Certification to cover the cost of Engineering assistance, postage, and envelopes for the month of July; 2) add an additional \$600 for expected costs of Jefferson County to prepare the update to the assessment methodology and approval process;. 3) Add a note in the column that the budget assessment process occurs every four years and note the occurrence after 2024; 4) make corrections to Row D10.

Commissioner Nilssen explained that there should be parcels with new residences in the updated assessment roll which will increase tax assessments collected in the District and could help to incrementally lower parcel assessments.

5. **GENERAL PUBLIC TESTIMONY:** Chair Rygmyr opened the public hearing. There was no public comment or written communications to the Commissioners. Commissioner Nilssen reported that Brian Belmont of the Ludlow Maintenance Commission inquired about whether there would be a significant change to the annual assessment.

MOTION: Vice-chair Cole moved to close the Public Hearing at 10:21 a.m. and Commissioner Nilssen seconded the motion. The motion passed unanimously.

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

7. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that the State Auditor hourly fees will increase but it should not be significant. Chair Rygmyr reported that changes to the web site are being logged. He requested authorization to make incremental changes as time permits. The Commissioners concurred.

8. PUBLIC INQUIRIES:

8.a. 150 RESOLUTE LANE – REVIEW PRELIMINARY OPTIONS OF NEAR TERM AND POSSIBLE PERMANENT SOLUTIONS TO ADDRESS DRAINAGE ISSUES.

The Commissioners, consulting Engineer Nancy Lockett of Gray & Osborn discussed with David Bernard drainage issues on his property. David Bernard shared videos he filmed during rainfall events at his property. Engineer Lockett was directed to prepare a scope of work and cost estimate for a high-density polyethylene liner with UV protection and rock on the bottom and down the middle.

8.b. 20 OLYMPIC WAY, ADMIRALTY 1 BUILDING 8 CONDO (MARK HEAVY) DRAINAGE COMPLAINT. Chair Rygmyr expressed a desire to clarify the District's responsibilities for drainage complaints like 20 Olympic Way in consideration of past precedent of the Commissioners actions and Section 1.5 of the Founding Documents. The Commissioner's reviewed the list of responsibilities in Section 1.5. Engineer Lockett provided historical context. There was consensus that the District needs a better definition of the District role and responsibilities and clarification of the intent of the language in the Founding documents. Chair Rygmyr was directed to schedule a meeting with the District's Attorney and Engineer Lockett to develop a resolution clarifying the District's role responsibilities in relation to the founding documents and past practices.

It was also recommended that a site visit be conducted to determine if there is a preliminary simple fix that could address Mr. Heavey's concern.

9. CONSENT AGENDA:

Commissioner Nilssen identified an error on the vouchers – he did not attend the September meeting and so his payment of \$116.72 should be removed from the vouches and the payroll submittal should be resubmitted to Falge Financial. Chair Rygmyr recommended deferring approval of the October 9, 2023 Special Meeting Minutes on Consent Agenda Item 9.b. to the November 9, 2023 meeting.

MOTION: Vice-Chair Cole moved to approve the consent agenda with the minutes of the September 14, 2023 meeting #0310 and the Vouchers with the elimination of the payment of \$116.72 to Commissioner Nilssen.

10. NEW BUSINESS

10. a. LETTER OF ENGAGEMENT FALGE FINANCIAL: Chair Rygmyr introduced the Letter of Engagement for Bookkeeping Services from Falge Financial. Commissioner Nilssen commended the work of Falge Financial Inc. in particular Tristan Hefley.

MOTION: Commissioner Nilssen moved to approve the letter of Engagement with Falge

Financial Services for Bookkeeping Services for one year with a monthly cost for service increase from \$250.00 to \$285.00 and Commissioner Cole seconded the motion. The motion passed unanimously.

10.b. RESOLUTION 2023-02 A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT AUTHORIZING THE CANCELLATION OF A CHECK: Chair Rygmyr introduced Resolution 2023-02 and explained that Jefferson County Auditor's requested the Commissioners approve a resolution authorizing cancellation of the check.

MOTION: Commissioner Nilssen moved to approve Resolution 2023-02 A Resolution of the Port Ludlow Drainage District Authorizing the Cancellation of A Check in the amount of \$13.81 for an unnecessary payment and Vice Chair Cole seconded the motion. The motion passed unanimously.

10. c. REVIEW OF THE PAY RATE FOR THE ADMINISTRATIVE COORDINATOR: The Commissioner's discussed increasing the hourly rate of the Administrative Coordinator by five percent from \$27.29 to \$28.65. Commission Nilssen recommended increasing the hourly rate to \$29.80 due to cost-of-living increases.

MOTION: Chair Rygmyr moved to increase the hourly rate of the Administrative Coordinator by 9.1% from \$27.29 to \$29.80.

11. OLD BUSINESS

11.a. REVIEW NEXT STEPS FOR A NEW MAINTENANCE CONTRACT. Chair Rygmyr reported that he spoke with Russ Lowry of Yarddogs Landscaping Inc. and he is interested in providing services for another year. Chair Rygmyr referred to Resolution 2020-04 Clarifying Public Works Contracting Procedures included with the agenda materials. He explained that contracts for services such as ordinary maintenance do not require a competitive bidding process. He suggested that the Commission pursue an extension or one year contract with Yarddogs Landscaping for maintenance services. The Commissioners and Engineer Lockett commended the work of Yarddogs Landscaping Inc. It was the consensus of the Commission to direct the Chair to coordinate with Yarddogs Landscaping, Inc. to develop an agreement for an additional year of services with the updated Maintenance Table and Map and a three percent increase to the monthly fee for approval at the November meeting..

11.b. WEB SITE CONTENT: The discussion was continued to the November 9, 2023 Meeting #0313.

12. REPORTS:

12.a. FINANCIAL REPORS: Commissioner Nilssen that assessments of \$46,400 have been collected year-to-day. The District is about \$3-\$4,000 ahead. Expenses are being maintained with the projected year-to-date budget for September of \$78,922 with year-to-day expenses through September of about \$55,000. There are not any foreseeable

major expenses. Commissioner Nilssen explained the differences between the cash basis reports and the accrual basis monthly reports.



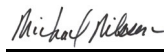
13. Signing of the Documents will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

14. Meeting Adjournment

MOTION: Vice-Chair moved to adjourn the meeting at 11:36 a.m. and Chair Rygmyr seconded the motion. The motion passed unanimously.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

| | |
|---|---------------|
|  <small>Gary Rygmyr (Nov 9, 2023 11:33 PST)</small> | 9-Nov-2023 |
| _____ Commissioner 1, Gary Rygmyr, Chair | _____ Date |
|  <small>Dean Cole (Nov 11, 2023 19:59 PST)</small> | 11-Nov-2023 |
| _____ Commissioner 2, Dean Cole | _____ Date |
|  <small>Michael Nilssen</small> | 10-Nov-2023 |
| _____ Commissioner 3, Michael Nilssen | _____ Date |

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

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting 0312
 PLDD Voucher Summary for Fund #695 001 010
 October 12, 2023

| Voucher Number | Vendor Services | Vendor Number | Account to be Charged (BARS) | Amount | Total Voucher Amount |
|----------------|---|---------------|--------------------------------|------------|----------------------|
| 23-079 | Mary Paxton – Employee Payroll Hours worked in September | 8925 | 5535210 | \$467.65 | \$467.65 |
| 23-080 | Dean Cole- September Meeting attendance | 9255 | 5535230 Commission Meetings | \$103.95 | \$103.95 |
| 23-082 | Gary Rygmyr -- September Meeting attendance | 9227 | 5535230 Commission Meetings | \$116.73 | \$116.73 |
| | | | Payroll Subtotal | \$688.33 | \$688.33 |
| 23-083 | Falge Financial, Inc. Invoice 4228 Bookkeeping Services for month of September | 9022 | 5535444 | \$250.00 | \$250.00 |
| 23-084 | Gray & Osborne, Inc. Invoice 9 General Engineering services 8/13 through 9/9 Gray & Osborne, Inc. Invoice 1 Budget Assistance | 3041 | 5535140 | \$621.81 | \$621.81 |
| 23-085 | Ludlow Maintenance Commission September room rental, Invoice #5266 | 4574 | 5535341 | \$81.83 | \$81.83 |
| 23-086 | Ogden Murphy Wallace, Invoice 881866 Legal services thru August 31 | 5610-695 | 5535443 | \$243.00 | \$243.00 |
| 23-087 | Port Townsend Leader Public Notices 9/27 & 10/4 | 4386-695 | 5535345 | \$44.00 | \$44.00 |
| 23-088 | Yarddogs Landscaping, Inc Maintenance thru September | 8781 | 55435040 | \$1,885.62 | \$1,885.62 |
| | | | Vouchers for services subtotal | \$4,014.55 | \$4,014.55 |
| | | | Vouchers for supplies | \$0 | \$0 |
| 23-89 | Employment Security Department WAPFML Q3 (Paid Family Leave) | 2338-695 | 5535221 | \$7.27 | \$7.27 |
| 23-90 | United States Treasury FUTA Q | 9032-695 | 5534220 | \$531.26 | \$531.26 |
| 23-91 | WA State Department of Labor & Industries Q3 | 9038 | 5535221 | \$17.55 | \$17.55 |
| 23-92 | Employment Security Department Q3 Washington Cares Fund | 2338-695 | 5535221 | \$30.11 | \$30.11 |
| | | | Vouchers for taxes subtotal | \$586.21 | \$586.21 |
| | | | <i>TOTAL</i> | | \$5,289.10 |

| | |
|--|--------------------------|
| | Commissioners Signatures |
|--|--------------------------|

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 __12th DAY OF _October 2023


Gary Rygmy (Oct 13, 2023, 16:27 PDT)

13/10/2023

APPROVED
Port Ludlow Drainage District

Audited By _____
Date: _____


Gary Rygmy (Oct 13, 2023, 17:22 PDT)


Dean Cole (Oct 13, 2023, 09:09 PDT)














Mtg Min 10 12 2023 [0312]

Final Audit Report

2023-11-12

| | |
|-----------------|--|
| Created: | 2023-11-09 |
| By: | Mary Paxton Paxton (districtadmin@pldd.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAGHiTwq31NMVer5tS5BkGwORSite_Y-37 |

"Mtg Min 10 12 2023 [0312]" History

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2023-11-09 - 8:51:36 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-11-09 - 8:51:42 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2023-11-09 - 8:51:42 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
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-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-11-09 - 9:33:04 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
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-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
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-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2023-11-10 - 2:30:41 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2023-11-12 - 3:58:48 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
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