

**Port Ludlow Drainage District (PLDD)**  
**November 9, 2023**  
**Board of Commissioners Meeting #0313**  
**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; Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator, was present in person and Kerri Sidebottom, Gray and Osborne Consulting Engineer was present via Zoom.

**PUBLIC:** An unidentified caller via Zoom.

3. **COMMISSIONER COMMUNICATIONS:** There were no Commissioner communications.
4. **PUBLIC COMMENT:** There was no public comment.
5. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

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

**6. PUBLIC INQUIRIES:**

**6.a. 150 RESOLUTE LANE – REVIEW OF RECOMMENDATIONS FROM GRAY & OSBORNE CONSULTING ENGINEER KERRI SIDEBOTTOM.** Chair Rygmyr provided a recap of past site visits and consultations with Gray and Osborne consulting engineers. He outlined three courses of action: Option 1: install a plastic liner in the drainage ditch with an estimated cost of \$2,000 to \$3,000 for Yarddogs Inc. to perform the work; Option 2:- install an 18” pipe to collect storm water at an estimated cost of \$38,500; Option 3: wait and see. Chair Rygmyr asked Engineer Sidebottom to summarize Gray & Osborne’s recommendations. She indicated that there is a concern that one of the issues may be groundwater vs. surface water and installation of the pipe in Option 2 may not resolve the problem. The Commissioners noted that groundwater is not a responsibility of the Port Ludlow Drainage District. Commissioner Nilssen mentioned the large driveway at 150 Resolute Lane and questioned whether it would be appropriate for the homeowner to install a French drain on the property near the easement and noted that it is common practice for residents to install French drains on their properties He also asked whether Jefferson County could participate in the cost for the liner due to runoff coming from a public road.

It was the consensus of the Commissioners to pursue the following actions: 1) Chair Rygmyr will contact Russ Lowry of Yarddogs Landscaping Inc. to develop a Task Order to install a plastic liner in the easement near 150 Resolute Lane for consideration at the

December meeting; 2) Chair Rygmyr will contact Monte Reidner of Jefferson County Public Works to inquire about the shared payment for the installation of the plastic liner; 3) Consulting Engineer Kerri Sidebottom will prepare a Memo summarizing past investigations from rainfall in the easement near 150 Resolute Lane and provide recommendations to the Bernards to install drainage Improvements on their property such as installation of a water bar or French drain.

**6.b. 20 OLYMPIC WAY, ADMIRALTY 1 BUILDING 8 CONDO (MARK HEAVEY) DRAINAGE.** Chair Rygmyr provided a recap of the site visit conducted with Consulting Engineer Nancy Lockett of Gray and Osborne and referred to the follow-up October 25, 2023 memo she prepared. It was the consensus of the Commissioners that there was no further action for the Port Ludlow Drainage District (the PLDD). Commissioner Nilssen recommended future inquiries from residents of condominium or townhouse developments should first be directed to the Homeowners Association Board of Directors and that the Homeowners Association should then be responsible for reporting a drainage issue to the PLDD. The Commissioners concurred with the recommendation.

## **7. CONSENT AGENDA**

**7.a. MINUTES OCTOBER 9, 2023 SPECIAL MEETING #0311**

**7.b. MINUTES OCTOBER 12, MEETING #0312**

**7.c. 313 VOUCHER SUMMARY NUMBERS 23-093-23-100 TOTALING 44,383.14 WITH \$1,406.02 FOR PAYROLL, \$0 FOR SUPPLIES AND \$2,977.12 FOR SERVICES.**

**MOTION:** Chair Rygmyr moved to approve the Consent agenda and Vice-Chair Cole seconded the motion. It passed unanimously.

## **8. NEW BUSINESS**

**8. a. APPROVAL OF A MAINTENANCE CONTRACT WITH YARDDOGS LANDSCAPING:** Chair Rygmyr introduced the agenda item and explained that the timing for renewal of the business license and insurance are not aligned with a calendar year.

**MOTION:** Chair Rygmyr moved to approve the one-year contract with YardDogs Landscaping and Vice-Chair Cole seconded the motion. It passed unanimously.

## **9. OLD BUSINESS**

**9.a. APPROVAL OF RESOLUTION 2023-03 APPROVING THE 2024 BUDGET:** Chair Rygmyr introduced the agenda item and asked if the Commissioners had questions. There were none.

**MOTION:** Commissioner Nilssen moved to approve Resolution 2023-04 approving a 2024 Budget for \$147,690 with an annual assessment of \$70,000. Commissioner Cole seconded the motion. It passed unanimously. Commissioner Nilssen confirmed that Gray

and Osborne will send a letter to Jefferson County with the Port Ludlow Drainage District Assessment Request.

**9.b. WEB SITE CONTENT:** The Administrative Coordinator was directed to delete the “Looking for Something Else” section of the Home page. It was the consensus of the Commissioners that Chair Rygmyr should work with Jason Earrame of Sea-Design to add a Contact tab to the website and relocate contact information within the website to the new Contact tab. Commissioners were encouraged to review the website and email recommended changes to the Administrative Coordinator.

**10. REPORTS:**

**10.a. FINANCIAL REPORTS:** Commissioner Nilssen reported that the monthly Financial Reports had not been received from the bookkeeper but that he would forward them to the Commissioners upon receipt. Commissioner Nilssen reported that assessments of \$25,000 were received in the past month. Commissioner Nilssen discussed the receivable summary provided by Jefferson County and complimented the working relationship with the County.

**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:** Chair Rygmyr moved to adjourn the meeting at 10:57 a.m. Vice-Chair Cole seconded the motion. The motion passed unanimously.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

_____ Commissioner 1, Gary Rygmyr, Chair	_____ Date
<u><i>Dean Cole</i></u> <small>Dean Cole (Dec 17, 2023 12:38 PST)</small>	17-Dec-2023
_____ Commissioner 2, Dean Cole	_____ Date
<u><i>Michael Nilssen</i></u>	15-Dec-2023
_____ Commissioner 3, Michael Nilssen	_____ Date


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

VOICE DAT	VOUCHER	INVOICE	VENDOR	VENDOR	DESCRIPTION	AMOUNT TO	
NUMBER	NUMBER	NUMBER	NUMBER	NAME		BE	
						CHARGED	INVOICE
						TO BARS	TOTAL
10/31/2023	V23-093		8925 MARY PAXTON	M PAXTON PAYROLL	5535210	\$	731.21
10/31/2023	V23-094		9255 DEAN COLE	OCTOBER	5535230	\$	207.92
10/31/2023	V23-095		9228 MICHAEL NILSSEN	OCT 9 SMTG AND OCT 12 M	5535230	\$	233.45
10/31/2023	V23-096		9227 GARY RYGMYR	OCT 9 SMTG AND OCT 12 M	5535230	\$	233.44
				<b>PAYROLL SUBTOTAL</b>		\$	1,406.02
				<b>SUPPLIES SUBTOTAL</b>		\$	-
10/31/2023	V23-097	4276	9022 FALGE BOOKKEEPING SERVICES	OCT BOOKKEEPING	5535443	\$	250.00
10/9/2023	V23-098	10	3041 GRAY & OSBORNE	ENGINEERING SERVICES 9	5535140	\$	266.49
10/9/2023	V23-098	2	3041 GRAY & OSBORNE	BUDGET ASSISTANCE 9/10	5535442	\$	88.83
11/1/2023	V23-0100	202311	8781 YARD DOG LANDSCAPING INC	OCTOBER MAINTENANCE	5535140	\$	1,885.62
10/10/2023	V23-99	5373	LUDLOW MAINTENANCE COMMISSION	OCTOBER 9 SPECIAL MTG .	5535140	\$	109.10
				OCTOBER 12 MTG &			
10/19/2023	V23-099	5281	4574 LUDLOW MAINTENANCE COMMISSION	OWLS	5535341	\$	81.83
9/17/2023	V23-093 SEPT VISA		8925 MARY PAXTON	ADOBE SUBSCRIPTION	5535331	\$	196.25
11/1/2023	V23-093 VISA		8925 MARY PAXTON	MS 365 SUBSCRIPTION	5535331	\$	99.00
				<b>SERVICES SUBTOTAL</b>		\$	2,977.12
				<b>NOVEMBER TOTAL</b>		\$	4,383.14

SIGNATURES

COMMISSIONER 1, CHAIR   
Gary Rygmyr, Gov. 11, 2023 (7:59 PST)

COMMISSIONER 2   
Dean Cole (Nov 11, 2023 20:04 PST)

COMMISSIONER 3 

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 9th DAY OF November, 2023.

  
Gary Rygmyr, Gov. 11, 2023 (7:59 PST)  
 APPROVED **13-Nov-2023**  
 DATE

Port Ludlow Drainage District














# PLDD Voucher Attach 11 09 2023 (0313)

Final Audit Report

2023-11-13

Created:	2023-11-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_1RyWvNaBwTTOyXmedeav8I88BMENAjP

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-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
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-  Document emailed to Gary Rygmyrt (commissioner1@pldd.org) for signature  
2023-11-09 - 9:10:49 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2023-11-09 - 9:10:49 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2023-11-09 - 9:10:49 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2023-11-10 - 2:24:45 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
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-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-11-12 - 3:59:38 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-11-12 - 4:04:41 AM GMT - Time Source: server
-  Email viewed by Gary Rygmyrt (commissioner1@pldd.org)  
2023-11-13 - 3:59:42 PM GMT
-  Document e-signed by Gary Rygmyrt (commissioner1@pldd.org)  
Signature Date: 2023-11-13 - 3:59:54 PM GMT - Time Source: server
-  Agreement completed.  
2023-11-13 - 3:59:54 PM GMT









# min 11 09 2023 #0313

Final Audit Report

2023-12-17

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By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAf2JvIrosUH-S7fCPwkeRmznJK_ZiqmWH

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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 Michael Nilssen (commissioner3@pldd.org)  
2023-12-15 - 12:33:10 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
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-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-12-17 - 8:37:29 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-12-17 - 8:38:15 PM GMT - Time Source: server
-  Agreement completed.  
2023-12-17 - 8:38:15 PM GMT