

Port Ludlow Drainage District (PLDD)
December 14, 2023
Board of Commissioners Meeting #0314
Zoom/In Person Meeting Minutes

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

2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr absent; Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator and Kerri Sidebottom, Gray and Osborne Consulting Engineer were present.

PUBLIC: Vaughn Bradshaw, Ernie Lewis, and Bill Couch of the North Bay Condominiums were present. Assistant Chief of the Port Ludlow Fire and Rescue via Zoom.

3. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that he and the District's consulting Bookkeeper will be attending a webinar training for the annual Audit. He expressed appreciation for the State Auditor for the guidance.

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

5. **AGENDA APPROVAL:** Vice-Chair Cole introduced the agenda.

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

6. **PUBLIC INQUIRIES:**

Commissioner Nilssen stated that he received an inquiry from a property owner on Montgomery Lane with drainage issues. It was determined that the issue would be placed on the January agenda.

6.a. **150 RESOLUTE LANE – REVIEW OF RECOMMENDATIONS FROM GRAY & OSBORNE CONSULTING ENGINEER KERRI SIDEBOTTOM.** Vice-Chair Cole introduced the agenda item. Consulting Engineer Kerri Sidebottom summarized the memo she sent that documented actions for the last couple of months. She noted that the issue may be a seep or a spring. Engineer Sidebottom said that the liner is a lower cost solution for handling surface water but there are recommendations for the property owner in the memo to address drainage issues.

It was the recommendation of the Commissioner that the Chair and Administrative Coordinator should send a letter to the Bernards recommending that they install drainage improvements on their private property recommended in the memo especially with consideration to large area of imperviable surface on the driveway at their residence.

6.b. **EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD.** Vice-Chair Cole introduced the agenda item and asked consulting

Engineer Kerri Sidebottom to summarize the findings in the Grey and Osborne memo to the Commissioners. She noted that Yarddogs Landscaping cleared out a ditch that had not been maintained for a time and recommended clearing out the ditch to maintain an adequate grade or flow line for drainage. She said that there was fire hydrant flushing that day that could have influenced the water flow to the fire station parking lot.

Assistant Chief Brian Tracer of the East Jefferson Fire Rescue Fire Station (EJFRFS) thanked the Commissioners for the prompt attention to their inquiry. He mentioned that the parking lot previously washed out around 2016-17 and the assets of the EJFRFS is a primary concern. Assistant Chief Tracer said the EJFRFS is seeking proactive solutions to protect their assets. He mentioned that they asked Zenovic Engineering to assess the situation.

Consulting Engineer Kerri Sidebottom of Grey & Osborne recommended waiting to see if the emergency clearing performed by Yarddogs Landscaping Inc. would be sufficient. If necessary, the next step could be to install rock. The Commissioners concurred with the recommendation.

6.c. North Bay Condominiums. Ernie Lewis of the North Bay Condominium 1 mentioned the French drain previously installed by the Port Ludlow Drainage District for the Condominium 2. Mr. Lewis mentioned that there is drainage from the roofs and parking areas flowing to the top of the bank and that it is not a good system. Mr. Lewis said the North Bay Condominiums is requesting assistance from the District to help with the development and design of a surface drainage system, bring it all into one collection system and take it to the beach. Some Condominium 1 residents believe there are problems with subsurface water going to the bank.

Commissioner Nilssen commented that some of the drainage issues may stem from the roof drainage, the driveway design toward the condominiums, and the large area of impervious surfaces. Commissioner Nilssen also explained that the Port Ludlow Drainage District funding to assistance to Condominium 1 was inconsistent with the precedent of funding for improvements for the PLDD over time and disproportionate to rate payers in the PLDD..

Consulting Engineer Kerri Sidebottom recommended as a first step that the North Bay Condominiums 1 retain a geotechnical consulting engineer to assess the concerns to assess whether the slope stability of the bluff is a surface water or ground water issue or both. Through the course of discussion, it was noted that was the first step for actions at the North Bay Condominium 2.

There were questions from representatives of North Bay Condominiums 1 asking whether the District could administer contracts on their behalf – project management. There was consensus of the Commissioners that the District would not provide project management services. Commissioner Nilssen said the District does project management services on green spaces, not private property.

Mr. Couch asked if the North Bay Condominiums 1 should complete a public inquiry form. The Commissioners asked them to complete the form.

Vaugh Bradshaw asked if the District could provide recommended geotechnical consulting firms.

Bill Couch asked if the geotechnical report is prepared, is there a process for peer review.

It was the consensus of the Commission to direct Consulting Engineer Kerri Sidebottom to provide references for geotechnical consulting engineers to the North Bay Condominium 2 and that the District may review a proposal for services but the District would not administer a contract.

7. CONSENT AGENDA

7.a. MINUTES NOVEMBER 9, 2023 MEETING #0313

MOTION: Commissioner Nilssen moved to approve the Agenda and Vice-Chair Cole seconded. There was no vote on the motion.

8. NEW BUSINESS:

8.a. 314 VOUCHER SUMMARY: NUMBERS 23-101 THROUGH 23-110 TOTALING \$6642.16 WITH \$975.65 FOR PAYROLL, \$0 FOR SUPPLIES, AND \$5,666.51 FOR SERVICES.

MOTION: Commissioner Nilssen moved to approve the Voucher Summary 314 and Vice-Chair Cole seconded. There was no vote on the motion.

8.b. APPROVAL OF RESOLUTION 2023-04 UPDATING THE POLICIES AND PROCEDURES RELATING TO THE PUBLIC RECORDS ACT (CHAPTER 42.56 RCW) APPROVED WITH RESOLUTION 2018-01.

MOTION: Commissioner Nilssen moved to approve Resolution 2023-04 and Vice-Chair Cole seconded. There was no vote on the motion.

8.c. APPROVAL OF A TWO-YEAR EXTENSION OF THE CONTRACT WITH GRAY & OSBORNE FOR ON-CALL ENGINEERING SERVICES.

MOTION: Commissioner Nilssen moved to approve the two-year extension of the contract with Gray and Osborne for on-call engineering services and Vice-Chair Cole seconded. There was no vote on the motion.

8.d. APPROVE TASK ORDER YA 2023-03 WITH YARD DOGS LANDSCAPING, INC.

MOTION: Commissioner Nilssen moved to approve Task Order YA 2023-03 with Yard Dogs Landscaping for a not to exceed amount of three thousand dollars (\$3000.00) and Vice-Chair Cole seconded. There was no vote on the motion.

8.e. REVIEW OF PORT LUDLOW DRAINAGE DISTRICT RESOLUTION 2019-02 DELEGATING ADMINISTRATIVE AUTHORITY. Vice Chair Cole introduced the discussion of Resolution 2019-02. Commissioner Nilssen questioned whether the resolution was still relevant due to the adoption of the bylaws previously in the year. It was the Consensus of the Commissioners to continue the discussion with a full Commission to the January meeting.

9. OLD BUSINESS

9.a. WEB SITE CONTENT REVIEW: The Commissioner discussed consultations with Chair Rygmyr to add a Contact link for Commissioners with either a new tab or within the Commissioner section of the About page. Commissioner Nilssen supported recommendations of Commission Cole.

It was the consensus of the Commissioners that web content should be posted for the pending 2024 Commissioner 2 election that included a profile of the candidates, that there should be an evening candidate forum in the Beach Club with two to three questions for each candidate and there should be inquiries to Jefferson County Elections about the feasibility of administering the election locally to reduce costs to district residents.

10. REPORTS:

10.a. FINANCIAL REPORTS: Commissioner Nilssen reported that the District is running under budget. He noted that Commissioners are authorized to submit reimbursement for meetings related to performing duties on behalf of the district with submission of a reimbursement form.


Commissioner Nilssen reported that the year-to-date return on assessments was \$69,454.67 which is remarkably close to the budgeted assessment for 2023. The District earned \$6,848.48 from investment pool income. Expenses to date are \$64,825.96 which are under the projected expenditures of \$102,000 for 2023.

Commissioner Nilssen recommended consolidating the voucher form instead of approving a Jefferson County voucher and Port Ludlow Drainage District Attachment. There was consensus that the Administrative Coordinate should contact Jefferson County to determine if it would be feasible to submit a voucher with the District BARS budget numbers added or a blind column of the District BARS numbers and request separate payment to staff and Commissioners for individual expenses.

10.b RECORDINGS: Administrative Coordinator Mary Paxton reported that she met with Chair Rygmyr to troubleshoot the audio quality of Zoom participation from remote locations, with remote call-ins by cell phones, and testing for audio quality. She related the importance of speakers speaking slowly and accentuating words particularly for soft spoken persons.

11. 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.


12. MEETING ADJOURNMENT


Gary Rygmyr (Jan 12, 2024 10:11 PST)

Commissioner 1, Gary Rygmyr, Chair

12-Jan-2024


Date


Dean Cole (Jan 15, 2024 11:54 PST)

Commissioner 2, Dean Cole

1-Jan-2024

Date



Commissioner 3, Michael Nilssen

13-Jan-2024

Date

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

INVOICE DATE	VOUCHER NUMBER	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED	AMOUNT-DTL
11/30/2023	V23-101	8925	MARY PAXTON	M PAXTON PAYROLL NOV HOURS	\$ 638.26	\$ 638.26	\$ 638.26	
11/30/2023	V23-102	9255	DEAN COLE	NOV 9 MEETING ATTEND	\$ 103.95	\$ 103.95	\$ 103.95	
11/30/2023	V23-103	9228	MICHAEL NILSSEN	NOV 9 MEETING ATTEND	\$ 116.72	\$ 116.72	\$ 116.72	
11/30/2023	V23-104	9227	GARY RYGMYR	NOV 9 MEETING ATTEND	\$ 116.72	\$ 116.72	\$ 116.72	
				PAYROLL SUBTOTAL	\$ 975.65	\$ 975.65	\$ 975.65	
				SUPPLIES SUBTOTAL	\$ -	\$ -	\$ -	
11/30/2023	V23-105	4330	FALGE BOOKKEEPING SERVICES	NOVEMBER BOOKKEEPING	\$ 250.00	\$ 250.00	\$ 250.00	
11/9/2023	V23-106	11	GRAY & OSBORNE	ENGINEERING SERVICES 10/8 - 11/4	\$ 1,628.55	\$ 1,628.55	\$ 1,628.55	
11/9/2023	V23-106	3	GRAY & OSBORNE	BUDGET PREPARATION 10/8 - 11/4	\$ 108.57	\$ 108.57	\$ 108.57	
12/6/2023	V23-107	5298	LUDLOW MAINTENANCE COMMISSION	NOV 9 ROOM RENTAL & OWLS	\$ 81.83	\$ 81.83	\$ 81.83	
10/10/2023	V23-108	883019	OGDEN MURPHY WALLACE LLC	LEGAL	\$ 189.00	\$ 189.00	\$ 189.00	
12/11/2023	V23-109	1388	SEA WING DESIGNS	SUBSCRIPTION RENEWALS, EMAIL, DOMAIN, WEBSITE	\$ 1,016.68	\$ 1,016.68	\$ 1,016.68	
12/3/2023	V23-110	202312	YARD DOG LANDSCAPING INC	NOVEMBER MAINTENANCE	\$ 1,728.34	\$ 1,728.34	\$ 1,728.34	
12/3/2023	V23-110	202312	YARD DOG LANDSCAPING INC	EMERGENCY FIRE STATION	\$ 400.00	\$ 400.00	\$ 400.00	
11/30/2023	V23-101	8925	MARY PAXTON	REIMBURSE ZOOM SUBSCRIPTION	\$ 163.54	\$ 163.54	\$ 163.54	
12/6/2023	V23-102	9255	DEAN COLE	BOND REIMBURSEMENT	\$ 100.00	\$ 100.00	\$ 100.00	
				SERVICES SUBTOTAL	\$ 5,666.51	\$ 5,666.51	\$ 5,666.51	
				TOTAL	\$ 6,642.16	\$ 6,642.16	\$ 6,642.16	

SIGNATURES

COMMISSIONER 1, CHAIR

COMMISSIONER 2

COMMISSIONER 3

Dean Cole

Michael Nilsson

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 December, 2023.

Dean Cole
 DEAN COLE, CLERK

APPROVED
 Port Ludlow Drainage District









PLDD 12-14-2-23 voucher ATTACHEMENT

Final Audit Report

2023-12-17

Created:	2023-12-15
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAawnLCbmOmxzwQuSo7MX6diPdwS-a5XBVf

"PLDD 12-14-2-23 voucher ATTACHEMENT" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-12-15 - 0:11:31 AM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2023-12-15 - 0:11:35 AM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2023-12-15 - 0:11:35 AM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2023-12-15 - 12:35:12 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2023-12-15 - 12:35:39 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2023-12-17 - 8:42:00 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2023-12-17 - 8:42:53 PM GMT - Time Source: server
-  Agreement completed.
2023-12-17 - 8:42:53 PM GMT












0314 Min 12 14 2023

Final Audit Report

2024-01-15

Created:	2024-01-11
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvZlbZx6Z1Wbwj2tPNE2LsEq4ZShJKFqu

"0314 Min 12 14 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
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-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-01-11 - 11:27:31 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-01-11 - 11:27:31 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2024-01-11 - 11:27:31 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-01-12 - 5:10:16 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-01-12 - 5:11:58 PM GMT - Time Source: server
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-01-13 - 4:26:52 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-01-13 - 4:28:07 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-01-15 - 7:51:50 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2024-01-15 - 7:54:14 PM GMT - Time Source: server
-  Agreement completed.
2024-01-15 - 7:54:14 PM GMT