

Port Ludlow Drainage District (PLDD)
January 11, 2024
Board of Commissioners Meeting #0317
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 and Kerri Sidebottom, Gray and Osborne Consulting Engineer was present via ZOOM.

PUBLIC: Ron (Ronald) Mountain and unidentified caller via ZOOM.

3. ELECTION OF OFFICERS: Chair Rygmyr introduced the agenda item and explained a desire to defer the election of officers until after the special election in February. Commissioner Nilssen recommended amending the bylaws to schedule the election of officers to March by motion. There was consensus to amend the bylaws and defer the election of officers.

4. COMMISSIONER COMMUNICATIONS: There were no communications.

5. PUBLIC COMMENT: There was no public comment.

6. AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

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

7. PUBLIC INQUIRIES:

7.a. 150 RESOLUTE LANE – RECEIVE AN UPDATE: Chair Rygmyr reported that he visited the property after heavy rain on January 9th and that there was no water on the driveway. He explained that the liner associated with Task Order YA 2023-02 will be installed in the spring after the soil is dry. Chair Rygmyr said that Mr. Bernard will be placing sandbags on his property.

7.b. EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD – RECEIVE AN UPDATE: Chair Rygmyr reported that he visited the property after heavy rain on January 9th and reported that there was two to three inches water in the channel with none in the parking lot. Chair Rygmyr recommended that the Commissioner direct him to contact Yarddogs Landscaping to request a proposal to clear the remainder of the channel and to include the clearance as an annual item on the maintenance schedule. The Commissioners supported the recommendation.

7.c. North Bay Condominiums. Chair Rygmyr reported that he visited the property December 28, 2023 and met with Ernie Lewis. Chair Rygmyr stated that he concurred with the recommendations of the Commissioners from the December 14, 2023 meeting. He offered to send a communication to the Condominium 1 Board offering for the District to review the findings of the geotechnical report recommended by the Board of Commissioners at the December 14, 2023 meeting. It was determined the Gray and Osborne Consulting Engineer could review the geotechnical report.

8. CONSENT AGENDA

8.a. MINUTES NOVEMBER 9, 2023 MEETING #03138. NEW BUSINESS:

8.b. 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.

8.c. 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.

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

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

8.f. MINUTES DECEMBER 11, 2023 MEETING #0314.

8.g. MINUTES DECEMBER 19, 2023 SPECIAL MEETING #0315.

8.h. MINUTES JANUARY 4, 2024 SPECIAL MEETING #0316

8.i. 317 VOUCHER SUMMARY: NUMBERS 23-111 THROUGH 23-122 TOTALING \$5,852.21 WITH \$1,772.68 FOR PAYROLL, \$0 FOR SUPPLIES, \$3,506.15 FOR SERVICES AND \$573.38 FOR PAYROLL TAXES FOR THE FOURTH QUARTER.

Chair Rygmyr introduced the consent agenda and explained that items 8.a. through 8.d. were recommended for approval with a first and second motion but not formally approved with a vote. Chair Rygmyr recommended approval of Consent Agenda Items 8.a. through 8.d. separately.

MOTION: Chair Rygmyr stated that there was a motion and second at the December 14, 2023 meeting #0314 to approve agenda items 8.a. through 8.e. but according to Roberts Rules of Order there needs to be a vote and there was not one. Chair Rygmyr asked for a vote. The motion passed unanimously.

Chair Rygmyr introduced consent agenda items 8.g. through 8.i.

MOTION: Chair Rygmyr moved to approve consent agenda items 8.g. through 8.i and Commissioner Nilssen seconded the motion. The motion passed unanimously.

9. OLD BUSINESS

9.a. APPROVAL OF AN INTERLOCAL AGREEMENT FOR CONDUCTING AN ELECTION FOR THE PORT LUDLOW DRAINAGE DISTRICT BETWEEN THE PORT LUDLOW DRAINAGE DISTRICT AND JEFFERSON COUNTY FOR THE SPECIAL ELECTION ON FEBRUARY 6, 2024 FOR THE COMMISSIONER 2 POSITION.

MOTION: Commissioner Nilssen moved to approve the Agreement and Chair Rygmyr moved to second the motion. The motion passed unanimously.

9.b. 2024 SPECIAL ELECTION: 1. APPROVAL OF ELECTION OFFICIALS; 2. REVIEW AND APPROVAL OF 2024 SPECIAL ELECTION SAMPLE BALLOT AND SAMPLE CONTESTED BALLOT AND PRINTING LOCATION AND COSTS; 3. ACCEPTANCE OF THE DESIGNATION FORM FOR COMMUNITY PROPERTY, TRUSTS, CORPORATIONS, PARTNERSHIPS, AND MULTIPLE INTERESTS. AS PER RCW 85.38.105 DISCUSSION OF HOW THE DESIGNATIONS MUST BE MADE IN WRITING; 4) FORMAL REQUEST TO JEFFERSON COUNTY AUDITOR FOR A POLL WORKER DURING POLLING FOR A VOTING BOOTH, TRAYS, AND BALLOT BOX; 5) FINALIZE CANDIDATE FORUM DETAILS 6) ELECTION DAY BAY VIEW ROOM LOGISTICS.

The Board of Commissioners discussed the special election agenda items and made the following recommendations regarding the election: 1) Election officials are Jeffery Sarantopulos, Mary (Jackey) Nilssen, Michael Nilssen. Michael Nilssen will contact legal counsel to determine if there can be alternates and shifts with more officials. Gary Rygmyr offered to work as an alternate; 2) Commissioner Nilssen will coordinate election logistics with the Administrative Coordinator and assess the need for a special meeting related to the election. Priorities will include training for election officials, finalizing the ballots, logistics for setup in the Bay View Room on election day, and mailout of designation ballots to community properties, corporations, partnerships, and trusts.

The Board of Commissioners discussed the candidate forum and clarified that it would be helpful to have name tags, that the focus of the questions and answers should be questions and answers posed to the candidates but that individual property inquiries would not be part of the forum. It was agreed that it would be helpful to have a map of the new maintenance schedule.

Web Site Content Review

Recommended Action: Discussion of adjustments to web site including the addition of a Contact tab.

10. New Business

10. Draft 2024 Administrative Calendar

Recommended Action: Review the Draft 2024 Administrative Calendar and provide direction on any changes.

10.b. Authorize the destruction of non-archival records that were scanned to the District laptop and cloud storage in 2023 and Authorize the destruction of non-archival public records that have met the retention requirements.

Recommended Action: Authorize the Administrative Coordinator to destroy the 2023 log of scanned non-archival public records and to destroy non-archival public records shown on the Public Records Destruction Log Year 2023, Port Ludlow Drainage District,

9.c. WEB SITE CONTENT REVIEW: The Commissioner discussed consultations with Chair Rygmyr to add a Contact link for Commissioners with a new tab on the home page. He explained due to unexpected hardship with the website consultant SeaWings Designs, that efforts were put on hold temporarily.

10. NEW BUSINESS:

10. DRAFT 2024 ADMINISTRATIVE CALENDAR: It was the consensus of the Board of Commissioners to add regular meeting dates to the calendar and critical milestones for elections such as the submittal of the list of qualified voters by November 1st. as recommended by Vice-Chair Cole.

10.b. AUTHORIZE THE DESTRUCTION OF NON-ARCHIVAL RECORDS THAT WERE SCANNED TO THE DISTRICT LAPTOP AND CLOUD STORAGE IN 2023 AND AUTHORIZE THE DESTRUCTION OF NON-ARCHIVAL PUBLIC RECORDS THAT HAVE MET THE RETENTION REQUIREMENTS.

MOTION: Vice Chair Cole moved to approve the destruction of non-archival files scanned to the district laptop and cloud storage in 2023 and the destruction of non-archival public records that have met retention requirements. Commissioner Nilssen seconded the motion. The motion passed unanimously.

11. REPORTS

11. a. FINANCIAL REPORTS:

MOTION: Chair Rygmyr stated that there was a motion and second at the December 14, 2023, meeting #0314 to approve agenda items 8.a. through 8.e. but according to Roberts Rules of Order there needs to be a vote and there was not one. Chair Rygmyr asked for a vote. The motion passed unanimously.

1. a. FINANCIAL REPORTS:

Commissioner Nilssen reported the following:

Identified the need for meeting dates and current month on the payroll form submitted to Falge Financial.

Falge Bookkeeping has provided additional BARS budget numbers to identify elections costs. These numbers will be used for the submission of the annual State Auditor's Office (SAO) report and provide a detailed cost of internal elections costs.

There are new regulations and tax rates for family leave, long-term care and workers' compensation. The District is doing well with Workers' Compensation and qualified for a ten percent discount on the districts' annual fee.

There shall be a salary increase in 2024 for Special Purpose District Officials (Drainage Districts RCW 85.06.380) to \$161.00.

The release of monthly financial statements from the bookkeeper is contingent upon release of financial reporting from Jefferson County.

As of December 2023, the District has received \$69,912 in assessment revenues, interest investment income of \$7,531, and expenses of \$71,650.

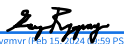
An email from Katie Smith stated that there may have been miscommunication about the percentage of the election cost in the budget. The actual election cost percentage for the 2024 budget is 30 percent, not 50 percent.

Katie Smith identified a reimbursement discussion between Commissioners outside of a regular meeting which may have been inappropriate under the open public meeting act.

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

MOTION: Chair Rygmyr moved to adjourn the meeting at 11:28 and Vice Chair Cole seconded the motion. The motion passed unanimously.


Gary Rygmyr (Feb 15, 2024 10:39 PST)
Commissioner 1, Gary Rygmyr, Chair


15-Feb-2024

Date


Dean Cole (Feb 9, 2024 16:04 PST)
Commissioner 2, Dean Cole

09/Feb/24

Date


Commissioner 3, Michael Nilssen

09/Feb/24

Date


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

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/27/2023		V23-111		8925	0 MARY PAXTON	M PAXTON PAYROLL 13TI	1103.87	69500589	589400	1103.87
1	12/27/2023		V23-112		9255	0 DEAN COLE	DEC 14 & 19 MEETINGS	208	69500589	589400	208
1	12/27/2023		V23-113		9228	0 MICHAEL NILSEN	DEC 14 & 19 MEETINGS	233.56	69500589	589400	233.56
1	12/27/2023		V23-114		9227	0 GARY RYGMVR	DEC 19 MEETING	116.77	69500589	589400	116.77
1	12/27/2023		4368-V23-115		9022	0 FALGE BOOKKEEPING SERVICES	DEC BOOKKEEPING	250	69500589	589400	250
1	12/27/2023		13-V23-116		3041	0 GRAY AND OSBOURNE INC	ENG SERVICES 2/3 TO 12/	1135.76	69500589	589400	1135.76
1	12/27/2023		5304-V23-117		4574	0 LUDLOW MAINTENANCE COMMI	DEC 14 & 19 ROOM RENT	234.57	69500589	589400	234.57
1	12/27/2023		202313-V23-118		8781	0 YARD DOG LANDSCAPING INC	DEC MAINTENANCE	1885.62	69500589	589400	1885.62
1	12/27/2023		V23-119		2338	695 EMPLOYMENT SECURITY DEPART	Q4 PAID FAMILY MEDICA	19.66	69500589	589400	19.66
1	12/27/2023		V23-120		2338	694 EMPLOYMENT SECURITY DEPART	Q4 WASHINGTON CARES	19.59	69500589	589400	19.59
1	12/27/2023		V23-121		9038	WASHINGTON DEPARTMENT OF I	Q4 WITHHOLDING WSDL:	17.81	69500589	589400	17.81
							Q4 FICA FEDERAL WITHHOLDING				
							US TREASURY INTERNAL SECURITY				
1	12/27/2023		V23-122		9032	695 REVENUE SERVICE	MEDICARE & SOCIAL SECURITY	516.32	69500589	598400	516.32

TOTAL WARRANT AMOUNT: 5741.53

13TH MONTH
MONTH


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 DESCRIBED 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.












PLDD ATTACHEMENT -1 11 2023 ^N0317

Final Audit Report

2024-01-15


Created:	2024-01-12
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAERiF4N9d92IB-Z6DQIPMw1cdqBnm4Mdu

"PLDD ATTACHEMENT -1 11 2023 ^N0317" History

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-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature 2024-01-12 -
0:04:34 AM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-01-12 - 0:04:34 AM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature 2024-01-12
- 0:04:34 AM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
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-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
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-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-01-14 - 3:25:22 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-01-14 - 3:25:57 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-01-14 - 9:17:41 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-01-14 - 9:18:38 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-01-15 - 7:57:36 PM GMT
- gary rygmyr



Adobe Acrobat Sign

 Document e-signed by Dean Cole (commissioner2@pldd.org)

Signature Date: 2024-01-15 - 7:58:02 PM GMT - Time Source: server

 Agreement completed.

2024-01-15 - 7:58:02 PM GMT














Mtg Min #0317 24 11 01

Final Audit Report

2024-02-15

Created:	2024-02-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
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"Mtg Min #0317 24 11 01" History

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-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-02-09 - 5:55:02 PM GMT
-  Document emailed to DeanCole (commissioner2@pldd.org) for signature
2024-02-09 - 5:55:03 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
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-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-02-09 - 6:29:29 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-02-09 - 6:43:43 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
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-  Email viewed by DeanCole (commissioner2@pldd.org)
2024-02-10 - 0:03:09 AM GMT
-  Document e-signed by DeanCole (commissioner2@pldd.org)
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-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-02-15 - 5:57:59 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
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✔ Agreement completed.

2024-02-15 - 5:59:05 PM GMT