

Port Ludlow Drainage District (PLDD)
February 8, 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. Kerri Sidebottom, Gray and Osborne Consulting Engineer and Mary Paxton, Administrative Coordinator were present.

PUBLIC: Vaugh Bradshaw and Ernie Lewis, of the North Bay Condominiums were present.

3. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported that Jefferson County is in the process community outreach with a coalition of stakeholders from the County for a two-year update to the Community Plan for Jefferson County.

Vice-Chair Cole reported that during his door-to-door campaign two issues arose. First, the need to update the Port Ludlow Drainage District Comprehensive Plan of 2005 and second to reinstate the review of drainage plans for new development. Consulting Engineer Kerri Sidebottom stated that normally comprehensive plans are updated every ten years.

MOTION: Vice Chair Cole moved to initiate an update to the Port Ludlow Drainage District Comprehensive Stormwater Master Plan. Commissioner Nilssen seconded the motion and it passed unanimously.

It was determined that the update to the PLDD Comprehensive Plan would be placed on the March 14, 2024 agenda to identify next steps as well as PLDD review of drainage plans for new development.

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 Commissioner Nilssen seconded. The motion passed unanimously.

6. **PUBLIC INQUIRIS:**

6.a. NORTH BAY CONDOMINIUMS FOLLOW-UP: Chair Rygmyr reported that he met with representatives of the North Bay Condominiums (the "NBC") and the consulting engineer from Pan Geo Inc. and summarized the four recommendations in the Pan Geo Inc. report. Chair Rygmyr stated he had questions about the legal authority to authorize

discharge of surface runoff onto the beach and what legislative authorities should be involved.

Through the course of discussion, the Commissioners clarified that “common property” at NBC such as the parking lots, roofs, buildings, sidewalks is part of the NBC Homeowners Association. The Commissioners pointed out that storm water runoff on private property such as the NBC is responsibility of the NBC Homeowners association, not the PLDD.. The Commissioners also emphasized that the “common property” that the PPLDD manages is shared green space areas of the Ludlow Maintenance Commission (LMC) or PLA properties. Commissioner Nilssen recognized that the PLDD did provide financial assistance to the North Bay Condominiums 1 in 2011 but the financial assistance was an exception to normal practices.

Vaugh Bradshaw, Ernie Lewis, North Bay Condominiums answered questions about the NBC 30-year reserve plan for maintenance of the buildings and infrastructure.

The Commissioners shared firsthand experiences relating how they managed surface water challenges on their properties. Vice-Chair Cole asked whether the North Bay Condominiums pursued an insurance claim and explained how the Admiralty One Condominiums addressed costly maintenance challenges.

Chair Rygmyr mentioned the founding documents and said it was unclear how to interpret section 1.2. Consulting Engineer Kerri Sidebottom stated that the referenced documents outlined the intent of the District before it was formed and may not represent a formally adopted commitment.

It was the consensus of the Commissioners that the following next steps should be taken: 1) North Bay Condominium (NBC) representatives should provide the Commission with a financial thirty (30) year reserve plan for maintenance of the North Bay Condominium Home Owners Association properties; 2) The NBC contact Jefferson County Public Works to determine how surface water runoff could be diverted from flowing from public right-ofway to the NBC parking lot; 3) The NBC should request a free 15 minutes consultation with the Jefferson County Department of Development Services to determine permit requirements for recommended drainage improvements in the report from the Pan Geo Report and for the building maintenance’ 4) Chair Rygmyr will contact legal consul to discuss the precedent of the funding of improvements to the North Bay Condominiums 2 in 2011.

6.b. EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD – RECEIVE AN UPDATE: Chair Rygmyr reported he received a bid from Yard Dogs Landscaping to complete the clearance of vegetation for a cost of one thousand two hundred fifty dollars (\$1,250.00) and that the estimate was emailed to the Commissioners.

MOTION: Commissioner Nilssen moved to approve the removal of the remainder of the vegetation near the East Jefferson Fire Rescue Station at a not to exceed cost of one thousand two hundred fifty dollars (\$1,250.00) by August of 2024. Vice-Chair Cole seconded the motion and it passed unanimously. The Administrative Coordinator was directed to prepare a task order for signature of the Chair and Yard Dogs Landscaping.

7.a. CORRECTION TO DATE ON MINUTES OF DECEMBER 19, 2023 MEETING #015 TO CHANGE THE DATE FROM DECEMBER 15, 2023 TO DECEMBER 19, 2023.

7.b. MINUTES OF THE JANUARY 11, 2024 MEETING #0317.

7.c. 318 VOUCHER SUMMARY: NUMBERS 24-01 THROUGH 24-13 TOTALING \$7,969.65 WITH \$3,026.76 FOR PAYROLL, \$42.09 FOR SUPPLIES, AND \$4,900.80 FOR SERVICES.

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

8. NEW BUSINESS

8.a. 2024 ELECTION RECAP: Commissioner Nilssen provided a recap of the election. Commissioner Nilssen reported that the County Election officer, Quinn Grewell requested to meet with the PLDD in the summer to review processes. "A-Z process" for administration of PLDD elections.

Vice-Chair Cole recommended that in the future, an election a flag be placed on Oak Bay Road near the intersection of Marina View Drive with a sandwich board sign clearing stating it is election day and a polling place and that the designation form should be mailed out sooner.

Chair Rygmyr recommended and was directed to pursue an article about the election in the March Village Voice with a thank you to voters for participation in the election.

9. OLD BUSINESS

9.a. WEB SITE CONTENT REVIEW: Chair Rygmyr reported a contact tab was created. It was suggested the maintenance table and maps be reviewed at a future meeting.

10. REPORTS

10. a. FINANCIAL REPORTS:

Commissioner Nilssen referenced the financial reports included with the agenda materials and asked for questions.



Commissioner Nilssen shared a draft table outlining capital improvement costs and a potential capital reserve depreciation fund. It was the consensus of the Commissioners to explore the concept at the March Meeting. Consulting Engineer Kerri Sidebottom was

directed to provide the Commissioners with examples of best practices for developing a reserve for capital improvements.

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: Commissioner Nilssen moved to adjourn the meeting at 11:54 a.m. and Vice Chair Cole seconded the motion. The motion passed unanimously.

 <small>Gary Rygmyr (Mar 18, 2024 18:30 PDT)</small>	03/18/2024
_____ Commissioner 1, Gary Rygmyr, Chair	Date
Dean Cole	03/16/2024
<small>Dean Cole (Mar 16, 2024 23:45 PDT)</small>	_____
_____ Commissioner 2, Dean Cole	Date
	_____
_____ Commissioner 3, Michael Nilssen	Date

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



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

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






Agreement completed.

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VOUCHER INVOICE NUMBER	REMIT NUMBER	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	CHARGED BARS	AMOUNT DTL
4 V		8		ANUARY HOURS 35.25	954.8	535210	954.82
4 V		8	RY PAXTO	ANUARY ELECTION HOURS 47.25	128	144010	1280
4 V		5	DEAN COL	ANUARY 11 REGULAR MEETING	1	0	1
4 V		228	MICHAEL NILSSE	ANUARY 11 REGULAR MEETING	1	0	1
4 V		227	GARY RYGMY	ANUARY 11 REGULAR MEETING	116.79	5	116.79
4 V		5	DEAN COL	ANUARY 4 ELECTION SP MEETING	1	144010	1
1/31/2024 V24-03		9228	MICHAEL NILSSE	ANUARY 4 ELECTION MEETING	116.78	5144010	116.78
				JANUARY 4 ELECTION SPECIAL			
				MEETING & JANUARY 23 MEETING			
1/31/2024 V24-04		9227	GARY RYGMY	WITH AUDITOR	233.56	5144010	233.56
				PAYROLL SUBTOTAL	3026.76		3026.76
1/31/2024 V24-13		8925	MARY PAXTON	REIMBURSE PRINTING & ENVELOPES		5144050	
				SUPPLIES SUBTOTAL	42.09		42.09
4 V24-06	1	3041	FALGE FINANCIAL	BOOKKEEPING JANUARY	285	5	285
1/4/2024 V24-07	5310	4574	GRAY & OSBORNE INC	ENGINEERING SERVICES 1/27/2024	266.4	0	266.4
				LUDLOW MAINTENANCE COMMISSION REG MTG ROOM RENTAL WITH OWLS	109.	535341	109.1
1/17/2024 V	5319	4574	LUDLOW MAINTENANCE COMMISSION	JAN 4 MTG ROOM RENTAL WITH OWLS	109.	144040	109.1
4 V24-09	141	001	SEAWINGS	CONTACT BUTTON ON HOME PAGE	4		0
4 V	8781	0	YARD DOG LANDSCAPING INC	JANUARY MAINTENANCE	1979.9	535040	1979.91
1/31/2024 V	240046	9	STAR MEDIA & COPY CENTER	PRINTING ELECTION MATERIALS & BULK		144040	2
		7	GARY RYGMY	MILEAGE REIMBURSE ELECTION	22.7	144040	22.78
4 V				MILEAGE REIBURSE ELECTIO	.5	14404	.56
1/31/2024 V24-13	8925	0	MARY PAXTON	MILEAGE REIMBURSE	2.68	5144050	2.68
				SERVICES SUBTOTAL	4	8	4
				TOTAL	7969.65		7969.65

SIGNATURES

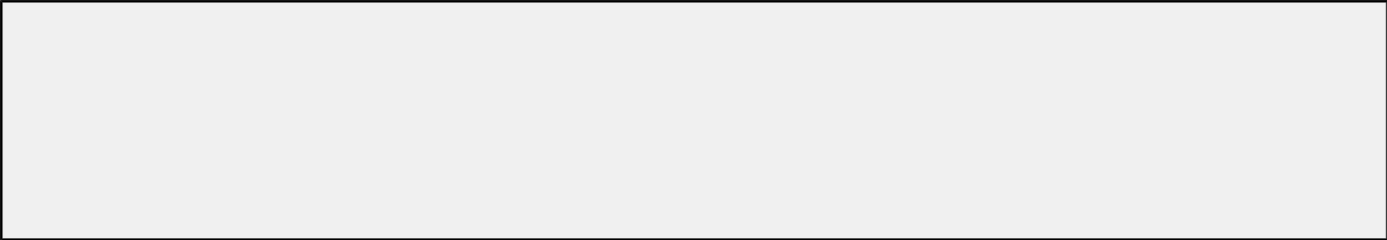
I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.	 Gary Rygmy (REG. 15-02284, 16-541957)	COMMISSIONER 1, CHAIR
SUBSCRIBED THIS 8th DAY OF February 2024	 Deane Cole Deane Cole (Feb 9, 2024, 16-041957)	COMMISSIONER 2, VICE CHAIR
	 Michael Nilsson	COMMISSIONER 3
APPROVED		
15-Feb-2024		
DATE		
Port Ludlow Drainage District		

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Final Audit Report

2024-03-19

Created:	2024-03-14
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYSIQZ6v_uqmVGYYVKe8tw7ML_3oC60rDv

"min 02 08 2024" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2024-03-14 - 9:00:40 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-03-14 - 9:00:46 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-03-14 - 9:00:46 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2024-03-14 - 9:00:46 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-03-15 - 3:52:26 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-03-15 - 3:53:49 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-03-17 - 6:43:49 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2024-03-17 - 6:45:45 AM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-03-19 - 1:29:15 AM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-03-19 - 1:30:00 AM GMT - Time Source: server
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