

Port Ludlow Drainage District (PLDD)
April 11, 2024
Board of Commissioners Meeting #0319
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.

PUBLIC: Vaughn Bradshaw and Ernie Lewis, of the North Bay Condominium 1 (NBC1), were present.

Chair Cole presented Commissioner 1, Gary Rygmyr with a monogrammed gavel to thank him for his service as the Board Chair.

The zoom recordings was re-started at 10:05 because Kerri Sidebottom of Gray and Osborne Consulting Engineer and Katie Smith were unable to join the meeting. They joined the meeting via zoom at 10:05 a.m.

3. COMMISSIONER COMMUNICATIONS:

Vice Chair Nilssen reported that a member of the public emailed him about financial fraud that occurred with public agencies in Yakima County. Vice-Chair Nilssen outlined the multiple checks and balances incorporated into the PLDD's processes that prevent fraud.

Vice-Chair Nilssen reported that he will not attend the June meeting.

Chair Cole recommended moving agenda item 6.a. Public Inquiry, North Bay Condominiums 1 follow-up forward.

6. PUBLIC INQUIRIES:

6.a. North Bay Condominiums 1 follow-up. The Commissioners discussed the reserve study provided by the North Bay Condominiums 1. Ernie Lewis reported that he spoke with David Wayne Johnson of the Jefferson County Department of Community Development and that the Department would collaborate with them to put drains where they need them. Vaughn Bradshaw reported a preliminary estimated for \$20,000 to \$25,000 was recently submitted from a construction firm. During discussion, it was clarified that the cost estimate probably did not include preparation of construction documents and construction management.

Engineer Kerri Sidebottom of Gray & Osborne (G&O) reported that she discussed the 2011 improvements with former G&O Engineer Nancy Lockett. Engineer Sidebottom explained that G&O did not recommend providing financial assistance to the North

Bay Condominiums 2 but the Commissioners supported financial assistance because of the large number of rate payers living in the development. Engineer Sidebottom indicated that the \$27,000 the PLDD spent in 2011 was for construction, and an additional \$11,000 was spent for plan preparation and construction management.

The Commissioners discussed the legal option from the PLDD Attorney at Ogden Murphy and Wallace (OMG). It was consensus of the Commission to place the request for funding assistance on the May 9 agenda for a decision. Vice-Chair Nilssen stated that if there is any funding assistance, there should be formal agreement with the PLDD and the North Bay Condominiums 1. Vice-Chair Nilssen reported that with new construction is not designed to retain surface water runoff on the property thereby avoiding flow to roads.

3. COMMISSIONER COMMUNICATIONS:

3.a. JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT 'TREE/VEGETATION APPLICATION' AND 'STORM WATER CALCULATION WORKSHEET.' The Commissioners discussed the relevance of the Jefferson County forms to the PLDD. There was consensus of the Commissioners that PLDD review of new home construction would be redundant. Vice-Chair Nilssen explained that in the past Jefferson County allowed surface water from residences to flow to roads and in a flue to a greenbelt.

The Commissioners noted that the PLDD does not have approval authority. Commissioners discussed larger new developments that could trigger improvements to PLDD facilities. Vice-Chair Nilssen stated that the PLDD could comment during the SEPA process. Commissioner Rygmyr recommended proceeding with informal/ad hoc review for new development.

4. PUBLIC COMMENT: There was no public comment.

5. AGENDA APPROVAL: Chair Cole introduced the agenda. Vice Chair Nilssen moved to approve the agenda and Commissioner Rygmyr seconded the motion. The motion passed unanimously.

6. PUBLIC INQUIRIES:

6.b. EAST JEFFERSON COUNTY FIRE & RESCUE UPDATE. [FIVE MINUTES]: District Engineer of G&O Kerri Sidebottom reported that the cost of five to eight thousand dollars to perform the regrading and realignment outlined in the Zenovic & Associates would be reasonable. Engineer Sidebottom stated that the Task Order YA 2024-01 should be sufficient for now. Commissioner Rygmyr concurred with Engineer Sidebottom. Commissioner Rygmyr reported that he recently talked to Russ Lowry of Yard Dogs Landscaping, Inc., and that when he performs the work in Task Order YA 2024-01 that rocks on site can be repositioned to augment the improvements. There was consensus to make no changes to Task Order YA 2024-01.

7. CONSENT AGENDA Commissioner Rygmyr moved to approve Consent agenda items 7.a. and 7.b. with minutes of the March 14, 2024 meeting #0319 and the 320 voucher and PLDD voucher attachment with Voucher numbers 24-25 through 24-36 totaling \$4,918.98, with \$851.48 for payroll, \$21.49 for supplies, \$2,943.27 for services and \$1,111.74 for payroll taxes.

8. NEW BUSINESS

8.a UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN. Chair Cole recommended continuing item 8.a. to the May meeting. Vice Chair Nilssen reported that he reviewed each section of the 2003 Comprehensive Stormwater Management Plan and emailed questions to Engineer Sidebottom and she provided a prompt response. Vice-Chair Nilssen offered to share the email, which could help with the discussion at the May meeting. Chair Cole suggested that the update examine potential corrosion of aging pipes.

8.b. ANNUAL STATE AUDITOR OFFICE AUDIT PREPARATION. Vice-Chair Nilssen reported that he has started the 2023 Audit with PLDD's bookkeeper, Tristan Hefley of Falge Financial Inc.

9. OLD BUSINESS

9.a. REVIEW OF A CAPITAL RESERVE DEPRECIATION FUND: Engineer Kerry Sidebottom reported that she emailed a preliminary asset allocation to Commissioner Nilssen based on best practices for when infrastructure was installed. Engineer Sidebottom noted that the PLDD system is smaller than other agencies. A preliminary approach could be to retain a twenty-five percent (25%) reserve. Engineer Sidebottom was directed to prepare a memo summarizing other agencies' approaches. It was noted that most drainage districts in Washington are irrigation districts. It was suggested that the reserve should be included on the administrative calendar as part of budget preparation.

9.b. REVIEW OF MOTION AT THE MARCH 14, 2024 MEETING #0319 TO INCREASE COMMISSIONER 2 COMPENSATION TO \$161.00 IN RELATION TO THE REVISED CODE OF WASHINGTON (RCW) 85.38.075 REGULATIONS FOR "SPECIAL DISTRICTS – DIKING, DRAINAGE. Vice Chair Nilssen reported that he consulted with the District Attorney and because the District did not approve the increase of \$161.00 before Chair Cole took office after election, that his pay rate will be at the rate approved with Resolution 2018-04, \$128.00 per day. Vice Chair Nilssen suggested approval of a resolution that would automatically approve a pay increase for a newly elected Commissioner. Chair Cole mentioned that process should also be incorporated into the Administrative Calendar.

9. c. ADMINISTRATIVE COORDINATOR JOB DESCRIPTION AND VACATIONS.

Chair Cole reported that Cammy Brown of Peninsula Legal Secretarial Services will be

available to attend the July meeting at a cost of \$65/hour.

Administrative Coordinator Mary Paxton reported that her husband retired last year and that she would like to transition out of employment by the end of the year. Chair Cole directed Mary Paxton to provide a timeline for transition. There was consensus of the of the Commissioners that a job advertisement should be placed in the Port Townsend Leader with a filing deadline, Commissioner Rygmyr will be added as a zoom administrator, the current Administrative Coordinator job description will be placed on the May agenda for review and adjustments.


10. REPORTS

10.a. FINANCIAL REPORTS: Vice-Chair Nilssen reported that the recent year to date budget report from Jefferson County is comparative to the PLDD financial reports, there should be a surge of revenue from payment of property taxes. Vice-Chair Nilssen reported that there was a large expenditure in the financial statement from engineering expenses from December 2023 that were paid for in March 2024. He reported that election costs from the Jefferson County Auditor’s Office have not been received yet. It was agreed that Vice-Chair Nilssen would schedule an election recap meeting with the Jefferson County Auditor’s Office for June.

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.

MEETING ADJOURNMENT.


MOTION: Commissioner Rygmyr moved to adjourn the meeting and Vice-Chair Nilssen seconded the motion. The motion passed unanimously. The meeting adjourned at 11:53 a.m.


Gary Rygmyr (May 10, 2024 10:41 PDT)

Commissioner 1, Gary Rygmyr

5/14/2024


Date


Dean Cole (May 10, 2024 10:45 PDT)

Commissioner 2, Dean Cole, Chair

05/10/2024

Date



Commissioner 3, Michael Nilssen

05/12/2024

Date

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

PORT LUDLOW DRAINAGE DISTRICT VOUCHER ATTACHMENT 04 114 2024 [0320]

							AMOUNT TO BE	
INVOICE DATE	VOUCHER NUMBER	VENDOR NUMBER	INVOICE NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	CHARGED BARS	AMOUNT-DTL
4/1/2024	V24-25	8925	0	MARY PAXTON	MARCH HOURS WORKED ADMIN	467.28	5535210	467.28
		8925	0	MARY PAXTON	MARCH ELECTION HOURS	33.86	5535210	33.86
4/1/2024	V24-26	9255	0	DEAN COLE	DECEMBER 11 & 19 MEETINGS	116.78	5535230	116.78
4/1/2024	V24-27	9228	0	MICHAEL NILSSEN	DECEMBER 11 & 19 MEETINGS	116.78	5535230	116.78
4/1/2024	V24-28	9227	0	GARY RYGMYR	DECEMBER 19 MEETING	116.78	5535230	116.78
					PAYROLL SUBTOTAL	851.48		851.48
3/7/2024	V24-32	9926	99260	STAR MEDIA & COPY CENTER	ELECTION PRINTING	21.49	5535444	21.49
					SUPPLIES SUBTOTAL	21.49		21.49
3/31/2024	V24-29	9022	4523	FALGE BOOKKEEPING SERVICES	MARCH BOOKKEEPING	285	5535443	285
3/25/2024	V24-30	3041	3	GRAY & OSBORNE	ENG SERVICES 2/25 - 3/25	532.98	5535140	532.98
3/18/2024	V24-31	4574	5336	LUDLOW MAINTENANCE COMMISSION	MARCH 14 ROOM RENTAL & OWLS	136.38	5535341	136.38
4/1/2024	V24-33	8781	202316	YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1979.91	5535040	1979.91
					SERVICES SUBTOTAL	2934.27		2934.27
4/4/2024	V24-34	2338	0	EMPLOYMENT SECURITY DEPARTMENT	Q1 PAID FAMILY MEDICAL LEAVE	35.19	5535221	35.19
4/4/2024	V24-35			EMPLOYMENT SECURITY DEPARTMENT	Q1 WASHINGTON CARES FUND	37.9	5535221	37.9
4/4/2024	V24-36	9032	695	US TREASURY INTERNAL REVENUE SERVICE	Q1 FICA FEDERAL WITHHOLDING	1,000.04	5535220	1,000.04
4/4/2024	V24-37	9038	0	WA STATE DEPT OF LABORY & INDUSTRI	MEDICARE & SOCIAL SECURITY	38.61	5535221	38.61
					PAYROLL TAXES SUBTOTAL	1111.74		1111.74
					TOTAL	4918.98		4918.98

SIGNATURES

COMMISSIONER 1, CHAIR

Dean Cole
Dean Cole (Apr 13, 2024 12:23 PDT)

COMMISSIONER 2, VICE CHAIR

Michael Nilssen

COMMISSIONER 3

Gary Rygmyr
Gary Rygmyr (Apr 15, 2024 12:22 PDT)

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 11th DAY OF APRIL, 2024.

Dean Cole
Dean Cole (Apr 13, 2024 12:23 PDT)

APPROVED

Port Ludlow Drainage District

04/11/24

DATE












PLDD 04 11 2024 320 ATTACH

Final Audit Report

2024-04-15

Created:	2024-04-11
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfmx5yAwEQ6M32F26mn-X2-HEABUvU-cw

"PLDD 04 11 2024 320 ATTACH" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2024-04-11 - 10:11:21 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-04-11 - 10:11:25 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-04-11 - 10:11:25 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2024-04-11 - 10:11:25 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-04-12 - 5:06:52 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-04-12 - 5:07:31 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-04-13 - 7:22:30 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2024-04-13 - 7:23:26 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-04-15 - 8:22:43 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-04-15 - 8:22:58 PM GMT - Time Source: server
-  Agreement completed.
2024-04-15 - 8:22:58 PM GMT












Binder1 - Minutes of April 11, 2024 meeting

Final Audit Report

2024-05-14

Created:	2024-05-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjwR9Ls7ovktyHaGo5CVzVVaNSheGQ1t7

"Binder1 - Minutes of April 11, 2024 meeting" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2024-05-09 - 9:09:48 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-05-09 - 9:09:53 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-05-09 - 9:09:53 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2024-05-09 - 9:09:54 PM GMT
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-05-10 - 5:44:59 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2024-05-10 - 5:45:57 PM GMT - Time Source: server
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-05-12 - 1:09:48 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-05-12 - 1:11:19 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-05-14 - 8:41:15 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-05-14 - 8:41:56 PM GMT - Time Source: server
-  Agreement completed.
2024-05-14 - 8:41:56 PM GMT