

**Port Ludlow Drainage District (PLDD)
June 13, 2024 Board of Commissioners Meeting #0325
Zoom/In Person Meeting Minutes**

APPROVED 7/11/2024

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr; Commissioner 2, Chair, Dean Cole were present. Commissioner 3, Michael Nilssen was absent. Mary Paxton, Administrative Coordinator was present.

ZOOM: Kerri Sidebottom, consulting Engineer of Gray & Osborne and Kattie Smith were present via Zoom but there were technical difficulties and were unable to connect with audio.

PUBLIC: Carey Aron, Representative of the Ludlow Cove Division 1 Phase 2 Homeowners Association commonly referred to as Ebb Tide Court.

The meeting was disrupted due to difficulties connecting Zoom audio with the public and an unsuccessful attempt to provide audio communication with Free Conference USA. The Commissioners reconvened the business items on the agenda at 10:35 a.m.

3. COMMISSIONER COMMUNICATIONS: Commissioner Rygmyr reported that the newly hired Administrative Coordinator resigned. He suggested discussing the next steps for hiring an Administrative Coordinator under agenda item 8.a. Onboarding New Administrative Coordinator – Ongoing.

4. PUBLIC COMMENT: There was no public comment.

5. AGENDA APPROVAL: Chair Cole introduced the agenda.

MOTION: Commissioner Rygmyr moved to approve the agenda with the previously noted discussion of identifying a replacement for the new Administrative Coordinator with agenda item 8.a. Chair Cole seconded the motion and it passed 2-0.

6. PUBLIC INQUIRIES:

6.a. EBB TIDE COURT AREA 26: Chair Cole introduced the agenda item.

Commissioner Rygmyr reported there was a request to remove alder trees in a drainage easement. Carey Aron of the Ludlow Cove Division 1 Phase 2 Homeowners Association (HOA) stated that the HOA would like to remove alder trees and replace them with native shorter plants in front of five lots for the following reasons: 1) improve the view; 2) avoid removal and replacement

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of a short-live trees. Carey Aron asked on behalf of the HOA if the Port Ludlow Drainage District (PLDD) would object to the tree removal and stated that the HOA would ask permission from Jefferson County for the tree removal with replacement of native vegetation.

Kerri Sidebottom, District Consulting Engineer from Gray & Osborne stated that there should not be a storm water issue with the removal and replacement of the alder trees with native vegetation. She stated that removal without replacement of vegetation could be problematic.

Chair Cole asked for clarification regarding payment for the cost of removal and replacement. Commissioner Rygmyr provided documentation that it would be paid for by the HOA and Carey Aron concurred.

It was the consensus of the Commissioners that the PLDD does not object to the removal of alder trees and replacement with native vegetation approved by Jefferson County.

7. CONSENT AGENDA

Chair Cole introduced the Consent agenda and stated that there were corrections to the minutes in Consent agenda items 7.a, 7.b. 7.c and 7.d.

Chair Cole summarized the following corrections for the Consent agenda.

Content agenda item 7.a. May 9, 2024 meeting # 0321 minutes: 1) Page 1, Roll Call: Delete the word Chair in front of Gary Rygmyr's name and add Commissioner 3 in front of Michael Nilssen's name; 2) Page1, Item 6.a. North Bay Condominiums 1 Request for Funding: last line on page 1 add the word personally in front of the words "funded drainage; 3) Page 2, Item 9.a. line five rephrase as follows: updating the Comprehensive Storm Water Management Plan could be a; 4) Page 2, Item 9.a. line 8 replace the don't with do; 5) Page 3, Item 9.b. Third paragraph line 2 add the word 'Comprehensive as the first word. 6) Page 3, Item 9.d. Motion remove the word Vice-Chair and replace it with Commissioner; 7) Page 4 Item 10.c. First line change the first two words to The Commissioners; 8) Page 4 Meeting Adjournment Motion: remove the word Vice-Chair and replace it with Commissioner.

Consent agenda item 7.b. May 17, 2024 meeting minutes #0322: 1) Item 2 Roll Call, remove the name Chair in front of Gary Rygmyr's name.

Commissioner Rygmyr identified two additional corrections: 1) the meeting number was 0322 not 0332 and 2) Item 4.a. title the time for the Executive Session beginning was 1:00 P.M. not A.M. and the ending was not 11:00 a.m. but 3:00 P.M.

Chair Cole introduced three corrections to Consent agenda item 7.c. May 21, 2024 meeting #0323 minutes Item 5:1) third paragraph sentence three, typo within not withing; 2) third paragraph, sentence 4 add the word the to read "report

back to the”; 3) third paragraph last sentence change Commission to Commissioners.

Chair Cole introduced one correction to the item 7.d. May 24, 2024 meeting minutes #0324. Agenda Item 4.b. Motion was seconded by Commissioner Nilssen not Commissioner Rygmyr.

7)b. PLDD voucher and voucher attachment with Voucher numbers 24-25 through 24-47 totaling \$6,385.80, with \$1,169.80 for payroll, \$68 for supplies, and \$5,216.00 for services.

MOTION: Commissioner Rygmyr moved to approve the amended Minutes of May, 9, 2024 meeting #0321, May 17, 2024 meeting #0322, May 21, 2024 meeting #0323 and May 24, 2025 meeting #0324 and consent agenda item 7.3. Voucher Summary: numbers 24-48 through 24-58 totaling \$7214.65 with \$2702.59 for payroll, \$68.00 for supplies and \$4446.06 for services. Chair Cole seconded and motion passed 2-0.

Administrative Coordinator Mary Paxton later clarified that the total for the vouchers should be \$7216.65 and that total compensation on the Jefferson County voucher for the Administrative Coordinator should be \$1226.06 not \$1224.05.

8. NEW BUSINESS

8.a ONBOARDING NEW ADMIN COORDINATOR- ONGOING: Chair Cole introduced the agenda item and mentioned the resignation of the newly hired Administrative Coordinator. Commissioner Rygmyr stated that the top two candidates were very professionally qualified.

MOTION: Chair Rygmyr moved to offer the Administrative Coordinator position to Leigh Christianson with the same wages, hours and potential for wage increase as the recently hired Administrative Coordinator. Chair Cole seconded and the motion passed 2-0.

8.b. AUTOMATE AND UPDATE PUBLIC INQUIRY FORM SUBMISSION AND LOGGING: Chair Cole introduced the agenda item. It was determined that it should be discussed with agenda item 9.a. Web Site Content Review.

OLD BUSINESS

9.a. UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN. Chair Cole introduced the agenda item. It was noted that Commissioner Nilssen was absent.

MOTION: Commissioner Rygmyr recommended continuing the item to the July meeting. Chair Cole seconded the motion and it passed 0-2.

9.b. WEB SITE CONTENT REVIEW: Chair Cole introduced the agenda item. Commissioner Rygmyr observed that the approach to the review has been incremental, not an overhaul. Commissioner Rygmyr suggested removal of the notice of hiring of an Administrative Coordinator. Commissioner Rygmyr mentioned three maintenance tables that were prepared (two circa 2017 and the most recent) He suggested developing a word document table which would be easy to imbed hyperlinks. Chair Rygmyr suggested adding the recent Village Voice article to the Press articles posted on the website.

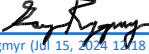

Commissioner Rygmyr asked whether there could be brief research comparing pricing of Go To Meetings to Zoom noting that the Beach Club uses Go To Meetings.

10.a. FINANCIAL REPORTS: The Commissioners acknowledged the receipt of the May financial reports from Falge Financial and did not identify any issues.

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 Chair Cole seconded the motion. The motion passed unanimously. The meeting adjourned at 11:25 a.m.

 <small>Gary Rygmyr (Jul 15, 2024 11:18 PDT)</small>	15-Jul-2024
_____ Commissioner 1, Gary Rygmyr	_____ Date
 <small>Dean Cole (Jul 15, 2024 23:39 PDT)</small>	15-Jul-2024
_____ Commissioner 2, Dean Cole, Chair	_____ Date
_____ ABSENT	_____ Date
_____ Commissioner 3, Michael Nilssen, Vice Chair	_____ Date

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