

**Port Ludlow Drainage District (PLDD)**  
**May 9, 2024 Board of Commissioners Meeting #0321**  
**Zoom/In Person Meeting Minutes**

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr; Commissioner 2, Chair, Dean Cole; and Vice-Chair Michael Nilssen Commissioner 3 were present. Mary Paxton, Administrative Coordinator was present.  
**ZOOM:** Kerri Sidebottom, consulting Engineer of Gray & Osborne and Kattie Smith were present via Zoom.  
**PUBLIC:** Vaugh Bradshaw of the Port Ludlow Condominium 1, also referred to as the North Bay Condominium 1 (NBC1), was present.
3. **COMMISSIONER COMMUNICATIONS:** Vice-Chair Nilssen requested an updated contact list for vendors and Commissioners.
4. **PUBLIC COMMENT:** There was no public comment.
5. **AGENDA APPROVAL:** Chair Cole introduced the agenda.

**MOTION:** Commissioner Rygmyr moved to approve the agenda as presented and Vice Chair Nilssen seconded the motion. The motion passed unanimously.

**6. PUBLIC INQUIRIES:**

**6.a. NORTH BAY CONDOMINIUMS 1 REQUEST FOR FUNDING:** Chair Cole introduced the agenda item. Chair Cole explained that the pending improvements to the North Bay Condominiums (also known as Port Ludlow Condominium 1) would be on private, not public property. At prior meetings the Port Ludlow Drainage District (PLDD) Commissioners expressed a reluctance to support funding drainage improvements on private property. Commissioner Cole requested a motion to vote on whether to provide financial assistance to North Bay Condominiums (also known as Port Ludlow Condominium 1). Commissioner Rygmyr moved to deny the funding request. Vice Chair seconded the motion with a request for discussion. Vice-Chair Nilssen explained that when the PLDD provided financial assistance to the North Bay Condominiums 2 in 2011, the District was collecting much larger assessments from properties to pay for capital improvements. Vice-Chair Nilssen stated that times have changed, the PLDD is no longer constructing capital improvements and the annual budget and associated assessments from properties have lowered significantly over the past five years. Vice-Chair Nilssen also reported that Gray & Osborne, the District's consulting Engineers recommended against providing financial assistance to the North Bay Condominium 2 in 2011. Each Commissioner shared a situation where they personally funded drainage improvements on their personal property. Commissioner Rygmyr noted that the 2023/2024 budget did not include funding of capital improvements to private property. He also stated that the location of the North Bay Condominiums 1 is

distant from public easements that could be tied to Port Ludlow Drainage District improvements.

**MOTION:** Commissioner Rygmyr moved to provide no funding assistance to the North Bay Condominiums 1 and Vice-Chair Nilssen seconded the motion. The motion passed unanimously.

**7. CONSENT AGENDA**

**7.a. MINUTES OF THE APRIL 11, 2024 MEETING #0320:** Vaughn Bradshaw stated there was an error for item 6.a. in the minutes. Mr. Bradshaw said that the preliminary estimate he quoted was from \$20,000 to \$25,000 not \$125,000 as written in the minutes. There was a unanimous vote to approve the minutes with the correction of \$20,000 to \$25,000.

**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, \$0 for supplies, and \$5,216.00 for services.**

**MOTION:** Commissioner Rygmyr moved to approve the Voucher numbers 24-25 through 24-47 totaling \$6,385.80. Vice-Chair Nilssen seconded the motion and it passed unanimously.

**8. NEW BUSINESS - None**

**9. OLD BUSINESS**

**9.a. REVIEW OF A CAPITAL RESERVE DEPRECIATION FUND:** Chair Cole introduced the agenda item and asked for a report from Engineer Sidebottom. Engineer Sidebottom reported that there is not a good example or fixed rule for establishing a fund with drainage districts similar to the PLDD. She stated that updating the Comprehensive Storm Water Management Plan could be a good starting point for assessing the need to fund any new facilities. Engineer Sidebottom explained that the majority of the District facilities such as ditches are fairly well protected because they do have a useful life as long as they are maintained properly and pipes are similar unless there is a catastrophe such as an earthquake. The outfalls are the primary improvements that could be at risk. There was consensus that the update to the Comprehensive Storm Water Management Plan could help inform the type of Capital Reserve Depreciation Fund that may be needed. Vice Chair Nilssen said he would contact Jefferson County Public Works and ask about how the agency budgets depreciation funding.

**9.b. UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN.** Chair Cole introduced the agenda item and asked for a report from Engineer Sidebottom. Engineer Sidebottom referred to the memo she prepared that outlined an option

for a comprehensive update to the plan with surveys or an update focused on changes to standards and best practices. There was a consensus of the Commissioners to explore the first six bullets in the memo.

The Commissioners identified the following next steps Step 1: Each Commissioner review the plan and make notes about any questions or concerns; Step 2: Schedule a Special Meeting in the Bay View Room (and possible additional regular meeting discussion) to conduct a page-by-page review of the plan to identify sections that may not be relevant and areas that need updating with Engineer Kerri Sidebottom present. Step 3: Refine the scope of work outlined in Engineer Sidebottom's memo based on the findings of the Commissioner's review of the plan.

There was consensus of the Commissioners that the update to the Comprehensive Storm Water Management Plan could help inform the development of a Capital Reserve Depreciation Fund.

**9.c. ADMINISTRATIVE CALENDAR:** Chair Cole introduced the Administrative Calendar for 2024-2025 with updated election tasks. The Commissioners reviewed the calendar. There were no changes.

**9.d. Executive Session beginning at 11 a.m. and ending at 11:30 a.m. pursuant to RCW 42.30.110(1)(g) to review applications for the Administrative Coordinator position and discuss the hiring process.**

**MOTION:** Commissioner Nilssen moved to adjourn the meeting for Executive Session. Commissioner Rygmyr seconded the motion at 11:00 a.m.

Chair Cole called the meeting back to order at 11:30 a.m. Vice Chair Nilssen requested to amend his motion to adjourn the meeting for the Executive Session to include the citation of the RCW 42.30.00(1)(g). Chair Cole reported that Port Ludlow Drainage District received five applications for the Administrative Coordinator position. Interviews will be scheduled for Friday, May 17<sup>th</sup> starting at 1:00 p.m. The Drainage District will conduct the interviews during an Executive Session. Interviews will be twenty-five minutes each. Candidates will be provided with a copy of the current Administrative Coordinator job description. The District may call back one or more candidates for a second interview. The Administrative Coordinator will be developing questions for the candidate interview.

**9.e. ADMINISTRATIVE COORDINATOR REPLACEMENT**

**9.f. WEB SITE CONTENT REVIEW:** The Administrative Coordinator, Mary Paxton, mentioned that the updated maintenance table and map have not been posted on the website. It was suggested that she work with the Chair.

Commissioner Rygmyr stated that he would like to finalize some adjustments to the table.

## 10. REPORTS

**10.a. FINANCIAL REPORTS:** Vice-Chair Nilssen reported that the revenue to date for the District is \$33,700 of which \$2,654 is from interest in the investment fund. He reported expenses are on track.

Vice-Chair Nilssen reported that the bill for Jefferson County election costs was \$3,864.90 bring the total cost to around \$10,000. It was noted during the discussion that costs in the fall for preparation of the presumed eligible voter list will increase total election costs to around \$12,000 for 2024. The Commissioners discussed exploring the possibility of administering future elections with vote-by-mail instead of in-person polling.

Vice-Chair Nilssen reported that Jefferson County recently released an amended cash basis financial statement for the 13<sup>th</sup> month. with an adjustment of \$5,741.53 additional funds. He will work with the Administrative Coordinator to assure that the updated information is posted to the website.

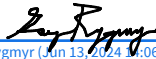
**10.b. STATE AUDIT:** Vice-Chair Nilssen reported that the preparation of the audit is progressing and should be submitted on time.

**10.c. ENDURIS RENEWAL:** The Commissioners recommended changes to the Enduris Member update form related to information technology. The Administrative Coordinator was directed to contact Sea-wings to confirm some of the answers.

**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.

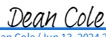
## MEETING ADJOURNMENT.

**MOTION:** Commissioner Nilssen moved to adjourn the meeting and Commissioner Rygmyr seconded the motion. The motion passed unanimously. The meeting adjourned at 11:39 a.m.

  
Gary Rygmyr (Jun 13, 2024 11:06 PDT)  
\_\_\_\_\_  
Commissioner 1, Gary Rygmyr

06/13/2024

\_\_\_\_\_  
Date

  
Dean Cole (Jun 13, 2024 21:44 PDT)  
\_\_\_\_\_  
Commissioner 2, Dean Cole, Chair

06/13/2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3, Michael Nilssen, Vice Chair

\_\_\_\_\_  
Date

*The Port Ludlow Drainage District (PLDD) posts*

*minutes and meeting recordings on its website.*







# PLDD 05 09 2024 (0321 ATTACH)

Final Audit Report

2024-05-14

Created:	2024-05-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUCSERIRxC22gWFEFmbrcvb54g4Q2dtr80

## "PLDD 05 09 2024 (0321 ATTACH)" History

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2024-05-09 - 9:21:23 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2024-05-09 - 9:21:27 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
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-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2024-05-09 - 9:21:27 PM GMT
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2024-05-10 - 5:43:05 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
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-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2024-05-12 - 1:12:11 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2024-05-12 - 1:12:41 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2024-05-14 - 8:42:18 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
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# Binder1 May 9

Final Audit Report

2024-06-14

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