

Port Ludlow Drainage District (PLDD)
October 19, 2021
Board of Commissioners' Special Meeting - #0281
Final Minutes

1. **CALL TO ORDER:** Commissioner Gary Rygmyr called the October 19, 2021, No. 0281, Special Meeting of the Port Ludlow Drainage District Commission to order at 10:00 a.m. and noted that the PLDD is operating under Governor's Emergency Proclamation Covid and Health Protection but more specifically we are also operating now under OPMA 20-28.15 for Phase 3 Healthy Washington Plan that still mandates that the Port Ludlow Fire Hall remains closed to meetings. Therefore, this is a fully electronic meeting.

2. **ROLL CALL:** Commissioner 1 Gary Rygmyr, Commissioner 2 Vacant, Commissioner District 3 Michael Nilssen, were present. Recording Secretary Cammy Brown and Records Clerk Mary Paxton, and Engineer Nancy Lockett were also present. A quorum was established.

3. **AGENDA APPROVAL:** Commissioner Rygmyr went over the agenda.

MOTION: Commissioner Gary Rygmyr made the motion to approve Agenda as presented. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

4. **PUBLIC COMMENT:** No public comment.

5. **NEW BUSINESS:**

a. **Review of 2022 Budget/Assessment.** Commissioners and Engineer Nancy Lockett reviewed the 2022 Budget. There was considerable discussion. No action was taken. A resolution approving the Port Ludlow Drainage District 2022 Budget will be on the agenda at the next Port Ludlow Drainage District meeting.

b. **Extension of retainer for payroll and account management services for one year.**
MOTION: Commissioner Gary Rygmyr made a motion to approve the extension of retainer for payroll and account management services for one year. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

c. **Consider and approve revisions to the Records Clerk job description, duties, and hourly rate.**
MOTION: Commissioner Rygmyr made a motion to review and make changes to the job description, meet with Mary Paxton to discuss the job description and the hourly compensation, and include the item as an Executive Session item on the November 11, 2021, agenda. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

d. **Status of Request for Qualifications for Engineering Services Contract.**
Discussion only on this item. Action will be taken at the November Port Ludlow Drainage District special meeting.

6. **COMMISSIONERS' REPORTS AND COMMENTS/INFORMATION.** Commissioners expressed the desire to coordinate with Consulting Engineer Nancy Lockett to schedule a special meeting with a field trip of district facilities in early November.

7. **CONSENT AGENDA.**

- a. Minutes from September 23, 2021, Port Ludlow Drainage District Special Meeting #0281.
- b. 281 Voucher Summary: Numbers 21-067 through 21-074 totaling \$3,598.52. Payroll in the amount of \$1,345.58; Services in the amount of \$2,151.49 and payroll taxes in the amount of \$101.45.

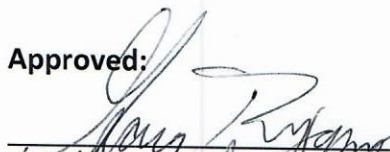
MOTION: Commissioner Gary Rygmyr made a motion to approve the Consent Agenda as presented. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

8. **SIGNING OF DOCUMENTS** will be done within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

6. **ADJOURNMENT:** Commissioner Gary Rygmyr adjourned the Special Meeting of the Port Ludlow Drainage District at 11:04 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

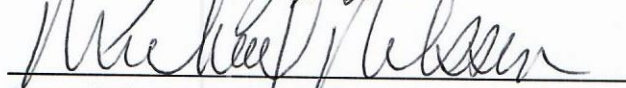
Approved:



Commissioner Gary Rygmyr, Chair

11-13-21

Date



Commissioner Michael Nilssen

11/16/21

Date

Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available by request at the PLDD website at www.pldd.org.