

**Port Ludlow Drainage District (PLDD)**  
**September 23, 2021**  
**Board of Commissioners' Telephonic Special Meeting - #0280**  
**Revised Final Minutes**

1. **CALL TO ORDER:** Commissioner Donald Forbes called the September 23, 2021, No. 0280, 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 telephonic meeting.

Commissioner Forbes introduced the new commissioners and went over the agenda items.

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

3. **AGENDA APPROVAL:** Commissioner Forbes presented the agenda for approval.

**MOTION:** Commissioner Don Forbes made the motion to approve the agenda as presented. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

4. **CONSENT AGENDA:** The following items were approved under one motion:

- a. Minutes from Meeting 0279 August 12, 2021.
- b. Voucher Summary "09232032 PLDD280", 21-065 Reimburse Drainage Easement Recordation Fees total \$638.09 and 21-066 for services totaling \$573.10. Total of vouchers is \$1,211.19. PLDD account balances at the end of May 31, 202,1 was \$232,551.01 as reported by Jefferson County Treasurer.

Commissioner Michael Nilssen abstained from approving the minutes of September 23, 2021, since he was not part of the process and had not reviewed the minutes.

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

5. **Authorize issuance of a Request for Proposal (RFP) and advertising for engineering services.** Commissioner Donald Forbes announced that the district is at a point where it needs to advertise for engineering services by authorizing issuance of an RFP. There was some discussion.

**MOTION:** Commissioner Michael Nilssen made a motion to approve the issuance of a Request for Proposal and advertise for engineering services. Commissioner Gary Rygmyr seconded the motion. Motion carried unanimously.

6. **Discussion/Questions:** Informational discussion with incoming commissioners regarding PLDD, issues and upcoming administrative actions. There was consensus between the commissioners that Commissioner Gary Rygmyr would assume the role as Chair of the Port Ludlow Drainage District Commission and take over the engineering side of the duties. Commissioner Michael Nilssen would take over the administrative duties.

Commissioner Gary Rygmyr will follow up with Ogden Murphy Wallace about their notice of termination of the contract on March 22, 2021, to request they continue until after the election is over.

Commissioners Gary Rygmyr and Michael Nilssen gave some background information on themselves, and Commissioner Forbes gave some details on commissioner duties.

Commissioner Donald Forbes announced he would be stepping down from his role as commissioner of District 2 at the end of September 2021.

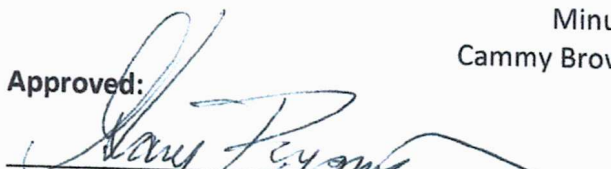
7. **SIGNING OF DOCUMENTS** will be done within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

8. **ADJOURNMENT:**

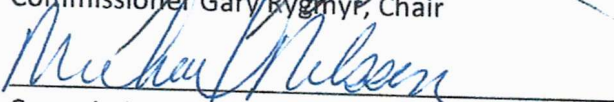
**MOTION:** Commissioner Gary Rygmyr made a motion to adjourn the Special Meeting of the Port Ludlow Drainage District. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously. Meeting adjourned at 10:40 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

  
\_\_\_\_\_  
Commissioner Gary Rygmyr, Chair

10-22-21  
Date

  
\_\_\_\_\_  
Commissioner Michael Nilssen

10/22/21  
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](http://www.pldd.org).

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	9/27/2021	8/17/2021	21-065 [280]	8925	5610	MARY PAXTON	REIMBURSE Recordator	638.09	69500589	598400	638.09
1	9/27/2021	8/16/2021	853885 V21-066-280	5610	5610	695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH JULY 31	573.10	69500589	589400	573.10
								1211.19			1211.19

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

September  
MONTH

TOTAL WARRANT AMOUNT:

  
CHAIRMAN, COMMISSIONER

  
COMMISSIONER, MEMBER

  
COMMISSIONER, MEMBER

ATTACHEMENT TO COUNTY CHECK REQUEST 06142021 PLDD277  
 PLDD Inhouse Voucher Summary  
 Meeting # 0280 Date September 23, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-065	Mary Paxton – Reimbursement – Recordation fees for 3 storm drainage easements	8925	53150.41.0015	\$619.50	\$619.50
21-043	Ogden Murphy Wallace Legal Services thru April 30 Invoice #850964	5610-695	53150.41.0100	\$573.10	\$573.10
<b>Vouchers for supplies and services: \$1211.19</b>				<b>Total</b>	<b>0</b>
					<b>\$1211.19</b>

DocuSigned by: Commissioners' initials  
*Barb Kopy* 12/21/2021  
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 DocuSigned by:  
*Michael Nilsson* 12/21/2021  
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