

**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 Locket 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.

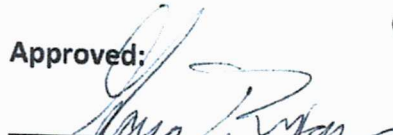
**MOTION:** Commissioner Gary Rygmyr made a motion to approve the Consent Agenda as presented. Commissioner Michael Nilssen seconded the motion. Motion carried unanimously.

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

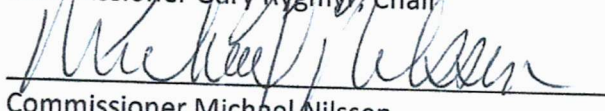
6. **ADJOURNMENT:** Commissioner Gary Rygmyr adjourned the Special Meeting of the Port Ludlow Drainage District at 11:04 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

Approved:

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

11-12-21  
\_\_\_\_\_  
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](http://www.pldd.org).*

HDR	DUPLICATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1		10/18/2021	9/30/2021 V21-067-281	8925		0 MARY PAXTON	MARY PAXTON SEPT PAY	417.25	69500589	598400	417.25
1		10/18/2021	9/24/2021 V21-068-281	2642		0 DONALD E FORBES	COMMISSIONER MEETING	928.33	69500589	598400	928.33
1		10/18/2021	10/7/2021 197427-V21-069-28	4386		695 PORT TOWNSEND LEADER	RFQ ENGINEERING SERVI	544.00	69500589	598400	544.00
1		10/18/2021	10/2/2021 202110 V21-070-28:	8781		0 YARDDOGS LANDSCAPING INC	MAINTENANCE SEPTEMB	1,458.74	69500589	598400	1,458.74
Q3 FICA FEDERAL WITHHOLDING MEDICARE & SOCIAL SECURITY											
1		10/18/2021	10/6/2021 V21-071-281	9032		695 UNITED STATE TREASURY		94.08	69500589	598400	94.08
1		10/18/2021	10/6/2021 V21-072-281	2338		695 EMPLOYMENT SECURITY DEPART	PAID FAMILY MEDICAL LI	3	69500589	598400	3
1		10/18/2021	10/6/2021 V21-073-281	9038		0 WA STATE DEPT OF LABOR & INDUSTRIES		4.37	69500589	598400	4.37
1		10/18/2021	10/7/2021 V21-074-281	5976		0 PENINSULA LEGAL SECRETARIAL S	SEPT SECRETARIAL SERVI	148.75	69500589	598400	148.75
								3598.52			3598.52

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.

MONTH TOTAL WARRANT AMOUNT:

*[Signature]*  
 CHAIRMAN, COMMISSIONER

*[Signature]*  
 COMMISSIONER, MEMBER  
 10/20/21  
 COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST 06142021 PLDD277  
 PLDD Inhouse Voucher Summary  
 Meeting # 0281 Date October 14, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-067	Mary Paxton – Payroll for September	8925	53150.41.0150	\$417.25	\$417.25
21-068	Don Forbes Quarterly meetings	2642	53510.10.0020	928.33	928.33
21-069	Port Townsend Leader LLC	4386-695	53150.44.0000	1,345.58	1,345.58
21-070	Yarddogs Landscaping, Inc. Maintenance thru September	8781	53150.31.0030	\$1,458.74	\$1,458.74
21-071	US Treasury Internal Revenue Service Q3, 2021	9032-685	53150.20.0010	\$94.08	\$94.08
21-072	Employment Security Department Q3, 2021	2338-695	53150.20.0020	\$3.00	\$3.00
21-073	WA State Department of Labor & Industries Q3, 2021	9038	53150.20.0020	\$4.37	\$4.37
21-074	Peninsula Legal Secretarial Services, LLC Legal Services thru April 30 Invoice #850964	5976	53150.10.0160	\$148.75	\$148.75
<b>Vouchers for supplies and services: \$</b>					<b>\$2151.49</b>
<b>Vouchers for taxes: \$</b>					<b>101.45</b>
<b>Total</b>					<b>\$3,598.52</b>

DocuSigned by:  
*George* Commissioners' initials  
 581591H5B4ED42E... 12/21/2021

DocuSigned by:  
*Michael Nilson*  
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