

Port Ludlow Drainage District (PLDD)
November 11, 2021
Board of Commissioners' Special Meeting - #0284
Minutes

1. **CALL TO ORDER:** Commissioner Gary Rygmyr called the November 11, 2021, No. 0284, Special Meeting of the Port Ludlow Drainage District Commission to order at 10:10 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 Zoom meeting.

2. **ROLL CALL:** Commissioner for District 1 Gary Rygmyr, and Commissioner for District 3 Michael Nilssen, were present. Commissioner Dean Cole was appointed by the Jefferson County Board of Commissioners but did not attend the meeting in an official capacity, as he had not been sworn in yet. Recording Secretary Cammy Brown, Records Clerk Mary Paxton, and Engineer Nancy Lockett were also present. A quorum was established.

3. **AGENDA APPROVAL:** Commissioner Rygmyr went over the agenda. Commissioner Michael Nilssen requested Commissioners' Reports and Comments/Information be moved to the front of the agenda after Public Comments.

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

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

5. **COMMISSIONER'S REPORT:**

1. Commissioner Nilssen announced that he had received a resignation letter from Recording Secretary Cammy Brown and read the letter into the record.
2. Commissioner Nilssen read a letter received from community member Katie Smith and read the letter into the record.
3. There was some discussion on the Budget for 2022.
4. There was some discussion on the David Wayne Johnson Shoreline Master Program.

Commissioner Gary Rygmyr made the announcement there would be three acting commissioners at the next meeting of the Port Ludlow Drainage District. Commissioner Rygmyr also announced that he had completed the Open Public Meetings' Act training.

6. EXECUTIVE SESSION: An Executive Session was not held. There was a review of the Port Ludlow Drainage District Administrative Coordinator position and pay scale. Some corrections and amendments were made.

MOTION: Commissioner Michael Nilssen made a motion to remove the Executive Session from the Agenda of the Port Ludlow Drainage District Position Description for the Administrative Coordinator and pay scale and would like to discuss the topic in an open meeting format. Commissioner Gary Rygmyr seconded the motion. Motion carried unanimously.

MOTION: Commissioner Michael Nilssen made a motion to approve the job description of the Port Ludlow Drainage District Administrative Coordinator. Commissioner Gary Rygmyr seconded the motion. Motion carried unanimously.

MOTION: Commissioner Michael Nilssen made a motion to approve the Port Ludlow Drainage District Administrative Coordinator's wage to \$24.75 per hour with proposed annual hours of 368 hours. Commissioner Gary Rygmyr seconded the motion. Motion carried unanimously.

7. NEW BUSINESS:

(a) Yard Dogs Landscaping, Inc. Contract: Commissioner Gary Rygmyr and Commissioner Michael Nilssen each separately met with a representative from Yard Dogs Landscaping, Inc. to discuss its contract. There was some discussion on annual liability insurance certification and renewal of the contract.

MOTION: Commissioner Gary Rygmyr made a motion to extend Yard Dogs' Maintenance Services Contract for an additional two years conditional on it providing annual liability insurance certification of insurance. Commissioner Mike Nilssen seconded the motion. Motion carried unanimously.

(b) Resolution 2020-01. There was some discussion on quarterly and special meetings. It was agreed by both commissioners that the resolution would be revisited at the next PLDD meeting.

(c) Discussion of PLDD Emails. There was some discussion on whether the current email process of sending out emails is in violation of the Open Public Meetings Act (OPMA).

8. OLD BUSINESS:

(a) Consider approval of Resolution 21-04 approving the 2022 Port Ludlow Drainage District 2022 Budget. Engineer Nancy Lockett went over the budget and changes that were made.

MOTION: Commissioner Gary Rygmyr made a motion to approve Resolution 21-04 with the budgeted amount of \$105,870 and assessments of \$60,000 for calendar year 2022. Commissioner Mike Nilssen seconded the motion. Motion carried unanimously.

(b) Engineering Consulting Services. There was some discussion and historical background information review on the contract for Gray & Osborne Inc.

MOTION: Commissioner Mike Nilssen made a motion to approve the contract for Engineering Consulting Services with Gray and Osborne Inc. with the potential action to extend the contract for another two years. Commissioner Gary Rygmyr seconded the motion. Motion carried unanimously.

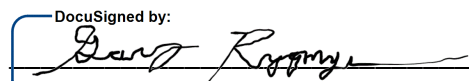
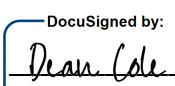

Tour Report: There was some discussion on the tour of the Port Ludlow Drainage District facilities that took place on November 4, 2021, Special Meeting No. 0282. Administrator Coordinator Mary Paxton took notes and they will be posted on the PLDD website.

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

10. ADJOURNMENT: Commissioner Gary Rygmyr adjourned the November 11, 2021, No. 0284, Special Meeting of the Port Ludlow Drainage District at 11:35 a.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:

DocuSigned by:  _____ Commissioner 1, Gary Rygmyr, Chair	12/13/2021 _____ Date
DocuSigned by:  _____ Commissioner 2, Dean Cole	12/14/2021 _____ Date
DocuSigned by:  _____ Commissioner 3, Michael Nilssen	12/12/2021 _____ 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.