

Port Ludlow Drainage District (PLDD)
December 8, 2022
Board of Commissioners Special Meeting - #0300
Zoom/In Person Meeting - Minutes

1, **CALL TO ORDER:** Chair Rygmyr called Meeting #0300 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. **ROLL CALL:** Commissioner 1, Gary Rygmyr and Commissioner 3, Michael Nilssen present. Commissioner 2, Dean Cole absent. District Engineers Barry Baker and Kerri Sidebottom, and Administrative Coordinator Mary Paxton were present.

CALL IN: One unidentified caller.

Commissioner Dean Cole arrived at 10:02 a.m.

3. **PUBLIC COMMENT:** There were no comments from the public.

4. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen reported Jefferson County Public Works is replacing the sleeve on the drainage pipe on the section of Pioneer Drive between Foster Lane and Fleet Drive.

5 **AGENDA APPROVAL:** Chair Gary Rygmyr introduced the agenda. He noted that the maintenance table and map for agenda item 8.b. Port Ludlow Drainage District Inventory Review were not posted with the agenda packet. He requested that the materials be included in the minutes for the meeting.

MOTION: Chair Rygmyr moved to approve the agenda with the addition of the maintenance table and map. Commissioner Cole seconded. The motion passed unanimously.

6 **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda.

MOTION: Chair Rygmyr moved to approve the consent agenda including the minutes of the November 11, 2022 Meeting #0299, and Voucher Summary numbers 22-087 through 22-094 totaling \$6,048.82 with \$609.06 for payroll and \$5,439.76 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

7. **NEW BUSINESS**

7.a. **DISTRICT BYLAWS:**

Commissioner Nilssen introduced a draft set of bylaws. He reported that he and the Administrative Coordinator reviewed the District records and did not find a copy of any approved bylaws. He explained he reviewed bylaws of local agencies, public works, and special districts to develop the draft. Commissioner Nilssen reviewed the table of

contents. He recommended that the Commissioners, the consulting engineers at Gray & Osborne, and the Administrative Coordinator review the draft and submit suggested revisions a week before the January meeting.

8. OLD BUSINESS

8.a.1. 104 WELLS RIDGE COURT: Chair Rygmyr noted that the agenda incorrectly identified the property address as 125 Wells Ridge Drive. The actual address is 104 Wells Ridge Court. Consulting Engineer from Gray & Osborne (G-O), Barry Baker, reported that he and Commissioner Nilssen went to the property after the November meeting. He recommended vegetation removal but noted that the issue is within the jurisdiction of Jefferson County's Public Works right-of-way and the District has no responsibility. He summarized a memo he emailed to the property owner. It was consensus of the Commissioners that no further action is warranted.

8.a.2. SEAFARER LANE: Barry Baker of G-O reported that a property owner emailed him about a drainage pipe on a vacant lot he intends to develop. Mr. Barker stated that there is no easement for the pipe, it is located on private property and that it is not a district improvement. He noted that the water going through the pipe is public water. If the property owner asked, the District could determine that it will maintain the pipe or choose not to assume maintenance. If the district did agree to maintain the pipe the property owner would need to make a request and offer a drainage easement (typically 15 feet wide). During discussion it was noted that the District has no responsibility because the pipe is on private property and there is no existing drainage easement with the district. Barry Baker suggested topics like the inquiry could be addressed in the bylaws.

8.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr reminded the Commissioners that he asked them to pick a few areas on the draft Maintenance Map and review them in relation to the map and table. Commissioner Nilssen stated that he reviewed the Cottages and that is looked adequate. Commissioner Cole reviewed the Cottages and the area near the Admiralty condos. Chair Rygmyr summarized changes to the draft map and basis for changes to Areas 19, 24 and 28.

Chair Rygmyr recommended that each Commissioner could be assigned some maintenance areas and would be responsible for reviewing the sites. Commissioner Nilssen supported the recommendation and suggested visiting the areas during or just after heavy rain or snowfall.

Commissioner Cole mentioned that the Port Ludlow Associates (PLA) has plans to build 38 new homes and questioned if the District would have any responsibility because of the construction. Commissioner Cole explained the difficulty he experienced trying to obtain a clear understanding of the status of the development and the project in relation to the District.

Mr. Baker explained that the District currently has no responsibility except the ditch at the north end that goes to the treatment plan. He explained that in the past some Commissioners felt it was important to review new construction in the District and other Commissioners have determined that it is the responsibility of Jefferson County.

Commissioner Nilssen expressed a desire to avoid a situation the Commission recently experienced with the Cottages and Ebb Tide Court. Chair Rygmyr asked if PLA can assume the District will be responsible for maintenance or infrastructure without the consent of the District?

Mr. Baker said that the Commission may want to be aware of and comment on any new development but elect not to review and approve plans because it does not have permitting authority (e.g., building permits). Through the course of discussion, Mr. Baker suggested the best time for the District to submit comments on a new development to Jefferson County would be during the State Environmental Policy Act (SEPA) review. This is a time when the District could clarify in the public record whether the District would take responsibility for drainage improvements and/or maintenance. He suggested the District's preference for type of involvement with new development could also be articulated in the bylaws. Mr. Baker explained the Jefferson County parcel search includes records on the development for a 2008 Type A land use permit with 80 new homes and an expiration date of 2019.

It was the consensus of the Commission to put the pending development on the agenda for the January 10, 2023 meeting #0301 and the Commissioner Cole would invite Cliff O'Brien and/or Diane Smeland to attend the meeting and ask them to bring maps, information and drainage details to the meeting.

8.c. WEB SITE: Commissioner Cole reported that an RFP was sent by the Administrative Coordinator to Seawings to provide a cost estimate for changing the web site platform and that Jason Earamé commented to attend the District's January 10, 2023 meeting via zoom to discuss the pros and cons of changing the platform. The Commissioners asked the Administrative Coordinator to forward a copy of the RFP.

Commissioner Cole left the meeting at 11:15 a.m.

9.a1. FINANCIAL REPORTS AND 2022 BUDGET STATUS: Commissioner Nilssen reported that District is under budget for the year and over \$60,000 in assessments have been collected to date by the Assessor's Office. He is tracking expenses for this year, last year and next year in relation to the budget and reported that it may be possible to lower the budget in the future. There is a current balance of \$76,008.05 with expenditures of \$6,598.77 last month and over \$61,000 in the bank. There is \$148,000 in the Investment Pool. The District is under the projected 2022 expenses of \$110,070. He noted the District increased the annual assessment \$60,000.00 to \$70,000 for 2023 with an estimated budget of \$103,000.

Commissioner Nilssen reported that Brian Belmont of the Ludlow maintenance Commission (LMC) inquired about LMC property tax assessment from the District was

slightly higher than the assessment calculation for his property. Commissioner Nilssen contacted the County Assessor. Commissioner Nilssen explained that Jefferson County charges an overhead cost of 1% of the annual assessment to recover costs such as collecting the revenues for the District and issuing the District's checks. This 1% cost is passed through the annual assessment of each parcel in the District. Commissioner Nilssen explained that in the next budget the District could include the overhead cost in the District budget or keep things the same. It was the consensus of the Commission to keep things the same.

Commissioner Nilssen reported that he completed a survey from the Census Bureau. He asked Tristan Hefley of Falge Financial Inc. to review the survey and subsequently revisions to the survey will be submitted with an amended survey to the Census Bureau.

9.b. Informational Report on the Pros and Cons of using the Small Works Roster for the 2023 Maintenance Contract: Consulting Engineer Barry Baker mentioned that he had emailed to the Commissioners the legal requirements for procuring services contracts for public work project from Municipal Research Service Center (MRSC). Mr. Baker provided an overview of the pros and cons of using the Small Works Roster compared to the contract procurement process. He explained that local agencies can use the Small Works Roster for public works projects less than \$350,000. The Small Works Roster (SWR) requires advertising in a newspaper annually. The SWR process is used to develop a list of qualified businesses to perform services such as street sweeping. The businesses on the list must be rotated. The other method to procure maintenance services would be advertise with a project description of the maintenance services and publish the advertisement two times in a newspaper of general circulation. The District would open the bids and award the contract to the lowest bidder. Mr. Baker said that since the District is not doing any construction or any foreseeable construction it may be preferable to pursue a contract for maintenance services next year. The advantages are that it could be a two-year contract with the option for an extension vs the administrative time of using multiple vendors the requirements for annual advertisement. Chair Rygmyr inquired about breaking up the maintenance contract into smaller projects and use of the SWR. Pros and cons of creating multiple maintenance projects was discussed by the Commissioners and Mr. Baker.

9.c. Commissioner reports/Future Agenda Items: Chair Rygmyr noted that earlier in the meeting that a presentation from the Ludlow Maintenance Authority will be on the January agenda.

Chair Rygmyr congratulated Barry Baker on his pending retirement and thanked him for his commendable service. Commissioner Nilssen also thanked Barry Baker.

10. SIGNING OF THE DOCUMENTS will be done by the Commissioners via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

11. MEETING ADJOURNMENT:

Chair Rygmyr adjourned the meeting at 11:51 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:


[Gary Rygmyr \(Jan 13, 2023 10:21 PST\)](#)

Commissioner 1, Gary Rygmyr, Chair

Jan 13, 2023

Date


[dean cole \(Jan 17, 2023 13:05 PST\)](#)

Commissioner 2, Dean Cole

Jan 17, 2023

Date



Commissioner 3, Michael Nilssen

Jan 17, 2023

Date

*The Port Ludlow Drainage District (PLDD)
minutes and meeting recordings are posted on the website.*

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting #0300
 PLDD Voucher Summary for Fund #695 001 010
 December 8, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-087	Mary Paxton – Employee Payroll - November	8925	53150.10.0010	\$386.17	\$386.17
22-088	Dean Cole November meeting attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-089	Michael Nilssen November meeting attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.90	\$117.90
<i>Payroll Subtotal</i>				<i>\$609.06</i>	<i>\$609.06</i>
22-087	Mary Paxton Reimburse for ZOOM renewal	2354	53150.46.0000	\$144.48	\$114.48
22-090	Falge Financial, Inc. Invoice 3766 Bookkeeping November 2022	9022	53150.41.0150	\$250.00	\$250.00
22-091	Gray & Osborne, Inc. Inv. 4 General Engineering and project review Oct 9-Nov 5	3041	53150.41.0010 53150.41.0050	\$2144.23	\$2,144.23
22-092	Ludlow Maintenance Commission Inv. 4971 November Gallery Room rental	4574	53150.45.0010	\$54.55	\$54.55
22-093	Seawings Design Inv. 1250 1 st quarter 2023 maint; Domaine name renewal, Rackspace email	7001	53150.47.0000	\$1045.80	\$1,045.80
22-094	Yarddogs Landscaping, Inc Maintenance thru November 2022	8781	53150.31.0030	\$1830.70	\$1,830.70
<i>Vouchers for supplies and services subtotal</i>					<i>\$5,439.76</i>
<i>TOTAL</i>					<i>6,048.82</i>

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS 8th DAY OF \December, 2022</p> <p><u>Gary Rygmyr</u> <small>Gary Rygmyr (Dec 12, 2022 09:19 PST)</small></p> <hr/> <p>APPROVED Port Ludlow Drainage District</p>	<p>Commissioners Signatures</p>
	<p><u>Gary Rygmyr</u> <small>Gary Rygmyr (Dec 12, 2022 09:19 PST)</small></p>
	<p><u>Michael Nilssen</u> <small>Michael Nilssen (Dec 10, 2022 20:29 PST)</small></p>

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	12/12/2022	11/30/2022	V22-087		8925	0 MARY PAXTON	M PAXTON NOV PAYROLI	500.65	69500589	589400	500.65
1	12/12/2022	11/30/2022	V22-088		9255	0 DEAN COLE	NOV MEETING ATTEND	104.99	69500589	589400	104.99
1	12/12/2022	11/30/2022	V22-089		9228	0 MICHAEL NILSSEN	NOV MEETING ATTEND	117.9	69500589	589400	117.9
1	12/12/2022	11/30/2022	3766-V22-090		9022	0 FALGE BOOKKEEPING SERVICES	NOV BOOKKEEPING	250	69500589	589400	250
1	12/12/2022	11/8/2022	4-V22-091		3041	0 GRAY AND OSBORNE INC	ENG SERVICES OCT 9 - NC	2144.23	69500589	589400	2144.23
1	12/12/2022	11/10/2022	4971-V22-092		4574	0 LUDLOW MAINTENANCE COMM	NOV ROOM RENTAL	54.55	69500589	589400	54.55
1	12/12/2022	12/1/2022	1250-V22-093		7001	0 SEA WING DESIGNS	1ST QTR 2023, RENEWAL	1045.8	69500589	589400	1045.8
1	12/12/2022	12/1/2022	202212-V22-094		8781	0 YARD DOG LANDSCAPING INC	NOVEMBER MAINTENAN	1830.7	69500589	589400	1830.7
								6048.82			6048.82

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.

DECEMBER TOTAL WARRANT AM 6048.82
MONTH

Gary Rygmyr
Gary Rygmyr (Dec 12, 2022 09:19 PST)
 CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

Michael Nilssen
Michael Nilssen (Dec 12, 2022 10:39 PST)
 COMMISSIONER, MEMBER

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
1	968800100	479189	1604774	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	Annual	4	See section 11 Storm Water Conveyance and Maintenance & 12 Easements B&D. Easement doc has good survey maps
2	"	"	"	"	"	Outlet structure	Storm pipe/basin inspection/cleaning	Annual	4	"
3	821171015	464018	1604627	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	Bioswale Stormwater Facility	Vegetation clearing	Annual	4	406389
4	"	"		"	Detention pond	Detention pond	"	Annual	4	
5	990500081	?	256622	LMC	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court	Open woodlands	Vegetation clearing	Every 3 Years	1	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court	Corrugated metal pipe	Vegetation clearing	Every 3 Years	1	Outfall could cause minor erosion
7	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	1	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	1	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	1	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane	Open ditch after driveway culvert	Vegetation clearing	Every 3 Years	1	See construction docs
11	990400530	646997		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2x/year	2	
12	990404103	589304		LMC	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Light maintenance	1x/year	2	

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
13	821093001	508252		PLA	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection	6x/Year	12	
14	990600164	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	200294	LMC	Common area South end of Libby Court	Open rock lined ditch with check dams that leads to a 36" pipe to a catchbasin and CMP culvert under Montgomery Lane, then into a new CB and 36" 32" HDPE pipe to the marine outfall.	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	990603236	589305		LMC	West of Oak Bay Road and Baldwin Lane intersection	Upper Baldwin Drainage Improvement	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	990600164	?	200294	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	Ditch	Vegetation maintenance	6x/Year	12	Repair/rehabilitation of rock lining and check dams?
17	990600164	?	200294	LMC	Montgomery Lane north of Libby Ct to beach	Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	990603236	?		?	Easement between Pioneer Drive West and McCurdy Lane	McCurdy Lane Cutoff Trench	Clean/Inspect French drain vegetation	1x/year	2	
19	990603236	See survey sheet 5/8	200294	LMC	North end Foster Lane cul-de-sac	Foster Lane Drainage Improvement	Pipe inlet cleaning	2x/year	4	G & O Project 06413.05, March 2007
20	990900019	?	256452	LMC	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Inlet Inspect/clean	2x/year	2	990900019 is comprised of several parcels on Montgomery Ct.
21	990603236	?	200294	LMC	North end Adventurer Lane cul-de-sac	Adventurer Lane Cut-off trench	Inspect & clean	1x/year	1	
22	990900019		256452	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	990603236	589305	200294	LMC	South of Trader Lane cul-de-sac	Trader Lane Improvements	Inspect & clean	1x/year	1	
24	990603236		200294	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	Fleet Drive French Drain and flat low cut grass	Mow lawn	3x/year	3	10-13-22: Visit with Barry Baker. No maintenance required except occasional mowing.

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
25	990400227	523709		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1x/year	1	
26	968800103	487620 - CCR	487625	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	4	
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	Cutoff trench and discharge to a reserve area also to the ravine south of the fire station.	Inspect & clean	1x/year	1	PLDD Responsibility???
28	990200060	471027		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	North Bay Condos No. 2 Conveyance System	Inspect & clean	1x/year	1	
29	990400264	None		LMC	Part of APN 990400264 reserve between 191 and 201 Condon Lane	Catch basin on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & document outfall condition	1x/year	1	
30	990100200	527176	406389	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022
31	Tract J	587899	587899		Anchor Lane Cottages	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295

Year Total 90
Avg/Mo 8

Permits, surveys, etc.: <https://gisweb.jeffcowa.us/TaxParcelViewer/>
 Assessor & Auditors records <https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>
 Recorded document search <https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>

PLDD Inventory and Maintenance

Map Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
2.32										
2.33										
3.34	?	?	?	?	Oak Bay Road Culverts					PLDD responsibilities??
3.35	?	?	?	?	North end of Montgomery Court	The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems	Inspect & report	1x/year	1	Not on current maint. Contract

Year Total **1**
Avg/Mo **0**

<https://gisweb.jeffcowa.us/TaxParcelViewer/> - link to Permits, surveys, etc. here

<https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0> – Auditors records

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp> - Recorded document search












0300 Mtg Min 12 8 2022

Final Audit Report

2023-01-17


Created:	2023-01-13
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKnFejAjWxyYetC2Bw1vQlfZMs5ZghXwX

"0300 Mtg Min 12 8 2022" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-01-13 - 6:10:10 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-01-13 - 6:11:38 PM GMT
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-01-13 - 6:20:26 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-01-13 - 6:21:16 PM GMT - Time Source: server
-  Document emailed to commissioner2@pldd.org for signature
2023-01-13 - 6:21:17 PM GMT
-  Email viewed by commissioner2@pldd.org
2023-01-17 - 9:04:14 PM GMT
-  Signer commissioner2@pldd.org entered name at signing as dean cole
2023-01-17 - 9:05:27 PM GMT
-  Document e-signed by dean cole (commissioner2@pldd.org)
Signature Date: 2023-01-17 - 9:05:29 PM GMT - Time Source: server
-  Document emailed to commissioner3@pldd.org for signature
2023-01-17 - 9:05:31 PM GMT
-  Email viewed by commissioner3@pldd.org
2023-01-17 - 11:32:30 PM GMT
-  Signer commissioner3@pldd.org entered name at signing as Michael Nilssen
2023-01-17 - 11:33:05 PM GMT

 Document e-signed by Michael Nilssen (commissioner3@pldd.org)

Signature Date: 2023-01-17 - 11:33:07 PM GMT - Time Source: server

 Agreement completed.

2023-01-17 - 11:33:07 PM GMT