

Port Ludlow Drainage District Board of Commissioners'

Special Meeting Minutes, Meeting #0324

May 24, 2024, at 10:00 a.m.

1. **CALL TO ORDER:** Commissioner Chair Cole called the Special Meeting to Order
2. **ROLL CALL:** In attendance were Commissioners Cole, Rygmyr and Nilssen and Administrative Coordinator Mary Paxton.
3. **AGENDA APPROVAL:** Commissioner Rygmyr moved to approve the agenda with a second to approve by Commissioner Nilssen. Agenda approved 3-0.
4. **NEW BUSINESS:**

4a. EXECUTIVE SESSION BEGINNING AT 10:05 A.M. AND ENDING AT 10:20 A.M. PURSUANT TO RCW 42.30.110(1)(G) TO REVIEW REFERENCES AND AVAILABLE BACKGROUND INFORMATION FOR APPLICANTS FOR THE ADMINISTRATIVE COORDINATOR POSITION. Commissioner Nilssen moved to adjourn the meeting to Executive Session starting at 10:05 a.m. to discuss personnel matters. Commissioner Rygmyr seconded. Motion carried 3-0.

Special Meeting went back into session at 10:20 a.m.

4.b. SELECTION OF A CANDIDATE FOR THE ADMINISTRATIVE COORDINATOR POSITION. Chair Cole reported that applicant Jeannie Price withdrew her application. Commissioner Rygmyr noted that it was extremely difficult to choose a candidate. The Commissioners discussed the candidates and salary range.

MOTION: Commissioner Rygmyr moved to select Debora Heavey as the new Administrative Coordinator. Commissioner Nilssen seconded and the motion passed 3-0.

MOTION: Commissioner Nilssen moved to approve a pay scale for the Administrative Coordinator starting at \$28.65 per hour with a budget of 35 hours per month and a potential increase to \$29.80 per hour after a six-month review. Commissioner Rygmyr seconded the motion. Motion approved 3-0.

5. MEETING ADJOURNMENT: Chair Cole adjourned the meeting at 10:32 a.m.


Gary Rygmyr (Jun 15, 2024 10:10 PDT)

15-Jun-2024

Commissioner 1, Gary Rygmyr

Date


Dean Cole (Jun 13, 2024 21:46 PDT)

13-Jun-2024

Commissioner 2, Dean Cole, Chair

Date

Commissioner 3, Michael Nilssen, Vice Chair

Date

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.