

Port Ludlow Drainage District (PLDD)
P.O. Box 65261, Port Ludlow, WA 98365

Agenda for Board of Commissioners' Special Meeting # 0281

Tuesday, October 19, 2021, at 10:00 AM

You can join this virtual meeting by using the following options

Zoom Meeting: <https://us02web.zoom.us/j/86078900913?pwd=Y0F1MXBETEkvcDc5dE94QklyT3R6dz09>

Meeting ID: 860 7890 0913

Passcode: 962171

This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand”. Participation will be up to the Chair of the meeting.

Audio =only: Dial 1 (253)215-8782, Meeting ID: 860 7890 0913, Passcode 962171

This option will allow you to listen to the meeting live. If you wish to provide public comment press *9 to “raise your hand”. Participation will be up to the Chair of the meeting.

**Per Proclamation by the Governor; Amending and Extending Proclamations 20-05 and 20-20 et seq.
There will be no in-person component available for this meeting as no outside parties currently have access to
the use of the Port Ludlow Firehall. If this changes a public phone will be made available
PLDD meeting will be conducted telephonically only**

**If you do not have access to a phone, please email commish@pldd.org
or Cammy Brown at districtadmin@pldd.org for help joining the conference call**

1. Call to order:

2. Roll Call:

3. Agenda Approval:

4. Public Comment: *The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner.*

5. New Business

a. Review of 2022 Budget / Assessment

Recommended Action: Discussion and recommendation for final changes and schedule for approval at the second November Special meeting

b. Consider approval of retainer for payroll and account management services for one year

Recommended Action: Authorize Commissioner 3 by Motion to execute a retainer for one year with Falge Financial Bookkeeping Services.

c. Consider revisions to the Records Clerk job description, duties and hourly rate

Recommended Action: Consider changing the temporary part-time Records Clerk position to a permanent part time Records Retention – Administrative Clerk. Direct Commissioner 3 to review the revisions with legal counsel, negotiate the rate of pay and place on the November agenda for a decision.

d. Status of Request for Qualifications for Engineering Services Contract

Recommended Action: Receive the report and direct Commissioner 3 to negotiate a contract for engineering services for approval at the second special meeting in November. Notice will be posted on the District website from October 13th to November 2nd.

6. Commissioners' Reports and Comments/Information:

7. Consent Agenda: Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

Consent Action: *Approve a motion to accept the Consent Agenda as presented.*

- a. Minutes from September 23, 2021 special meeting 280.
- b. 281 Voucher Summary: numbers 21-067 thru 21-74 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.

8. Signing of Documents will be done within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

9. Meeting Adjournment