

**AMENDED Agenda for Board of Commissioners' Special Meeting # 0286**

**Thursday, December 9, 2021, at 10:00 AM**

**You can join this virtual meeting by using the following options**

Join Zoom Meeting

<https://zoom.us/j/98585158173?pwd=TVloOWINUTIWeGFvVDhUd1M2TDNyQT09>

Meeting ID: 985 8515 8173

Passcode: 120921#286

**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: 985 8515 8173

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](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto: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. Commissioner Communications:**
  - a. Follow-up with resident inquiry on Ebb Tide Court
  - b. 110 Keller
  - c. Other communications

6. **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 of November 11, 2021 Special meeting 0283.
- b. Minutes of November 11, 2021 Special meeting 0284.
- c. Minutes of November 18, 2021 Special meeting 0285.
- d. 286 Voucher Summary: numbers 21-080 thru 21-085 totaling \$4285.58: Payroll in the amount of \$632.21 Services and supplies in the amount of \$3,653.37.

7. **Old Business**

- a. Continue the November 11, 2021 Special Meeting discussion of Resolution 2020-01, A Resolution of the Port Ludlow Drainage District Repealing Resolution 2018-02 and Authorizing Quarterly Regular Meetings of the Commission and the Use of Telephonic Special Meetings of Certain Designated Functions and Providing Procedures and Limitations Regarding Such Special Meetings.

**Recommended Action:** Review Resolution 2020-01, identify recommended changes and direct staff to prepare a resolution to repeal and replace Resolution 2020-01 at the January 2022 meeting.

- b. Discussion of Port Ludlow Drainage District website.

8. **New Business:**

- a. Review of 2020 assessment roll.

**Recommended Action:** Review the 2022 assessment roll from Jefferson County and direct the District Engineer to send a letter to the County Treasurer certifying the assessment roll.

- b. Discussion of Resolution 2019-02, A Resolution of the Port Ludlow Drainage District Regarding Delegation of Administrative Authority.

**Recommended Action:** The Commissioners will discuss and review the roles and responsibilities of the Commissioners outlined in Resolution 2019-02.

- c. Interagency Data Sharing Agreement Between Port Ludlow Drainage District – 2820 and the Office of Washington State Auditor.

**Recommended Action:** Consider a request from the Washington State Auditor to enter into an interagency data sharing agreement and direct the Chair to sign the agreement.

- d. Discussion of procedures (e.g.) Signing Procedures for Docu-sign and email of invoices.

**Recommended Action:** Discussion of signing procedures for DocuSign.

- e. Discussion of Yarddogs invoice information.

- f. Consider purchase of a laptop to replace the existing District laptop uses by the Administrative Coordinator.

**Commissioners' Reports and Comments/Information:**

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

**10. Meeting Adjournment**