

RESOLUTION NO. 2020-01

PORT LUDLOW DRAINAGE DISTRICT
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365

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 FOR CERTAIN DESIGNATED FUNCTIONS AND PROVIDING PROCEDURES AND LIMITATIONS REGARDING SUCH SPECIAL MEETINGS.

WHEREAS, the Port Ludlow Drainage District (“District”) has fully built out drainage improvements in accordance with its Comprehensive Plan; and

WHEREAS, the primary function of the District is currently maintenance; and

WHEREAS, the District maintains no regular employees and contracts for engineering, maintenance, legal, and certain clerical functions; and

WHEREAS, the Board deems it to be in the public interest to reduce its costs wherever possible, so long as it can comply with the requirements and its obligations under state law; and

WHEREAS, the Washington Open Public Meetings Act, Chapter 42.30 RCW requires that the meetings of the Commission be open to the public, taken in accordance with standing rules or special notice and provide meaningful access to its citizens; and

WHEREAS, technology exists that accommodates telephonic meetings providing easy access to multiple users from any phone;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Resolution 2018-02 is hereby repealed.
2. Regular Quarterly Meetings of the Commission. The Commission shall meet on the 2nd Thursday of the first month of each quarter at Port Ludlow Fire Hall, 7650 Oak Bay Road, Port Ludlow, WA [as posted on its website]. The quarterly meetings (January, April, July, and October) shall be held on the 2nd Thursday of these four months at 10 AM. At these regular quarterly meetings of the Commission any District business, including commissioner and engineering reports, may be discussed and action taken on any item either listed on the agenda as posted in accordance with RCW 42.30.070 or as that agenda may be amended.
3. Special Meetings. Special Meetings of the Commission shall be held at least once a month in the months without Regular Meetings (February, March, May, June, August, September, November and December) in a telephonic meeting at a time and date to be emailed to each Commissioner and posted on the District’s website at

least 24 hours in advance of the meeting. Such meetings shall be considered as Special Meetings of the Commission in accordance with RCW 42.30.080 for conducting business only specifically provided herein. The only actions which the Commission may take are 1). the review, discussion and approval or rejection of designated warrants for the payment of District obligations; and 2). review, discussion and approval of minutes of previous meetings.

3.1 All warrants to be reviewed by the Commission shall be emailed to the commissioners at least twenty-four hours prior to the meeting along with the agenda showing the voucher numbers and total value of the warrants to be voted on. No warrant shall be considered which has not been emailed to the commissioners twenty-four hours prior to the electronic meeting.

3.1.1 Within five (5) business days of the telephonic Special Meeting, at least two commissioners must sign the warrants which were approved at the meeting.

3.2 A telephone number, pass code and any other information necessary for any member of the public to access the meeting by telephone shall be posted on the District's website. This information shall be posted both as part of general information available to the public and as a part of the agenda for the telephonic meeting.

3.3 The website, as well as the agenda, shall provide contact information for the Board's secretary contractor in order to address issues such as questions regarding use of the call-in line, requests for accommodation in accordance with the Americans With Disabilities Act and the Washington Law Against Discrimination and for any member of the public who indicates that he or she lacks a telephone connection or the resources to acquire one.

3.4 Advance notice of the telephonic Special Meeting will be prominently displayed at the main entrance of the District's principal location for holding Regular Meetings.


4. If other Commission action is required outside of the Regular Quarterly Meetings of the Commission, such action may be taken at a duly called Special Meeting, notice of which has been provided in accordance with the provisions of RCW 42.30.080.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 9th day of January 2020.

Vacant, Commissioner 1



Don Forbes, Chair, Commissioner 2



Deborah Helleison, Commissioner 3