

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

Agenda for Board of Commissioners' Regular Meeting # 0275

April 8, 2021, 2021 at 10:00 AM

Conference Call Open Meeting

Dial in 848 777-1212; enter 37246# when prompted

You may be put on hold for a few minutes until

at least one commissioner or the recording secretary has joined the call

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. Agenda:**

Engineering:

- **Discontinued review of Jefferson County building permits:** The county was informed on February 4, 2021 that PLDD will no longer review drainage plans for county building permits.
- **Update on Oak Bay Road Culverts, Alternative 2, Installation of a baffle plate on the west end of the culvert to limit discharge.**
- **Inspection of beach outfalls performed April 21, 2021.**

Old Business:

- **Review of record retention policies including good practices for email management.**

Commissioners' Reports:

- Filed Annual Report with State Auditor
- Completed Enduris questioner for 2022 insurance
- Financial report review: Ending cash account balance as of March 31, 2021 is \$235,896.87 with \$8,593 in assessments collected (\$51,407 outstanding). Loan liability is \$17,929.67

5. **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.
 - a. Minutes from March 11, 2021 meeting 273.
 - b. Minutes from March 11, 2021 meeting 274.
 - c. 275 Voucher Summary: numbers 21-023 thru 21-034 totaling \$22,971.63:
Payroll in the amount of \$366.81; Services in the amount of \$4,600.44 and Payoff of Loan PRO9-951-006 in the amount of \$18,004.38
6. **Signing of Documents** will be done within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.
7. **Executive Session: Per RCW 42.30.110(1)(i)** Legal risks of current or proposed action – Legal Counsel present
8. **Meeting Adjournment**