

Agenda for Board of Commissioners' Meeting #0302

February 9, 2023 at 10:00 AM

ZOOM and In Person Meeting

Beach Club, 121 Marina View Drive, Gallery Room, Port Ludlow WA 98365

You can join us in person, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

<https://us06web.zoom.us/j/82213197039?pwd=Yi82WTJZSThsbkROWHI5cWVMYXZYdz09>

Meeting ID: 822 1319 7039

Passcode: 879897

For Telephone Audio-only: Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on our telephone. **If you wish to provide public comment press *9 to “raise your hand”.** Participation will be up to the Chair off the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

1. Call to Order:

2. Roll Call:

3. Public Comment: The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

4. Commissioner Communications:

5. Agenda Approval:

6. Consent Agenda:

Items listed below on the consent agenda 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.*

6.a. Minutes January 12, 2023 Meeting #0301.

7.b. 302 Voucher Summary: numbers 23-001 through 23-008 totaling \$3,943.98 with \$975.98 for payroll, and \$2,968.00 for supplies and services.

7. New Business

7.a Authorize the Administrative Coordinator to Destroy Non-Archival Paper and Electronic Public Records.

Recommended Action: Direct the Administrative Coordinator by motion to destroy public records on the 2022 and 2023 Destruction logs and to destroy non-archival paper records that were scanned for electronic retention in 2022.

7.b. Review of the Administrative Calendar for 2023.

Recommended Action: Commissioner Cole will present the draft 2023 Administrative Calendar to the Commissioners for review and discussion.

7.c. Review of two signed unrecorded Storm Drainage Easements for the Cascade Flood Abatement Project.

Recommended Action: Review the easements and direct my motion the recordation of the easements.

8. Old Business

8.a. Public Inquiries.

8.a.1 Request from Ann and David Bernard, 150 Resolute Lane to discuss drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane.

Recommended Action: Commissioners receive information regarding ongoing drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane.

8.b. Review of Draft Port Ludlow Drainage District Bylaws.

Recommended Action: Commissioners will review a revised draft of the BYLAWS of the Jefferson County, Port Ludlow Drainage District (PLDD), and provide direction for further changes.

8.c. Approve Task Order 2023-01 with Sea-Wings Designs for supplemental alterations for the web platform and updated subscriptions.

Recommended Action: Approve by motion Task Order 2023-01 authorizing Sea-Wings Designs to create a WordPress theme that matches the current design for \$2,445.00 and the Optional Standard Hosting package a rate of \$49.99 per month.

9. Reports:

9.a. Financial Reports and 2022 Budget Status.

Recommended Action: The Commissioners will receive a report on the financial activities of the District from Commissioner 3 and discuss the budget and finances.

9.b. Port Ludlow Drainage District Inventory Review.

Recommended Action: Commissioners will receive an update on the Draft Inventory of PLDD Facilities and Draft Maintenance Table from Commissioner Rygmyr.

9.c. Web Site Updates.

Recommended Action: Commissioners will receive an update on changes to the Web site from Commissioner Cole.

9.d. Commissioner Reports/Future agenda items.

Recommended Action: The Commission will receive reports from Commissioners and discuss recommendations for future agenda items.

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

11. MEETING ADJOURNMENT.