

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

**Agenda for Board of Commissioners' Meeting # 0290**

**April 14, at 10:00 AM**

**ZOOM Open Meeting**

**Port Ludlow Fire District Meeting Hall, 7650 Oak Bay Road, Port Ludlow WA 98365**

**COVID-19 NOTICE NO IN-PERSON PUBLIC ATTENDANCE IS ALLOWED AT THE MEETING PURSAUNT TO JEFFERSON COUNTY RESOLUTION NO. 45-21**

**Zoom Link:**

[https://us06web.zoom.us/j/84761691404?](https://us06web.zoom.us/j/84761691404?pwd=TzZ2YkxNOGdDRERQeTcxL2dsTk0vdz09)

[pwd=TzZ2YkxNOGdDRERQeTcxL2dsTk0vdz09](https://us06web.zoom.us/j/84761691404?pwd=TzZ2YkxNOGdDRERQeTcxL2dsTk0vdz09)

**Meeting ID: 847 6169 1404**

**Passcode: 470571**

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: 847 6169 1404 Passcode: 470571**

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.

**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 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 Fire Hall.**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. 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.*
- 4. Agenda Approval:**

## 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.

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

5.a. Minutes March 10, 2022, meeting 0289.

5.b. 290 Voucher Summary: numbers 22-014 through 22-024 totaling \$5,872.75 with \$1,748.86 for payroll, \$4,435.93 for supplies and services and \$199.96 for tax withholdings.

## 6. COMMISSIONER COMMUNICATIONS:

### 7. NEW BUSINESS:

7.a. Report on Port Ludlow Drainage District Records Management Guidelines (July 2021) and the Washington State Archives [Local Records Grant Program](#) Grant.

**Recommended Action:** It is recommended that this item be continued to the May 12<sup>th</sup> Meeting.

### 7.b. 201 Montgomery Lane

**Recommended Action:** Chair Rygmyr will provide a report on drainage concerns from a resident at 201 Montgomery Lane

## 8. REPORTS:

### 8.a. Report of Financial Activities

- Report of Account Balances and Changes for March 2022 – PLDD
- Statement of Financial Expense Budget Performance for March 2022 – PLDD
- Jefferson County Receivable Summary March 2022 – PLDD
- Report on research regarding Resolution 2021-01 A Resolution Establishing Guidelines for Payment of Commissioner Compensation.

**Recommended Action:** The Commissioners will receive a report on the financial activities of the District from Commissioner 3. It is recommended that the District Administrator or their designee include compensation for each Commissioner's meeting attendance to be submitted monthly to the approved account/bookkeeping service for payroll processing and included on the monthly vouchers with minutes reflecting proof of attendance.

## OLD BUSINESS:

9.a. **Presentation of Draft Amendments for Maintenance At Ludlow Cove II "Cottages", Ebb Tide Court And Waterhouse Lane and Field Trip to Ludlow Cove II "Cottages, Ebb Tide Court and Waterhouse Lane followed by a Field Trip to the Three Developments.**

**Recommended Action:** The Commission will receive a report with recommended changes to the maintenance at Ludlow Cove II "Cottages", Ebb Tide Court and Waterhouse Lane and

then conduct a field trip to the three developments. The Commission will then make recommendations for next steps.

**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.**