

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

Agenda for Board of Commissioners' Meeting # 0291

May 12, at 10:00 AM

## ZOOM Audio 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**

Please join us with this Audio Zoom Link:

[https://us06web.zoom.us/j/87285387974?](https://us06web.zoom.us/j/87285387974?pwd=aDdHL3BFL2FDUIhGNHo3UHlvYm05QT09)

[pwd=aDdHL3BFL2FDUIhGNHo3UHlvYm05QT09](https://us06web.zoom.us/j/87285387974?pwd=aDdHL3BFL2FDUIhGNHo3UHlvYm05QT09) Meeting ID: 872 8538 7974

Passcode: 206221

**Telephone Audio-only:** Dial 1 (253) 215-8782 Meeting ID: 872 8538 7974 Passcode: 206221. This option will allow you to listen to the meeting live on your telephone. 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 April 14, 2022, meeting 0290.

**5.b.** 291 Voucher Summary: numbers 22-025 through 22-032 totaling \$3,611.06 with \$841.94 for payroll and \$2769.12 for supplies and services.

**6. Commissioner Communications:**

**7. Old Business:**

**7.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 review maps with revised maintenance areas and activities at Ludlow Cove II “Cottages”, Ebb Tide Court and Waterhouse Lane developments. The Commission will also review a draft contract amendment with Yard Dogs Landscaping, Inc. that will integrate the revised maintenance activities into the contract amendment.

**7.b. 201 Montgomery Court**

**Recommended Action:** Chair Rygmyr will provide a report summarizing information learned from follow-up with Monte Reinders, P.E. **Public Works** Director of Jefferson County, Barry Baker, PLDD District Engineer, and the homeowner and recommend some next steps.

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

**Recommended Action:** Receive a report from Commissioner Cole and the Administrative Coordinator.

**8. New Business:**

**8.a.** Discussion of South Bay Homeowners Association (HOA) questions about maintenance at the Olympic Terrace Development.

**Recommended Action:** Receive a report from Commissioner Nilssen about recent communications with representatives of the South Bay HOA at the Olympic Terrace Development.

## **9. Reports:**

### **9.a. Report of Financial Activities**

1. Report of Account Balances and Changes for April 2022 – PLDD
2. Statement of Financial Expense Budget Performance for April 2022 – PLDD
3. Jefferson County Receivable Summary April 2022 – PLDD
4. Update on State Auditors Report

**Recommended Action:** The Commissioners will receive a report on the financial activities of the District from Commissioner 3.

**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.**