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

Agenda for Board of Commissioners' Meeting # 0293

July 14, 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

- **ANY PERSON ATTENDING THE MEETING MUST WEAR A MASK.**
- **THERE SHALL BE NO CONTACT WITH CREWS AT THE STATIO**
- **DISTANCE AS MUCH AS POSSIBLE**

You can join us with this Audio Zoom Link:
https://us06web.zoom.us/j/85612192455?pwd=anlvSm1tRmxGOVc2c3FwOVRoU3J3UT09
Meeting ID: 856 1219 2455
Passcode: 548906

Telephone Audio-only: Dial 1 (253) 215-8782 **Meeting ID: 856 1219 2455**
Passcode: 548906
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 or districtadmin@pldd.org for help joining the meeting.

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 June 9, 2022, meeting #0292.
5.b. 293 Voucher Summary: numbers 22-041 through 22-050 totaling $5,623.79 with $822.02 for payroll, $4,171.56 for supplies and services and $630.21 for quarterly tax withholdings.
5.c. Correction to the Minutes of May 14, 2022, meeting #0921 (typo: replace the name Smith with Scott)

6. Commissioner Communications:

7. Old Business:

7.a. Update on Draft Amendments for Maintenance At Ludlow Cove II "Cottages" and Ebb Tide Court.

Recommended Action: The Commission will receive an update on draft amendments to the maintenance contract for Ludlow Cove II "Cottages "and Ebb Tide Court.

7.b. Report on Port Ludlow Drainage District (PLDD) Purchase of Laptops and Security for the laptops.

Recommended Action: The Commission will receive a report from Chair Rygmyr on the status of purchase of laptops and associated accessories and security.

7.c. Proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019).

Recommended Action: Receive a report from District Engineer Barry Baker regarding a request from Jefferson County for PLDD review of proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019) near Port Ludlow Drainage District easements.

7.d. Port Ludlow Drainage District Inventory Review:

Recommended Action: Commissioners will review the Draft Inventory of PLDD Facilities and Draft Maintenance Table considered at the June meeting and a revised draft prepared by Chair Ryrmryr and make recommendations for changes.

7.e. Review of Resolution 2022-02 to Change the Location of Regular Meetings and Review an Amendment to the Facility Use Agreement between the Port Ludlow Drainage District and the Ludlow Maintenance Commission to Use the Gallery Room for Regular Meetings and the Beach Club as the Address to File Claims and discussion of insurance.

Recommended Action: The Commission will consider approval of Resolution 2022-02 to change the location of regular District meetings from the Port Ludlow Fire Hall to the Beach Club "Gallery" conference room. The Commission will also consider authorizing the Chair to sign an amendment to the Facility Use Agreement with the Ludlow Maintenance Commission to secure the use of the Gallery Room at the Beach Club for Regular and special meetings or workshops as the mailing address to file Claims for damages pursuant to RCSW 4.96.

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7.f. Expiration of Contract for Maintenance (December 2023)

Recommended Action: The Commission will receive a report from Commissioner Cole regarding the status of the Maintenance Contract and recommend next steps regarding a possible renewal of the Small Works Roster.

7.g. Discussion of web-based public inquiry form and strategies to provide a historical record for future Commissioners and the public.

Recommended Action: The Commission will receive a presentation from Commissioner Cole of a draft public inquiry/complaint form and log and provide direction on any changes to the draft documents.

8. New Business:

8.a. Discussion of the Port Ludlow Drainage District Web site, business cards.

Recommended Action: The Commission will discuss the PLDD web site and possible changes and the possible purchase of business cards.

8.b. Annual Budget Discussion.

Recommended Action: The Commission will discuss the PLDD annual budget.

9. Reports:

9.a. Finance:

1. Report of Account Balances and Changes for June 2022 – PLDD

2. Statement of Financial Expense Budget Performance for June 2022 and Revised for May– PLDD

3. Jefferson County Receivable Summary June 2022 – PLDD
4. Discussion of finances.

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

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.