

Special Meeting Agenda for Board of Commissioners' Meeting #0315

December 19, 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 or live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us:

<https://us06web.zoom.us/j/82496901276?pwd=a9HKq8eeZ9qahU10XyN9lo2K3dglO.1>

Meeting ID: 824 9690 1276

Passcode: 952977

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 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 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. Agenda Approval:

5. New Business:

5.a. Decide Whether the Port Ludlow Drainage District (PLDD) will or will not administer the February 6, 2024 special election for the Commissioner 2 Position or have Jefferson County Elections administer the special election.

Recommended Action: Discuss the next steps and feasibility of administering the February 6, 2024 Special Election, the steps required to administer future elections if it is not feasible in 2024 and decide whether the election will be administered by the PLDD or by Jefferson County.

5.b. Review of Commissioners' Roles and Responsibilities.

Recommended Action: The Commissioners will discuss the following sections of the Bylaws of the Port Ludlow Drainage District:

SECTION 4 - OFFICERS: Officers of the PLDD shall be chair and vice chair. Candidates for chair and vice chair shall be nominated and elected annually at the first regular meeting in January from among active commissioners.

SECTION 5 - OFFICERS' RESPONSIBILITIES AND DUTIES: The chair of the PLDD shall: (1) preside at all meetings and execute the agenda of such meetings in an orderly manner and (2) officially represent the commission before organizations or groups. The vice chair shall officiate as chair in the chair's absence.

SECTION 6 – FURTHER DUTIES OF THE COMMISSIONERS: The Commissioners shall select individual Commissioners to provide oversight and manage the facilities and administrative components of the District. The following positions shall be:

Administrative Commissioner: Oversight of clerical processes, records management, insurance, correspondence log, and website administration.

Engineering-Maintenance Commissioner: Oversight of inquiries from landowners, maintenance of facility documentation, oversight of maintenance of existing facilities, and visiting each facility at least annually, and oversight of all drainage engineering and maintenance functions.

Financial Commissioner: Oversight of budgeting, invoices, vouchers, external and internal financial reports, and governmental reports.

5.c. Candidate Forum in January

Recommendation: Schedule a date for a Candidate Forum for the February 6, 2023 Commissioner 2 Special Election, discuss and develop a format for the forum.

6. Meeting Adjournment.