

Port Ludlow Drainage District (PLDD)
August 4, 2022
Board of Commissioners Special Meeting - #0294
Zoom/In Person Special Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Special Meeting #0294 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. Administrative Coordinator Mary Paxton and Brian Belmont, General Manager, Ludlow Maintenance Commission were also present.

GUESTS: Unidentified caller.

3. **PUBLIC COMMENT:** There were no comments from the public.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Commissioner Nilssen moved to approve the agenda with the addition of a closed session legal matter to the agenda. Commissioner Cole seconded the motion. The motion passed unanimously.

5. **NEW BUSINESS:**

5.a. REVIEW OF CHANGES TO THE PORT LUDLOW DRAINAGE DISTRICT WEB SITE AND PROCEDURES FOR ONGOING UPDATES

Chair Rygmyr recommended that updates to the web site be placed on every agenda. There was consensus from the Commission. Chair Rygmyr said that he had spoken with Jason Earrame of SeaWing Designs, the District's website consultant. They discussed that there may be a couple of hours beyond the scope of the contract to update the website with changes. The Commissioner's supported the additional cost by consensus.

The Commissioners proceeded with reviewing the District website. One issue that was identified for further consideration is the best place to locate the District maps on the web site. There was consensus to simplify the web site. The Commission agreed by Consensus on the following changes:

Home Tab.

- ✓ Announcements - Protocols of Jefferson County Health, the Ludlow Maintenance Commission (LMC), and MRSC should be reviewed for Covid information
- ✓ Alter meeting information to state the following: 1) meetings are in person/hybrid 2) time and date (e.g., second Thursday of the month at 10:00 am 3) no mention

of location but a statement that agendas will be posted on the web site at least 24 hours before the meeting. Protocols of Jefferson County, the Ludlow Maintenance Commission (LMC), and MRSC should be reviewed for

- ✓ Election Results: No changes
- ✓ Inspection of Beach Outfalls – replace Commissioner contact information with a link to the inspection report.

Budget: Remove the Budget information from the Home page. It will be provided under the Records tab under the Finance Header. There was consensus that the ‘Report of Account Balances and Changes’ be removed from the financial page. Looking for Something Else? There was a question whether this section was needed with so many cross tabs. It was recommended to ask Jason of SeaWing Design of the reason for the cross references.

ABOUT Tab

First three paragraphs: Delete links to maps (they are already on the page) and the Commissioners. Keep the MRSC links.

District Maps: The maps will be replaced after the review of the Maintenance table and associated Map with maintenance areas is completed. Direct the District Engineer to put color on the updated maps.

Press: The Administrative Coordinator said that Jason provided her a copy of historic information that was deleted from the web site. It was agreed that Chair Rygmyr would review historic information that was deleted from the web site

History of Commissioners: Delete the link to the Jefferson County Commissioner Worksheet.

MEETINGS Tab:

Simplify the information. Delete the meeting schedule and simply state that meetings are on the second Thursday of the month at 10:00 a.m.

Post the agenda packet under the meetings tab instead of the Agenda and Agenda Packet.

Add information about Executive Sessions and the criteria.

The Commission stopped the review of the website the Meeting Tab and directed that the topic be placed on the August 11th agenda for meeting 0295.

Commissioner Nilssen moved to suspend Port Ludlow Meeting #2094 at 11:08 a.m. in order to go into Executive Session to discuss a legal matter. Commissioner Cole seconded the motion.

6, EXECUTIVE SESSION: The Commissioners discussed a legal matter.

Commissioner Nilssen moved to resume Special Meeting #0294 to regular session at 11:48 a.m.




7. **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.

8. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 11:50 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

DocuSigned by:  581591D5D4ED42C...	8/12/2022
Commissioner 1, Gary Rygmyr, Chair	Date
DocuSigned by:  903253C4DE1746D...	8/14/2022
Commissioner 2, Dean Cole	Date
DocuSigned by:  5DA5EDD4B162409...	8/12/2022
Commissioner 3, Michael Nilssen	Date

*The Port Ludlow Drainage District (PLDD)
Meeting minutes are recorded and posted on the website.*