

**Special Meeting Agenda for Board of Commissioners' Meeting #0307  
July 13, 2023 at 7:30 AM**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. 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.
- 5. Beach Watch Inspections Outfall Field Trip**
  - a. Walk from Beach Club to Condon Lane Outfall**
  - b. Walk to Libby Court Outfall**
  - c. Walk to the green space at the end of Libby Cour cul-de-sac where there is surface runoff.**
  - d. Walk to the two outfalls along Montgomery Court and the north end of Montgomery Court.**
  - e. Return to Beach Club.**
- 6. MEETING ADJOURNMENT**

**Amended Agenda for Board of Commissioners' Meeting #0308**

**July 13, 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, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

<https://us06web.zoom.us/j/87228453464?pwd=cWxHTVhnbmJCaUhoell6OUhaaksWZz09>

**Meeting ID: 872 2845 3464      Passcode: 449630**

**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](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. 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.
- 5. Commissioner Communications:**
  - 5.a. Report from Chair Rygmyr regarding a pending meeting with the Jefferson County Elections Department to discuss preparation for the February 6, 2024 Port Ludlow Drainage District Election.**
- 6. Public Inquiries:**
  - 6.a. PLVC Trails Committee Pioneer Trail drainage inquiry:**

**Recommended Action:** Receive report regarding an inquiry from the PLVC Trails Committee regarding a new Pioneer Trail.

## **7. Consent Agenda:**

Items 7.a. and 7.b listed below on the consent agenda 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.*

**7.a.** Minutes June 8, 2023 Meeting #0306.

**7.b.** 308 Voucher Summary: numbers 23-048 through 23-054 totaling \$ with \$ for payroll, \$0 for supplies, \$2,461.74 for services and \$ for payroll taxes.

## **8. New Business**

**8.a. Report on Beach Outfall Inspection conducted on July 13, 2023 Meeting #0307.**

**Recommended Action:** The Commissioners will receive an oral report from consulting Engineer Kerri Sidebottom of Gray & Osborne regarding the July 14, 2023 beach outfall inspection and direct Ms. Sidebottom to prepare a written report summarizing the findings of the inspection.

## **9. Old Business**

**9.a. Continued Discussion of future Maintenance Contract and public works contracting in relation to Resolution 2020-04 Resolution Clarifying Small Works Procedures, and guidance from MRSC publications.**

**Recommended Action:** Determine whether to use the Small Works Procedures and repeal Resolution 2020-04 or authorize consulting Engineer Kerri Sidebottom to develop a preliminary scope of work for the Maintenance Contract which expires in December.

**9.b. Report from Chair Rygmyr regarding the District's legal counsels review of the scope of the District's responsibilities in the bylaws.**

**Recommended:** Receive a report from Chair Rygmyr regarding consultation with legal counsel.

**9.c. Web Site Content Review.**

**Recommended Action:** Review the table of recommended changes with focus on the ABOUT tab and an new tab for public inquiries by email.

**9.d. Web Site Infrastructure and Maintenance.**

**Recommended Action:** Discuss and make recommendations for the following:  
 1) Managing meeting recordings, 2) Security review, 3) Storage management, 4) Subscriptions, 5) File organization.

#### **9.c. Port Ludlow Drainage District Bulletin Board**

**Recommended Action:** Receive an update from Commissioner Cole on Commissioner portraits and timing for updates to the Bulletin Board.

#### **10. Reports:**

##### **10.a. Financial Reports: 2023 Budget Status and 2024 Budget**

**Recommended Action:** The Commissioners will review the District monthly reports on financial activities. The District will also discuss considerations for the 2024 Budget.

##### **10.b. Port Ludlow Drainage District Inventory Review.**

**Recommended Action:** Commissioners will receive an update on the Draft Inventory of PLDD Facilities and Draft Maintenance Table from Commissioner Rygmyr.

**11. Signing of the Documents** will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**12. MEETING ADJOURNMENT.vPort Ludlow Drainage District Administrative Coordinator is inviting you to a scheduled Zoom meeting.**

**Topic: My Meeting**

**Time: Jun 8, 2023 10:00 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/83281713817?pwd=SHJwZUZIOEhYRWtrTU5ldSswbGJTQT09>**

**Meeting ID: 832 8171 3817**

**Passcode: 782116**

**One tap mobile**

**+12532158782,,83281713817#,,,,\*782116# US (Tacoma)**

**+12532050468,,83281713817#,,,,\*782116# US**

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

**+1 253 205 0468 US**

**+1 720 707 2699 US (Denver)**

**+1 346 248 7799 US (Houston)**

**+1 669 444 9171 US**

**+1 719 359 4580 US**

**+1 507 473 4847 US**

**+1 564 217 2000 US**

**+1 646 558 8656 US (New York)**

**+1 646 931 3860 US**

**+1 689 278 1000 US**

**+1 301 715 8592 US (Washington DC)**

**+1 305 224 1968 US**

**+1 309 205 3325 US**

**+1 312 626 6799 US (Chicago)**

**+1 360 209 5623 US**

**+1 386 347 5053 US**

**Meeting ID: 832 8171 3817**

**Passcode: 782116**

**Find your local number: <https://us06web.zoom.us/j/kcCxl9MTJu>**