

RESOLUTION NO. 2019-02

PORT LUDLOW DRAINAGE DISTRICT  
Jefferson County, Washington  
P.O. Box 65261, Port Ludlow, WA 98365

A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT,  
REGARDING DELEGATION OF ADMINISTRATIVE AUTHORITY

**WHEREAS**, the Port Ludlow Drainage District is managed by a three-member Board of Commissioners which contracts all of the District's work to outside sources and has no employees of the District; and

**WHEREAS**, the Board of Commissioners has responsibilities and requires interaction with its contractors outside of the meetings of the Board; and

**WHEREAS**, in a June 2019 meeting with the District's legal counsel, W. Scott Snyder of Ogden, Murphy, Wallace, PLLC, Mr. Snyder noted that it is unclear that individual commissioners have the power to act on the District's behalf and recommended the Board pass a resolution delegating administrative authority to one or more persons; and

**WHEREAS**, the Board of Commissioners desires to spread its work effort among the three commissioners and has identified three general areas of interaction with contractors and landowners;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Ludlow Drainage District that the policy of Delegation of Administrative Authority between the three District commissioners is established as follows:

1. The three areas of delegated authority shall be:
  - a. Finance including invoices, vouchers, tax filings and Insurance
  - b. Engineering and Maintenance, including inquiries from landowners regarding specific drainage issues
  - c. Clerical and Secretarial including meeting notifications, minutes, agendas, correspondence log, and posting to website
2. The Commission will appoint a delegate and an alternate to each of the three areas at the first meeting of the year with each assignment effective for the 12 months following the appointment.
  - a. The area delegated to individual commissioners by the Board of Commissioners are subject to ongoing review to ensure that the division of functions remains appropriate.
  - b. A commissioner may temporarily delegate their authority to the alternate commissioner in case of absence. The Board must be informed of the delegation and the period for which it will be in force.

3. Delegated Administrative Authority is limited to actions for routine operation of the District following its standard operating procedures and regulatory requirements.
4. Actions taken and authority exercised is to be reported to the Board of Commissioners at the District's quarterly regular meetings.
  - a. Any action requiring the approval of the Board of Commissioners shall be brought to the Board's attention by notification of an agenda item for the next regular meeting (non-emergency action) or a call for a Special Meeting (emergency action required).
5. Matters reserved for the Board of Commissioners
  - a. Decisions of strategy and policies
  - b. Matters involving non-budgeted items or expenditures greater than ¼ of the budgeted line item
  - c. Approval or changes of contracts
  - d. Representation of District business to other organizations, government agencies, media, or other entities that may have an impact of the District
  - e. All matters not specifically delegated by this Resolution
  - f. All matters with the potential to have a material impact on the reputation of the District

**PASSED** at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 12th day of December 2019.



Don Forbes, Chair, Commissioner 2



Katie Smith, Commissioner 1



Deborah Helleson, Commissioner 3