

Port Ludlow Drainage District (PLDD)
November 12, 2020
Board of Commissioners Special Meeting - #0269
Conference Call - Open Meeting
Final Minutes

1. CALL TO ORDER: Commissioner Don Forbes called the Special Meeting of the Port Ludlow Drainage District to order at 10:01 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation 20-28 from Governor Inslee dated March 24, 2020, waiving and suspending the portions of OPMA RCW 42.30 that require in-person meetings in order to avoid public gathering. Under the proclamation the PLDD is not providing speaker phones. The meeting is being conducted telephonically.

Commissioner Forbes read the Agenda items into the record.

2. ROLL CALL: Commissioner 1 Vacant, Commissioner Don Forbes, and Commissioner Deborah Helleson were present. Recording Secretary Cammy Brown was also present.

3. AGENDA APPROVAL: Commissioner Forbes went over the Agenda.

MOTION: Commissioner Deborah Helleson made a motion to approve the Agenda as presented. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

4. CONSENT AGENDA: Commissioner Forbes read the items in the Consent Agenda to be approved and for the record gave an overview of the detailed items in the Voucher Summary. Commissioner Helleson reported that the payment for Commissioner Helleson is not for compensation. It is for reimbursement of District expenses in setting up the District's office.

- a. Review and Approval of Meeting Minutes dated October 8, 2020.
- b. Review and Approval of Voucher #20-063 for payroll in the amount of \$687.76 and Vouchers 20-064 thru 20-069 for payment of District expenses totaling \$7,039.27. Total for all Vouchers was \$7,727.03.
PLDD account balances as of October 31, 2020 totaled \$247,351.06 as reported by Jefferson County Treasurer.

MOTION: Commissioner Deborah Helleson made a motion to approve the Consent Agenda as presented. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

5. SIGNING OF DOCUMENTS: Signing of documents will be done individually and electronically by commissioners within five business days of the approval as provided for in Resolutions 2020.01 and 2020.02.

6. MEETING ADJOURNMENT:

MOTION: Commissioner Deborah Helleson made a motion to adjourn Special Meeting 0269 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 10:06 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

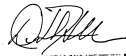
Approved:



12 / 10 / 2020

Commissioner Don Forbes, Chair

Date



Commissioner Deborah Helleson

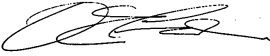
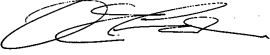

Date

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

PLDD Voucher Summary for Fund #695 001 010

Date November 12, 2020

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
20-063	Mary Paxton – Employee Payroll Hours worked October 14 thru November 6, 2020	PA912	53150.10.0010	\$687.76	\$687.76
				<i>Payroll Subtotal \$687.76</i>	
20-064	Gray & Osborne, Inc. General Engineering and project review thru October 10	GR300	53150.41.0010	\$725.80	\$997.98
			53150.41.0050	\$272.18	
20-065	Deborah Helleson Reimbursement of District expenses including setting up state tax accounts and pay Q1 and Q3 Family leave	HE267	53150.49.0000	\$19.48	\$546.01
			53150.20.0020	\$7.16	
			53150.31.0020	\$519.37	
20-066	Peninsula Legal Secretarial Meetings, minutes, thru November 6, 2020 Statement 11 File storage and Office Rental	PE410	53150.41.0160	\$586.25	\$646.25
			53150.45.0010	\$60.00	
20-067	Falge Financial, Inc. Account set-up; October 2020	FA138	53150.41.0150	\$250.00	\$250.00
20-068	Yarddogs Landscaping, Inc Maintenance thru October 2020	YA700	53150.31.0030	\$1542.62	\$1542.62
20-069	Ogden Murphy Wallace, Legal services thru September 30, 2020 Invoice 844023	OG400	53150.41.0100	\$3056.40	\$3056.40
				<i>Vouchers for supplies and services subtotal \$7,039.26</i>	
				Total	\$7727.02

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS <u> </u> 12th DAY OF <u> </u> November, 2020</p> <p style="text-align: center;"></p> <hr/> <p>APPROVED Port Ludlow Drainage District</p>	Commissioners Signatures	
		11 / 12 / 2020
		11 / 12 / 2020

Audited By _____
Date: _____



TITLE	269 Voucher summary November 12, 2020
FILE NAME	0269 Voucher Summary Nov 2020.docx
DOCUMENT ID	b111a67890af6a66e077ed9d5273a9746667ef9c
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

11 / 12 / 2020
 15:03:49 UTC

Sent for signature to Don Forbes (commissioner2@pldd.org) and Deborah Helleson (commissioner3@pldd.org) from commissioner3@pldd.org
 IP: 24.113.168.218



VIEWED

11 / 12 / 2020
 18:07:36 UTC

Viewed by Don Forbes (commissioner2@pldd.org)
 IP: 24.113.156.169



SIGNED

11 / 12 / 2020
 18:08:00 UTC

Signed by Don Forbes (commissioner2@pldd.org)
 IP: 24.113.156.169



VIEWED

11 / 12 / 2020
 18:09:25 UTC

Viewed by Deborah Helleson (commissioner3@pldd.org)
 IP: 24.113.168.218



SIGNED

11 / 12 / 2020
 18:09:42 UTC

Signed by Deborah Helleson (commissioner3@pldd.org)
 IP: 24.113.168.218



COMPLETED

11 / 12 / 2020
 18:09:42 UTC

The document has been completed.