

Port Ludlow Drainage District (PLDD)
September 22, 2020
Board of Commissioners Special Meeting - #0266
Telephonic Open Meeting
Final Minutes

The Special Meeting of the Port Ludlow Drainage District (PLDD) was called to order telephonically by Commissioner Don Forbes at 11:30 a.m. on September 22, 2020.

1. CALL TO ORDER: Commissioner Don Forbes called the meeting of the Port Ludlow Drainage District to order at 11:30 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 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 noting that the Executive Session will be held to review candidate resumes and references. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

4. AGENDA:

a. New Jefferson County Financial System – impact on workload of District and budget considerations. Commissioner Helleson confirms that Cammy Brown is in the meeting. Commissioner Deborah Helleson reported that the Jefferson County Auditor’s Office will be changing over to a new system for recording and reporting the district’s financial information. The process to send invoices to the county will be different. The PLDD will be inputting the data into the financial system rather than the county doing it.

b. Staff Requirements: Commissioner Helleson reported on the Records Retention Clerk position. Commissioner Helleson proposed to create a temporary part-time position to have someone come in and organize and look at the best way to make the files PLDD accessible and at the same time in compliance with the state requirements.

Commissioner Helleson outlined what the position of Records Retention Clerk would require and stressed the importance of establishing an electronic filing system for the district.

Commissioner Helleson made the proposal to move the PLDD records to the Port Ludlow office of Peninsula Legal Secretarial Services, LLC as a matter of convenience for the Records Retention Clerk to start organizing our files. Commissioner Forbes was in agreement with this proposal.

- c. Executive Session:** Commissioner Donald Forbes stated that the purpose of the Executive Session was to evaluate candidate resumes and references and potentially make a decision on the candidate for the position of Records Retention Clerk. The commissioners will be operating under RCW 42.30.110. Commissioner Forbes outlined the guidelines for the non-public meeting and announced the session would take approximately 20 minutes. In attendance were Commissioner Donald Forbes, Commissioner Deborah Helleson and Recording Secretary Cammy Brown.

Executive Session began at 12:05 p.m.

Executive Session ended at 12:26 p.m. and the Special Meeting of the Port Ludlow Drainage District reconvened at 12:26 p.m.

Commissioner Forbes summarized the results of the session. The commissioners made the decision to go forward with two final interviews. Commissioner Helleson was given the authority to interview the candidates, select the final candidate to fill the position of Records Retention Clerk, and present her final decision at the PLDD’s regularly scheduled meeting in October.

- 5. Signing of documents will be done within five business days of the approval as provided for in Resolutions 2020.01 and 2020.02.** Commissioner Don Forbes waived this agenda item.

6. MEETING ADJOURNMENT:

MOTION: Commissioner Deborah Helleson made a motion to adjourn the September 22 2020, Special Meeting of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 12:28 p.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



10 / 08 / 2020

Commissioner Don Forbes, Chair

Date



10 / 08 / 2020

Commissioner Deborah Helleson

Date

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