

Port Ludlow Drainage District (PLDD)
June 10, 2021
Board of Commissioners Special Meeting - #0277
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 10:00 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation by the Governor, Amending and Extending Proclamation 20-05 and 20-20 et seq., and the Governor’s Emergency Proclamation Covid and Health Protection for Phase 3 Healthy Washington. There will be no in-person component available for this meeting, as no outside parties currently have access to use of the Port Ludlow Firehall.

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.

- a. Review and Approval of Special Meeting No. 0276 minutes dated May 13, 2021.
- b. Corrected Minutes of Meeting 0272, February 11, 2021.
- c. Voucher Summary “06142021 PLDD277”: 21-040 and 21-041 Payroll total \$432.06 and 21-042 thru 21-047 for services totaling \$5,820.85. Total of vouchers is \$6,252.91. PLDD account balances at the end of May 31, 2021, was \$232,551.01 as reported by Jefferson County Treasury.

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 0277 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 10:04 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



07 / 08 / 2021

Commissioner Don Forbes, Chair

Date



07 / 08 / 2021

Commissioner Deborah Helleson

Date

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

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	6/14/2012	5/30/2021	V21-040-277	8925		0 MARY PAXTON	PAYROLL THROUGH MAY	183.40	69500589	589400	183.40
1	6/14/2021	5/25/2021	V21-041-277	3327		0 DEBORAH HELLESON	Q2 PER DIEM	248.66	69500589	589400	248.66
1	6/14/2021	5/21/2021	V21-042-277	5976		0 PENINSULA LEGAL SECRETARIAL S	APRIL MAY SECRETARIAL	288.75	69500589	589400	288.75
1	6/14/2021	5/21/2021	850964 V21-043-277	5610	695	OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH MAY 2:	1,916.20	69500589	589400	1,916.20
1	6/14/2021	5/28/2021	1016 V21-044-277	7001		0 SEA-WING DESIGNS	WEB SERVICES Q3	360	69500589	589400	360
1	6/14/2021	5/27/2021	3 V21-045-277	3041		0 GRAY AND OSBORNE, INC	ENGINEERING SERVICES T	1415.87	69500589	589400	1415.87
1	6/14/2021	6/1/2021	202105 V21-046-277	8781		0 YARD DOG LANDSCAPING, INC	MAY MAINTENANCE	1590.03	69500589	589400	1590.03
1	6/14/2021	5/31/2021	3059 V21-047-277	9022		0 FALGE BOOKKEEPING SERVICES	MAY BOOKKEEPING	250	69500589	589400	250
								6252.91			6252.91

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

TOTAL WARRANT AMOUNT:

MONTH



06 / 10 / 2021

CHAIRMAN, COMMISSIONER



06 / 10 / 2021

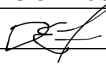

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER



ATTACHEMENT TO COUNTY CHECK REQUEST 06142021 PLDD277
 PLDD Inhouse Voucher Summary
 Meeting # 0277 Date June 10, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-040	Mary Paxton – Employee Payroll Hours worked 2021	8925	53150.10.0010	\$183.40	\$183.40
21-041	Deborah Helleson – Q2 per diem	3327	53150.10.0020	\$248.66	\$248.66
Payroll Total: \$432.06					0
21-042	Peninsula Legal Secretarial Services Professional Services for April and May	5976	53150.41.0160	\$288.75	\$288.75
21-043	Ogden Murphy Wallace Legal Services thru April 30 Invoice #850964	5610-695	53150.41.0100	\$1916.20	\$1916.20
21-044	Sea-Wing Designs Web and email maint. Q3, Invoice 1016	7001	53150.47.0000	\$360.00	\$360.00
21-045	Gray & Osborne – Engineering services thru May 22, Invoice #3	3041	53150.41.0010	\$1415.87	\$1415.87
21-046	Yarddogs Landscaping, Inc Maintenance thru Invoice# 202105	8781	53150.31.0030	\$1590.03	\$1590.03
21-047	Falge Financial Inc. bookkeeping thru Invoice# 3059	9022	53150.41.0150	\$250.00	\$250.00
Vouchers for supplies and services: \$5,820.85					0
				Total	\$6252.91

Commissioners' initials



06 / 10 / 2021

06 / 10 / 2021



TITLE	0277 Voucher Approval and Summary
FILE NAME	06142021 PLDD 277-2.xlsx and 1 other
DOCUMENT ID	259450f22404f4dd6aa8dada8f3c60fcf3a03749
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



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06 / 09 / 2021
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06 / 10 / 2021
 17:07:28 UTC

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06 / 10 / 2021
 17:07:32 UTC

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SIGNED

06 / 10 / 2021
 17:08:21 UTC

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SIGNED

06 / 10 / 2021
 17:08:27 UTC

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COMPLETED

06 / 10 / 2021
 17:08:27 UTC

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STATUS	● Completed

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