

**Port Ludlow Drainage District (PLDD)**  
**March 11, 2021**  
**Board of Commissioners Special Meeting - #0274**  
**Conference Call - Open Meeting**  
**Final Minutes**

**1. CALL TO ORDER:** Commissioner Don Forbes called the March 11, 2021, No. 0274, Special Meeting of the Port Ludlow Drainage District (PLDD) to order at 10:00 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation 20-05 and 20-20 which allows the PLDD to continue on in the absence of in-person meetings with conference calling.

**2. ROLL CALL:** Commissioner 1 Vacant, Commissioner 2 Donald Forbes, and Commissioner 3 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 went over the Consent Agenda Items as follows:

- a. Review and Approval of Meeting Minutes 0272, February 11, 2021.
- b. Review and Approval of Vouchers #21-018 and 21-019 for payroll in the amount of \$698.36; vouchers 21-020 thru 21-022 for general operating services in the amount of \$2,200.03. Total expenses were \$2,898.39.  
PLDD finances as of February 28, 2021 (provided by Jefferson County) Cash and Investment of \$232,724.17 and liability of \$17,929.67.

**MOTION:** Commissioner Deborah Helleson made a motion to approve the Consent Agenda. 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 0274 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:



04 / 08 / 2021

\_\_\_\_\_  
Commissioner Don Forbes, Chair

\_\_\_\_\_  
Date



04 / 08 / 2021

\_\_\_\_\_  
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 March 11, 2021 Meeting #0274

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-018	Mary Paxton – Employee Payroll Hours worked Jan 2021	PA912	53150.10.0010	\$366.81	\$366.81
21-019	Deborah Helleeson – Commissioner Payroll Per diem Q1, 2021	HE267	53150.10.0010	\$331.55	\$331.55
<i>Payroll Subtotal \$698.36</i>					0
21-020	Falge Financial, Inc. Feb bookkeeping Invoice 2924	FA138	53150.41.0150	\$250.00	\$250.00
21-021	Yarddogs Landscaping, Inc Maintenance thru Feb. 2021 Invoice 202103	YA700	53150.31.0030	\$1,590.03	\$1,590.03
21-022	SeaWing Designs Q2, Website Maintenance, Invoice #978	SE032	53150.47.0000	\$360.00	\$360.00
<i>Vouchers for supplies and services subtotal \$2,200.03</i>					0
<b>Total</b>					<b>\$2,898.39</b>

<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 11<sup>h</sup> DAY OF March 2021</p> <p style="text-align: center;"></p> <hr/> <p>APPROVED Chairman Forbes Port Ludlow Drainage District</p>	Commissioners Signatures	
		03 / 11 / 2021
		03 / 11 / 2021

<b>TITLE</b>	0274 Voucher Summary March 11, 2021
<b>FILE NAME</b>	0274 March 11 Voucher Summary final.docx
<b>DOCUMENT ID</b>	3630b3ce94b85616042f0924e6cb5b5170732e08
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**03 / 10 / 2021**  
 22:23:26 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

**03 / 11 / 2021**  
 18:11:19 UTC

Viewed by Don Forbes (commissioner2@pldd.org)  
 IP: 24.113.150.205



SIGNED

**03 / 11 / 2021**  
 18:11:36 UTC

Signed by Don Forbes (commissioner2@pldd.org)  
 IP: 24.113.150.205



VIEWED

**03 / 11 / 2021**  
 18:14:34 UTC

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



SIGNED

**03 / 11 / 2021**  
 18:14:55 UTC

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



COMPLETED

**03 / 11 / 2021**  
 18:14:55 UTC

The document has been completed.