

**Port Ludlow Drainage District (PLDD)**  
**May 13, 2021**  
**Board of Commissioners' Special Meeting - #0276**  
**Final Minutes**

**1. CALL TO ORDER:** Commissioner Don Forbes called the May 13, 2021, No. 0276, Special Meeting of the Port Ludlow Drainage District Commission to order at 10:00 a.m. and noted that the PLDD is operating under Governor's Emergency Proclamation Covid and Health Protection but more specifically we are also operating now under OPMA 20-28.15 for Phase 3 Healthy Washington Plan that still mandates that the Port Ludlow Fire Hall remains closed to meetings. Therefore, this is a fully electronic meeting.

**2. ROLL CALL:** Commissioner 1 vacant, Commissioner 2 Donald Forbes and Commissioner 3 Deborah Helleson were present. Recording Secretary Cammy Brown.

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

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

**4. CONSENT AGENDA:** The following items were approved under one motion:

- a. Minutes from Meeting 0275, April 8, 2021.
- b. Corrected Minutes of Meeting 0271, January 14, 2021.
- c. Voucher Summary 0276, Invoices 21-035 thru 21-039, dated May 13, 2021 totaling \$5,625.78 with payroll in the amount of \$366.81 and general services in the amount of \$5,258.97. PLDD account balances at the end of April 2021 totaled \$231,349.70 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** will be done within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**6. ADJOURNMENT:** The motion was made and seconded to adjourn the meeting. Commissioner Don Forbes adjourned the Special Meeting of the Port Ludlow Drainage District at 10:03 a.m.

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Minutes prepared by  
Cammy Brown, Recording Secretary

**Approved:**



06 / 10 / 2021

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Commissioner Don Forbes, Chair

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Date



06 / 10 / 2021

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Commissioner Deborah Helleson




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Date

*Please note the Port Ludlow Drainage District (PLDD) meetings are audio recorded and are available at the PLDD website at [www.pldd.org](http://www.pldd.org).*

PLDD Voucher Summary for Fund #695 001 010  
Meeting # 0276 Date May 13, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-035	Mary Paxton – Employee Payroll Hours worked April 2021	PA912-0	53150.10.0010	\$366.81	\$366.81
<b>Payroll Total: \$366.81</b>					<b>0</b>
21-036	Gray & Osborne – Billing thru April 24, 2021	GR300-695	53150.41.0010	\$1,611.64	\$1,611.64
21-037	Ogden Murphy Wallace Legal Services thru March 31 invoice #849960	OG400-695	53150.41.0100	\$1,807.30	\$1,807.30
21-038	Falge Financial Inc. April bookkeeping Invoice 2976	FA138-0	53150.41.0150	\$250.00	\$250.00
21-039	Yarddogs Landscaping, Inc Maintenance thru April Invoice 202104	YA700-695	53150.31.0030	\$1590.03	\$1590.03
<b>Vouchers for supplies and services: \$5,258.97</b>					<b>0</b>
<b>Total</b>					<b>\$5,625.78</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 said claim. SUBSCRIBED THIS 13th DAY OF May 2021</p> <div style="text-align: center; margin-top: 20px;">   <hr style="width: 30%; margin: 0 auto;"/> <p>Port Ludlow Drainage District Chair</p> </div>		<p><b>Commissioners' signatures</b></p>
		 <p>05 / 13 / 2021</p>
		 <p>05 / 13 / 2021</p>



<b>TITLE</b>	0276 Voucher summary May 13, 2021
<b>FILE NAME</b>	0276 May 13, 2021...cher Summary .pdf
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<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



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**05 / 11 / 2021**  
 16:10:31 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

**05 / 13 / 2021**  
 17:04:57 UTC

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SIGNED

**05 / 13 / 2021**  
 17:05:20 UTC

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**05 / 13 / 2021**  
 17:06:03 UTC

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**05 / 13 / 2021**  
 17:06:28 UTC

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**05 / 13 / 2021**  
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<b>TITLE</b>	0276 Meeting Minutes
<b>FILE NAME</b>	0276 May 1...signing.pdf and 1 other
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<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

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## Document History



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17:10:15 UTC

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**06 / 10 / 2021**  
17:06:39 UTC

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**06 / 10 / 2021**  
17:06:45 UTC

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**06 / 10 / 2021**  
17:07:04 UTC

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SIGNED

**06 / 10 / 2021**  
17:07:11 UTC

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**06 / 10 / 2021**  
17:07:11 UTC

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