

Port Ludlow Drainage District (PLDD)
December 10, 2020
Board of Commissioners Special Meeting - #0270
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 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.

- a. Review and Approval of Special Meeting No. 0268 Minutes dated November 12, 2020.
Review and Approval of Special Meeting No. 0269 Minutes dated November 12, 2020.
- b. Review and Approval of Voucher #20-070 for payroll in the amount of \$513.53 and Vouchers 20-071 thru 20-079 for payment of District expenses totaling \$7,983.55. Total for all Vouchers was \$8,497.08.

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 0270 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:



01 / 14 / 2021

Commissioner Don Forbes, Chair

Date



01 / 14 / 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

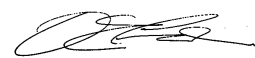

Date December 10, 2020 – Meeting #0270

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
20-070	Mary Paxton – Employee Payroll Hours worked October 14 thru November 6, 2020	PA912	53150.10.0010	\$513.53	\$513.53
				<i>Payroll Subtotal \$513.53</i>	
20-071	Gray & Osborne, Inc. General Engineering, budget assistance and project review thru Nov 7, 2020	GR300	53150.41.0010	\$362.90	\$1281.97
			53150.41.0050	\$362.90	
			53150.41.0020	\$556.17	
20-072	Deborah Helleson – Compensation Meeting Q4, 2020	HE267	53150.10.0020	\$360.00	\$360.00
20-073	Don Forbes – Compensation Meetings, Q3 & Q4 2020	FO011	53150.10.0020	\$684.00	\$684.00
20-074	Peninsula Legal Secretarial Meetings, minutes, 11/09 thru 11/23, 2020 Statement 11	PE410	53150.41.0160	\$175.00	\$175.00
20-075	Falge Financial, Inc. Bookkeeping services; November 2020 #2831	FA138	53150.41.0150	\$180.00	\$180.00
20-076	Yarddogs Landscaping, Inc Maintenance thru November 2020	YA700	53150.31.0030	\$1542.62	\$1542.62
20-077	Ogden Murphy Wallace, Legal services thru October 31, 2020 Invoice 845060	OG400	53150.41.0100	\$2109.60	\$2109.60
20-078	SeaWing Designs Website hosting '21; and maint. Q1, '21	SE032	53150.47.0000	\$971.76	\$971.76
20-079	State Auditor's Office – Assessment Audit 2020	ST390/695	53150.48.0030	\$678.60	\$678.60
				<i>Vouchers for supplies and services subtotal \$7,983.55</i>	
				Total \$8,497.08	

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 10th DAY OF December 2020



APPROVED
 Port Ludlow Drainage District

Commissioners Signatures	
	12 / 10 / 2020
	12 / 10 / 2020



TITLE	0270 Voucher Summary for Dec 10, 2020
FILE NAME	0270 Voucher Summary Dec 2020.docx
DOCUMENT ID	dd79955ce2b5551f73026b233e32a144e5d6f0df
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

12 / 10 / 2020
04:57:16 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

12 / 10 / 2020
18:05:38 UTC

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



SIGNED

12 / 10 / 2020
18:05:55 UTC

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



VIEWED

12 / 10 / 2020
18:07:39 UTC

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



SIGNED

12 / 10 / 2020
18:07:59 UTC

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



COMPLETED

12 / 10 / 2020
18:07:59 UTC

The document has been completed.