

Port Ludlow Drainage District (PLDD)
February 11, 2021
Board of Commissioners Special Meeting - #0272
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 with a typo corrected. Commissioner Donald Forbes seconded the motion. Motion carried unanimously.

4. CONSENT AGENDA: Commissioner Forbes read the items, noting the minutes from the previous meeting, 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. 0272 minutes dated February 11, 2021.

b. Review and Approval of Voucher #21-011 for payroll in the amount of \$719.86 and Vouchers 21-012 thru 21-017 for payment of District expenses totaling \$5,739.25. Total for all Vouchers was \$6,459.11. Account balance as of January 31, 2021 is \$237,849.46 with a loan balance of \$17,929 per Jefferson County Treasurer.

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 0272 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 10:06 a.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:



03 / 11 / 2021

Commissioner Don Forbes, Chair

Date



03 / 11 / 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 February 11, 2021 Meeting #0272

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-011	Mary Paxton – Employee Payroll Hours worked Jan 2021	PA912	53150.10.0010	\$719.86	\$719.86
<i>Payroll Subtotal \$719.86</i>					0
21-012	Falge Financial, Inc. January 2021 bookkeeping Invoice 2890	FA138	53150.41.0150	\$250.00	\$250.00
21-013	Yarddogs Landscaping, Inc Maintenance thru January 2021 Invoice 202102	YA700	53150.31.0030	\$1,590.03	\$1,590.03
21-014	Ogden Murphy Wallace Legal services thru January 31, 2021 Invoice 847142	OG400	53150.41.0100	\$534.80	\$534.80
21-015	Peninsula Legal Secretarial Meetings, minutes, thru Feb. 02, Statement #1 for 2021 File storage and Office Rental Q1 2021	PE410	53150.41.0160	\$437.50	\$587.50
			53150.45.0010	\$150.00	
21-016	US Post Master, Port Ludlow Annual PO Box fee Box 65261	US600 Address 695	53150.45.0010	\$118.00	\$118.00
21-017	Gray & Osborne, Inc. Project Reviews invoices 21 and 1 dated 2/1/21 General Engineering Invoice 1 dated 2/1/21	GR300	53150.41.0050	\$737.62	\$2,658.92
			53150.41.0010	\$1921.30	
<i>Vouchers for supplies and services subtotal \$5,739.25</i>					
Total					\$6,459.11

<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^h DAY OF _February 2021</p> <div style="text-align: center; margin-top: 20px;">  </div> <hr style="border: 1px solid black;"/> <p>APPROVED Port Ludlow Drainage District</p>	<p>Commissioners Signatures</p>
	 02 / 11 / 2021
 02 / 11 / 2021	



TITLE	0272 voucher summary Feb 11 2021
FILE NAME	0272 Feb 11 Voucher Summary final.pdf
DOCUMENT ID	24a9ea02b66c0294a925b9fce0737a4468c32077
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

02 / 11 / 2021
 15:44:16 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

02 / 11 / 2021
 18:06:32 UTC

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



SIGNED

02 / 11 / 2021
 18:06:50 UTC

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



VIEWED

02 / 11 / 2021
 18:08:10 UTC

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



SIGNED

02 / 11 / 2021
 18:08:31 UTC

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



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02 / 11 / 2021
 18:08:31 UTC

The document has been completed.