

**Port Ludlow Drainage District (PLDD)**  
**March 11, 2021**  
**Board of Commissioners Special Meeting - #0273**  
**Conference Call - Open Meeting**  
**Final Minutes**

1. **CALL TO ORDER:** Commissioner Don Forbes called the March 11, 2021, No. 0273, Special Meeting of the Port Ludlow Drainage District (PLDD) to order at 9:30 a.m. Commissioner Forbes noted that the PLDD is operating under Emergency Proclamation 20-05 and 20-28 which allows the PLDD to continue on in the absence of in-person meetings thru 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. **AGENDA:** Commissioner Helleson and Commissioner Forbes gave an overview of each of the resolutions as follows:

**Resolution 2021-01 Guideline for Payment of Commissioner Compensation**

**Repealing Resolution 2018-04. As of January 2021,** commissioners are being paid under payroll compensation rather than invoicing the District. Resolution 2018-04 was written under the guidance of commissioners submitted invoices quarterly. The commissioners no longer do that because the commissioners are under payroll guidelines which need to coincide with when payroll taxes and reporting federal and state income tax reports have to be completed. This resolution allows the district to work with its payroll service to make sure that the PLDD is on schedule for meeting all of those reporting obligations.

**MOTION:** Commissioner Don Forbes stated that since Commissioner Deborah Helleson carried Resolution 2021-01 forward, he considered it as a motion to approve. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

**Resolution 2021-02 Proposed Suspension of Operations.** Commissioner Helleson gave a brief overview of the purpose of Resolution 2021-02 which proposes suspension of operations. For the last two years, beginning back in 2019, the commissioners have been working with legal counsel to try to find ways to streamline operations and to reduce costs. PLDD is in a maintenance mode. Costs associated with being a special district are mostly administrative costs. Suspension would allow the PLDD to go into a mode where the district still exists as an entity, all of the infrastructure is still maintained, but the district can remove itself from many of the obligations of the administrative requirements associated with a special district. The only way to enter into this suspension of operation is with approval by the county commissioners. This resolution is not a resolution entering into suspension of operation. This is

a resolution allowing the drainage district to begin discussions with the county commissioners and with the landowners within the district to explore the idea of suspension and whether this would be advantageous.

**MOTION:** Commissioner Don Forbes stated that since Commissioner Deborah Helleson carried Resolution 2021-02 forward, he considered it as a motion to approve. Commissioner Don Forbes seconded the motion. Motion carried unanimously.

**Resolution 2021-03 Revised 2021 Budget to include pay-off of PWTF #PRO9-951-006.**

Commissioner Deborah Helleson gave a brief overview of Resolution 2021-03. This is a resolution of the Board to amend the PLDD’s 2021 annual budget. In the January 14, 2021, meeting of the Port Ludlow Drainage District the benefits to the district of paying off the PWTF loan of ~ \$18,000.00 were discussed. During the January meeting, the commissioners agreed that such a payoff would be in the benefit of the drainage district. There are ample reserves and carrying a loan of less than \$20,000.00 doesn’t seem appropriate. This resolution is a requirement from the county, since the PLDD had already submitted its 2021 budget. The resolution is adding \$16,000.00 to the loan payment line item in the 2021 budget increasing from \$2,000.00 as the yearly payment to \$18,000.00 to pay it off.

**MOTION:** Commissioner Don Forbes stated that since Commissioner Deborah Helleson carried Resolution 2021-03 forward, he considered it as a motion to approve. Commissioner Don 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 0273 of the Port Ludlow Drainage District. Commissioner Donald Forbes seconded the motion. Motion carried unanimously. Meeting adjourned at 9:50 a.m. Commissioner Forbes announced that there is another special meeting (No. 0274) of the Port Ludlow Drainage District following this meeting scheduled to begin at 10:00 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.*

<b>TITLE</b>	0273 Minutes March 2021
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## Document History



SENT

**04 / 08 / 2021**  
03:59:26 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

**04 / 08 / 2021**  
17:10:32 UTC

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



SIGNED

**04 / 08 / 2021**  
17:11:27 UTC

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



VIEWED

**04 / 08 / 2021**  
18:20:19 UTC

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



SIGNED

**04 / 08 / 2021**  
18:20:37 UTC

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



COMPLETED

**04 / 08 / 2021**  
18:20:37 UTC

The document has been completed.