

**Port Ludlow Drainage District  
Board of Commissioners' Meeting #0330**

**Agenda**

**October 10, 2024 at 10:00 AM**

**ZOOM and In Person Meeting**

**Beach Club, 121 Marina View Drive, Gallery Room, Port Ludlow WA 98365**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/83959139668?pwd=haslx8FbLEZUfpEenbMOSkfl1egWei.1>**

**Meeting ID: 839 5913 9668**

**Passcode: 931981**

**Topic: PORT LUDLOW DRAINAGE REGULAR BUSINESS MEETING  
AND PUBLIC HEARING FOR 2025 BUDGET**

**For Telephone Audio-only:** Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on our telephone. **If you wish to provide public comment press \*9 to “raise your hand”.** Participation will be up to the Chair of the meeting.

**If you do not have access to a phone, please email [commish@pldd.org](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Agenda Approval:**
- 4. General Public Testimony:** This **Public Hearing** allows members of the public to comment, limited to three minutes each, on the Port Ludlow Drainage District 2025 Budget and Assessment. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's public hearing. After hearing all comments from the public, the Chair will close the public hearing.

- 5. Public Comment:** The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

**6. Commissioner Communications:**

**Recommended Action:** Review of any communications by the commissioners.

**7. Consent Agenda:**

Items 7a and 7.b, listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

**Consent Action:** *Approve a motion to accept the Consent Agenda as presented.*

**7.a. Minutes September 12, 2024 #0329.**

**7.b. Voucher Summary:** numbers 24-097 through 24-109 totaling \$5,641.92 with \$1,235.73 for payroll, \$0 for supplies, \$4,406.19 for services. And \$860.13 in 3<sup>rd</sup> quarter payroll taxes.

**8. New Business**

**8.a. Resolution 2024-001 A resolution to approve the Port Ludlow Drainage District 2025 Budget**

**Recommended Action:** Review the resolution 2024-001 to adopt the 2025 budget at the November 14, 2024 meeting

**9. Old Business**

**9.a. 150 Resolute Project**

**Recommended action:** review the project with information from Gray and Osborn and Yard Dogs.

**9.b. Enduris Insurance Property Inventory Schedule**

**Recommended action:** Discuss any updates on the Enduris property inventory schedule.

**9.c. Comprehensive Plan**

**Recommend Action:** review any comments from Gray and Osborn and Commissioner Mountain on the scope of any updates to the plan.

**10. Reports:****10.a. Financial Reports:**

**Recommended Action:** The Commissioners will review the District monthly reports on financial activities.

**11. Signing of the Documents** will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**12. Meeting Adjournment.**

Port Ludlow Drainage District (PLDD) **DRAFT**  
September 12, 2024 Board of Commissioners  
Meeting #0329  
Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair, Dean Cole, Commissioner Ron Mountain and Commissioner Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator. Kerri Sidebottom, consulting Engineer of Gray & Osborne was also present via Zoom along with Katie Smith. Mr. Dave Bernard regarding 150 Resolute was also present in person.

3. **Commissioner Communications**

Commissioner Nilssen: In regard to the property at 150 Resolute, Commissioner Nilssen spoke with Russ Lowery and compared an analysis with Gray and Osborne. He will discuss that later in the meeting in 9.e.

4. **Public Comment: Re: 150 Resolute:** Mr. Bernard stated that the last heavy rain did some damage to his property; he is losing soil. There has been some discussion about changes to the area circa 2011, to create a path down to a park area, however no other records or paperwork were discovered. At this point, Kerri Sidebottom from Gray and Osborne informed the commissioners that indeed that area had been considered in 2011-2012 looking at re-grading. However, it conflicted with Jefferson County and DFW regulations, so it was determined to be too much of a permitting issue to continue at that time. This last torrent moved a lot of dirt and rocks. No water had entered the house or garage. (Although he offered to send pictures of the area, they were not received.) Commissioner Nilssen noted that this would be discussed later in the meeting. Two issues, the ditch long the driveway, the other is the greenbelt behind the property and re-digging the channel, however permitting is prohibitive. If it is dangerous to the house then the agencies could be contacted for mitigation.
5. **Agenda Approval:** Commissioner Cole asked to add the 150 Resolute issue to 9.e in the agenda. Ron Mountain moved to approve, Nilssen seconded and the motion carried.
6. **Public Inquiries:** Discussion ensued as to the difference between a public inquiry and public comment. Commissioner Cole asked that the 6. Public Inquiries be deleted from future agendas and any public questions will be under Public Comment.

## PLDD 9/12/2024 Meeting # 0329

7. **Consent Agenda** – minutes of 8/8/2024 were included. Voucher Summary: numbers 24-86 through 24-96 totaling \$9,265.75 with \$1,352.94 for payroll, \$00.00 for supplies, and \$7,912.81 for services provided. Commissioner Nilssen asked that the minutes be amended to remove instances where “taxpayer” was used and replace it with “assessment payers.” A date change was made from 2014 to 2024. Commissioner Nilssen moved and Commissioner Mountain seconded to approve, all approved.

### **New Business:**

#### **8.a New Commissioner Ron Mountain**

Congratulations to Ron Mountain and his appointment as Commissioner 1 replacing Gary Rygmyr. We look forward to working with you!

#### **8.b Drainage District Draft 2025 Budget Public Hearing**

The 2025 budget hearing will be held at the beginning of the 10/10/2024 regularly scheduled meeting. Commissioner Nilssen pointed out the PLDD is a little different than other tax districts as far as public hearings. Nilssen had sent out the draft budget to all members. No comments were received. Discussion ensued to reserve \$21,000 annually for the District replacement reserve account. Nilssen was concerned about the impact to the assessment payers. \$148,000 is in our investment account that could be used for projects. He proposed to not touch the investment account, and to not add the recommended additional \$21,000 for future reserve replacement costs but to use the \$148,000 for future projects as needed. Any future special project could permit the District the ability to assess the homeowners. \$105,230 would be the recommend budget amount for 2025. He suggested a total 2025 assessment at \$80,000. The increased rate cost to the assessment payers may raise the property assessment around \$8-12 depending on the assessed value of the property. Ron Mountain noted that he was the new guy here and not aware of the backstories, and Nilssen suggested a workshop meeting with all members; a special meeting could be called if needed. Cole suggested an area familiarization visit with Russ Lowery of Yard Dogs to assist Mountain in learning more about the district. All agreed. Kerri was asked to amend the budget to reflect the changes and that document will be placed on the district’s website for public review. All thanked Commissioner Nilssen for his work on the budget.

#### **8.c Budget Public Hearing**

The hearing is scheduled for October 10, 2024 at 10 am at this location.

#### **8.d 2025 Assessment Analysis**

This topic was discussed during the budget discussion in 8.b.

### **8.e Training available from Enduris**

Staff and commissioners are encouraged to review the free training sessions from our insurance company Enduris and from MRSC.

## **9. Old Business**

### **9.a. District Credit Card and Policy**

Commissioner Nilssen reported that per the RCWs the district could not use a debit card for the district. To use a credit card, the district would need to enter into a state contract for credit cards and that company will want three years of audited financial statements, and that would be another big financial hit for the district. Nilssen can talk to the county treasurer if they could help with getting a card. Nilssen has no problem using his own credit card for expenses for the district. Staff can contact him with the items required, and he can order those, provide payment, and be reimbursed for these costs. Nilssen stated he contacted MRSC and the Attorney for guidance on this issue.

### **9.b. PLDD Property Schedule Values / Enduris**

Commissioner Nilssen reported that he had questioned Enduris on the values of our property inventory schedule. Kerri had an old email from 2020 where they set the values. Since 2020 Enduris has been tacking on a 5% annual increase per year for replacement costs. Replacing the chain link fence would probably be the first item to be replaced. Other items should depreciate instead of appreciate. The footbridge, which the district owns, on Montgomery trail that crosses the creek near the church, is about 10 feet long and has a high inventory value. Commissioner Nilssen pointed out that this issue would be under Commissioner Cole's area of responsibility. Nilssen asked Cole to talk to Enduris regarding the cost of the inventory and its appreciating and/or depreciating values.

### **9.c. Citizen Inquiry / Monthly Financial Reporting**

Commissioner Nilssen reported that he received an email from property owner Katie Smith commenting on potential increases to the 2025 budget. She also asked why other financial reports were not posted on the website and questioned some of the large account balances. Commissioner Nilssen reviewed her email with the commissioners and he had answered many of her questions and explained his reasonings as a commissioner on their email exchange. Commissioner Nilssen pointed out that the district's financial activities are discussed at the open meetings and encouraged her and any other interested parties to come to one of the meetings to express their concerns during public comment. Open discussion with all commissioners is more effective than emailing one commissioner. He appreciated her concern and input. The commissioners discuss the district's operations and financial reports at the public meetings. He encouraged all public, including Katie Smith, to make their interests or concerns known at these public meetings under

## PLDD 9/12/2024 Meeting # 0329

Public Comments so all commissioners may know everyone's concerns. He also mentioned that financial statements and their forms have changed over time with the bookkeepers' new software and the commissioners had agreed earlier that only specific reports would be posted. Any other reports can be requested through the Public Records Act. It would be prudent for Katie Smith to make her comments known during the public hearing on October 10 at 10 am at the public hearing on the 2025 draft budget or at any other public meeting.

### **9.d. Comprehensive Plan**

Comments ensued to give Kerri at Gray and Osborne direction on the Comprehensive plan update issue. Total costs for the scopes she has presented are cost prohibitive at this time. The budget can direct what the comp plan can be without raising assessments. Commissioner Cole asked Commissioner Nilssen as to what the budget could withstand as an expense amount for the comp plan. Cole would ask Gray and Osborne to do an assessment of the district's property and point out those projects that would need any major work. The initial comp plan has some pertinent issues about the soil, etc. and much of that is currently in the plan and would not change significantly. Nilssen asked if new commissioner Ron Mountain would take over the engineering responsibilities of the district and the comp plan. Doing a slower-paced comp plan update, ie. monthly or yearly, would also suffice. Kerri could supply a scope of work for that project. Commissioner Mountain can work with Kerri and Russ to look at the overall needs of the district, including preventative maintenance.

### **9.e. 150 Resolute Drive**

Commissioner Nilssen met with Russ Lowry right after the recent giant rain. Russ recommends installing an 18-inch drain onto 60 feet of the current drainage trench for a cost of \$5,000-\$6,000. There would be substantial amounts of grading and rip rap to install. Nilssen also spoke with Kerri regarding this and she provided an estimate of 150 feet of pipe including a survey, rip rap for a cost of \$48,000. Having this project engineered properly with the longer pipe will assist with the drainage, so he recommended Kerri's plan. Cole verified that the \$48,000 would come from the investment fund. With the wet season coming up the timing is crucial. Engineering and design can be done, but actual installation needs to be done during the drier months. Commissioner Mountain prefers to have the engineering behind this project before beginning construction, and not sure what a "quick fix" would be for this upcoming rainy season. Cole and Mountain agreed to go to the area in question with the property owner to look at the issues.

## **10. Reports:**

### **10.a. Financial Reports:**

The financials were reviewed. Commissioner Nilssen noted the revenues were down but reminded all that the assessment monies are deposited into the district's

accounts twice a year and that usually happens in April and October. All expenses are on track, but need to include the 150 Resolute project, whatever the cost, and charge it to the investment fund. Election costs were at \$11,000 in 2014. Should there be another election in 2026 an election cost would be similar to 2024. Kerri and her team did a great job producing the budget.

**11. Signing of the Documents will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02**

**MEETING ADJOURNMENT:**

**MOTION:** Commissioner Cole moved to adjourn this portion of the meeting at 11:37 pm as it will continue with two of the three commissioners doing a site visit to 150 Resolute Drive. All approved. At the end of the site visit, the meeting officially adjourned at 12:00 pm.

Commissioner 1, Ron Mountain \_\_\_\_\_ Date \_\_\_\_\_

Commissioner 2, Dean Cole, Chair \_\_\_\_\_ Date \_\_\_\_\_

Commissioner 3, Michael Nilssen, Vice Chair \_\_\_\_\_ Date \_\_\_\_\_

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.*



Surplus/Deficit from 2024 (estimated)	\$	203,988
Investment Account + Interest (Account 010)	Included above	
Cash Balance Forward	Included above	
Capital Reserve + Interest (Account 040)	Included above	
Assessment	\$	80,000
Total Expenses	\$	104,400
Estimated Year End Balance	\$	179,588

<b>Expenses</b>		Rounded with 5% Contingency													
		Total	January	February	March	April	May	June	July	August	September	October	November	December	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Personnel</b>		\$ 20,510	\$ 20,510	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,554	\$ 1,987	\$ 1,987	\$ 1,554	\$ 1,554
5535210	Administrative Personnel	\$ 12,730	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010
5535230	Commissioner Meetings/District Business	\$ 5,740	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 780	\$ 780	\$ 390	\$ 390
5535220	FWH & FICA	\$ 1,780	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 172	\$ 172	\$ 135	\$ 135
5535221	WA - ESD	\$ 260	\$ 19	\$ 19	\$ 19	\$ 19	\$ 19	\$ 19	\$ 19	\$ 19	\$ 19	\$ 25	\$ 25	\$ 19	\$ 19
<b>Field Expenses</b>		\$ 28,140	\$ 2,000	\$ 2,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,000	\$ 2,000	\$ 2,000
5535030	Misc Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535040	Drainage Maintenance Operations	\$ 25,200	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
5535018	Temporary Labor	\$ 2,940	\$ -	\$ -	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	\$ -	\$ -
<b>Engineering</b>		\$ 19,530	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
5535140	General District Engineering including Meetings	\$ 14,490	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150	\$ 1,150
5535141	Assessment Roll & Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535142	Project Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535143	Unanticipated Engineering Costs	\$ 5,040	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
5594144	<b>Engineering - Capital Projects</b>	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
5535145	Miscellaneous Design Project	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
<b>Commissioners Meeting, Mileage &amp; Expenses</b>		\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110
5535340	Mileage/Travel Expense	\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110
<b>Miscellaneous/Office Expenses</b>		\$ 12,140	\$ 715	\$ 225	\$ 325	\$ 615	\$ 325	\$ 185	\$ 715	\$ 6,725	\$ 455	\$ 745	\$ 325	\$ 185	
5535341	Rent-LMC Room & Storage, PO BOX	\$ 2,040	\$ 140	\$ 140	\$ 140	\$ 140	\$ 140	\$ 140	\$ 140	\$ 140	\$ 140	\$ 270	\$ 270	\$ 140	\$ 140
5535342	Postage/Mailings	\$ 260	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	
5535343	Advertising	\$ 420	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ -	
5535331	Supplies	\$ 320	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	
5535344	Insurance	\$ 6,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ -	
5535345	Web Site Maintenance & Renewal	\$ 1,640	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	
5535346	Miscellaneous Filing/Recording Fee	\$ 630	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ 100	
<b>Assessments/County Fees/Elections</b>		\$ 1,840	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	
5535348	Election Cost - Jefferson County	\$ 530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	
5535347	State Auditor	\$ 1,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Loan Payments/Transfers to Reserve</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5591570	Replace Reserve moneys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5592580	PWTF Loan Principal Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5592580	Loan Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Professional Services</b>		\$ 11,270	\$ 710	\$ 710	\$ 710	\$ 710	\$ 1,410	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	\$ 710	
5535442	Budget Assistance	\$ 1,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	
5535443	Legal	\$ 3,910	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	
5535444	Accounting Clerk	\$ 5,780	\$ 400	\$ 400	\$ 400	\$ 400	\$ 1,100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	
5535445	Recording Secretary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>SubTotal Expenses</b>		\$ 104,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Capital Improvement Plan</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5585640	Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5585641	<b>Contingency</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 104,400	\$ 6,855	\$ 7,643	\$ 12,231	\$ 7,170	\$ 7,601	\$ 6,834	\$ 7,275	\$ 13,586	\$ 12,823	\$ 7,867	\$ 6,446	\$ 6,414	
<b>Subtotal</b>		\$ 104,400													

Budget Adjustments

All amounts rounded up to nearest \$10  
 County Assessment Certification Required Every 4 Years ( for example 2028 & 2032)  
 Elections Required Every 4 Years ( for example 2028 & 2032)

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	10/21/2024	10/1/2024	V24-097		10069	0 LEIGH CHRISTIANSON	AUGUST HOURS 38.5	885.38	69500589	589400	885.38
1	10/21/2024	10/1/2024	V24-098		9255	0 DEAN COLE	AUGUST 08 REGULAR Mf	116.79	69500589	589400	116.79
1	10/21/2024	10/1/2024	V24-099		10134	0 RONALD MOUNTAIN	AUGUST 08 REGULAR Mf	116.78	69500589	589400	116.78
1	10/21/2024	10/1/2024	V24-100		10134	0 RONALD MOUNTAIN	REIMBURSE BOND	100.00	69500589	589400	100.00
1	10/21/2024	9/1/2024	V24-101		9228	0 MICHAEL NILSSEN	AUGUST 08 REGULAR Mf	116.78	69500589	589400	116.78
1	10/21/2024	9/12/2024	V24-102		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM	7.10	69500589	589400	7.10
1	10/21/2024	9/30/2024	4849-V24-103		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	10/21/2024	9/10/2024	24429-9-V24-104		3041	0 GRAY AND OSBORNE	ENGINEERING SERVICES	1,412.63	69500589	589400	1,412.63
1	10/21/2024	9/16/2024	5401-V24-105		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	163.65	69500589	589400	163.65
1	10/21/2024	10/1/2024	1514-V24-106		7001	0 SEA WING DESIGNS	WEBSITE/EMAIL	40.00	69500589	589400	40.00
1	10/21/2024	9/1/2024	20322-V24-107		8781	0 YARD DOG LANDSCAPING INC	LANDSCAPING	1,979.91	69500589	589400	1,979.91
1	10/21/2024	9/23/2014	209844-V24-108		4389	0 UNITED STATES TREASURY	LEGAL NOTICES	142.40	69500589	589400	142.40
1	10/21/2024	9/9/2024	896985-V24-109		5610	0 OGDEN MURPHY WALLACE	LEGAL CONSULTATION	165.50	69500589	589400	165.50
1	10/21/2024	10/1/2024	V24-110		9062	0 UNITED STATES TREASURY	Q3 FICA, MEDICARE, SOC	784.05	69500589	589400	784.05
1	10/21/2024	10/1/2024	V24-111		2338	0 EMPLOYMENT SECURITY *	Q3 FAMILY PAID LEAVE	26.51	69500589	589400	26.51
1	10/21/2024	10/1/2024	V24-112		9038	0 WA STATE DEPT OF LABOR & INDUSTRII	Q3 WORKERS COMP	20.61	69500589	589400	20.61
1	10/21/2024	10/1/2024	V24-113		2338	0 EMPLOYMENT SECURITY **	Q3 WA CARES FUND	29.41	69500589	589400	29.41
								6,502.50			6,502.50

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

\* and \*\* please make two separate checks

TOTAL WARRANT AMOUNT: 6,502.50

MONTH OCTOBER

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

# RESOLUTION #2024-01

Port Ludlow Drainage District  
Jefferson County, Washington  
P.O. Box 65261, Port Ludlow, WA 98365

## Approving the 2025 Annual Budget

**WHEREAS** the Port Ludlow Drainage District (PLDD) is a Special Purpose District formed under RCW 85.38 for the purpose of operating a drainage district in Jefferson County; and,

**WHEREAS** the PLDD under RCW 85.38.170 is required to prepare and approve an annual budget to be used by the Jefferson County legislative authority and treasurer to impose a special assessment to properties within the PLDD pursuant to its Assessment System Calculation Method, approved by the Jefferson County Board of Commissioners by ordinance 05-0819-24, on August 19, 2024; and,

**WHEREAS** the PLDD Commissioners have determined that it is in the best interests of the public and the properties served by PLDD to approve the 2025 budget, attached hereto as Exhibit A, and incorporate herein by this reference as presented in an Open Public Meetings held October 10, 2024, and November 14, 2023.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the PLDD Commissioners approve and adopt the 2025 budget presented in Exhibit A in the amount of \$105.230, with an assessment of \$80,000, for calendar year 2024.

**PASSED** at regularly scheduled meeting #0330 of the Port Ludlow Drainage District Board Commissioners on Thursday, November 14, 2024.

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Ronald Mountain, Commissioner 1

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Dean Cole, Chair, Commissioner 2

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Michael Nilssen, Commissioner 3

**Port Ludlow Drainage District (PLDD)  
P.O. Box 65261, Port Ludlow, WA 98365**

**NOTICE OF PORT LUDLOW DRAINAGE DISTRICT BUDGET HEARING**

The Commissioners of the Port Ludlow Drainage District hereby gives notice of the following date for a public hearing for the purpose of fixing and adopting the final 2025 budget, the assessment amounts and rate adjustments for the Port Ludlow Drainage District. Meeting #0330 will be held on Thursday, October 10, 2024, at 10:00 a.m. in the Port Ludlow Beach Club Gallery Room, 121 Marina View Drive, Port Ludlow, WA 98365. The agenda and link for virtual attendance will be posted on the Port Ludlow Drainage District website [www.pldd.org](http://www.pldd.org) at least 24 hours before the public hearing. The proposed agenda can be viewed on the Port Ludlow Drainage District web site [www.pldd.org](http://www.pldd.org).

Publish:       October 4, 2024 and October 9, 2024



STATE OF WASHINGTON  
County of Jefferson

In the Matter of }  
Repealing and Replacing }  
Ordinance No. 06-0817-20 }  
Finalizing the Assessment System }  
For the Port Ludlow Drainage District } **ORDINANCE NO. 05-0819-24**

**WHEREAS** the Port Ludlow Drainage District was established in 2000; and

**WHEREAS** RCW 85.38 requires the Board of Commissioners to finalize the Drainage District assessment system at least once every four years; and

**WHEREAS** the Drainage District assessment system was previously finalized by adoption of Ordinance No. 06-0817-20 in August of 2020; and

**WHEREAS** the Drainage District has not requested that the Board of Commissioners amend the Drainage District assessment system; and

**WHEREAS** RCW 85.38 requires the Board of Commissioners to hold a public hearing prior to finalizing the assessment system; and

**WHEREAS** RCW 85.38 specifies that notice of the public hearing shall be made by publishing two notices in the newspaper of record and by mailing a notice to all Drainage District property owners; and

**WHEREAS** the notice of the public hearing was properly advertised and the Drainage District property owners were individually notified by mail; and

**WHEREAS** a public hearing was held before the Board of County Commissioners on the 19th day of August, 2024;

**NOW, THEREFORE, BE IT ORDAINED**

**SECTION 1. PURPOSE AND SCOPE**

The purpose of this Ordinance is to establish the Port Ludlow Drainage District Assessment System to be used to set Drainage District assessments.

**SECTION 2. AUTHORITY**

This Ordinance is adopted under the authority conferred on Jefferson County by Chapter 85.38 Revised Code of Washington.

**SECTION 3. ASSESSMENT SYSTEM**

The Assessment System shall be as specified in Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method of this Ordinance.

SECTION 4. ORDINANCE REVIEW

The Assessment System shall be reviewed by the Board of County Commissioners at least once every four years as provided for in Chapter 85.38 Revised Code of Washington.

SECTION 5. REPEALER

This Ordinance repeals and replaces Ordinance No. 06-0817-20.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or figure of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application to other persons or circumstances shall not be affected.

EFFECTIVE DATE

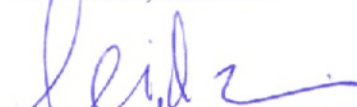
This Ordinance shall become effective twenty-one (21) days after adoption.

**APPROVED AND ADOPTED** this 19<sup>th</sup> day of August, 2024.

**JEFFERSON COUNTY  
BOARD OF COMMISSIONERS**



Kate Dean, District 1



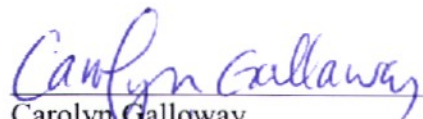
Heidi Eisenhour, District 2



Greg Brotherton, District 3



ATTEST:



Carolyn Galloway  
Clerk of the Board

APPROVED AS TO FORM:



Philip C. Hunsucker  
Chief Deputy Prosecuting Attorney

## Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method

As provided for in Chapter 85.38 Revised Code of Washington, the Port Ludlow Drainage District Assessment System is designed to generate a hypothetical \$1,000 in revenue for the District. The Assessment System determines the amount that each parcel within the District will be assessed per \$1,000 of District revenue. The District Commissioners will determine the total annual District assessment and the total amount assessed on each individual parcel through the adoption of the annual District budget. If, as an example, the District budget were set at \$70,000, the actual assessment on any parcel would be the amount assigned in the Assessment System multiplied by 70.

The Drainage District Assessment System is a combination of two assessments. The first is an assessment on the parcel's land area as a proportion of the total land area within the District. The second is an assessment on the parcel's impervious surface area as a proportion of the total impervious surface area within the District. 35% of the assessment is based on land area, and 65% of the assessment is based on impervious surface area.

35% of the assessment, or \$350.00 of the \$1,000, is assigned to the land area within the District. The land area portion of the assessment system consists of five Zones (Zone 0, Zone 1, Zone 2, Zone 3, and Zone 4). Zone 0 consists of land areas permanently held in reserve or greenbelt areas that cannot be developed. Zone 1 comprises the majority of the District. It consists of the land areas that can be developed, except for Zones 2, 3, and 4. Zone 2 consists of the five-acre residential lots in Port Ludlow No. 6 that *completely drain into* the District. Zone 3 is composed of the five-acre residential lots in Port Ludlow No. 6 that *partially drain into* the District. Zone 4 consists of the five-acre residential lots in Port Ludlow No. 6 that *completely drain out* of the District. Zone 0 parcels pay 5 percent of the land area assessment. Zone 1 parcels pay 100 percent of the land area assessment. Zone 2 parcels pay 15 percent of the land area assessment. Zone 3 parcels pay 10 percent of the land area assessment. Zone 4 parcels pay 5 percent of the land area assessment.

Table 1: Land Area Portion of 2024 Assessment (\$350.00 of the \$1,000 Assessment)

Zone	Percentage of Land Area Assessment	Total Land Area (Acres)	2024 Land Area Rate per \$1,000 Assessment	Total per Zone per \$1,000 Assessment
Zone 0	5%	121.27	= \$0.039501 per Acre	\$4.79
Zone 1	100%	429.03	= \$0.790017 per Acre	\$338.94
Zone 2	15%	32.64	= \$0.118503 per Acre	\$3.87
Zone 3	10%	25.31	= \$0.079002 per Acre	\$2.00
Zone 4	5%	10.16	= \$0.039501 per Acre	\$0.40

Total: \$350.00

65% of the assessment, or \$650.00 of the \$1,000, is assigned to impervious surface area within the District. For the 2024 assessment period, there are 854 single family residences in the District. Based on a random sample of residences, each single family residence (one Equivalent Residential Unit (ERU)) is assigned 3,000 square feet of impervious surface area. There are 123 multi-family residences in the District. Each multi-family residence is assigned 2,250 square feet of impervious surface area (75% of an ERU). There is a calculated total of 3,642,715.63 square feet of impervious surface area in the District. The 65% impervious surface area portion of the \$1,000 assessment is equal to \$650 divided by the total impervious surface area. For a single family residence this equals approximately \$0.54 per \$1,000 assessment. Developed commercial properties are based on measured impervious surface area.

**Table 2: Impervious Surface Area Portion of 2024 Assessment (\$650.00 of \$1,000 Assessment)**

Property Type	Impervious Surface Area per Property Type (Square Feet)	Total Impervious Surface Area (Square Feet)	2024 Impervious Surface Area Rate per \$1,000 Assessment	Total per Property Type per \$1,000 Assessment
Single Family Residence	3,000 assigned	2,562,000	\$0.000178438 per Square Foot	\$457.16
Multi-Family Residence	2,250 assigned	276,750	\$0.000178438 per Square Foot	\$49.38
Commercial	varies	803,966	\$0.000178438 per Square Foot	\$143.46

Total: \$650.00

The rates shown in this Appendix have been rounded. The District's assessment database uses the actual data entered into the database, not the rounded rates shown in this example.

**Parcel Assessment Formula per \$1,000 of Drainage District Revenue**

A parcel's assessment per \$1,000 of District revenue is based on the parcel's land area measured in acres, and the area of impervious surface measured in square feet.

Parcel Assessment = (Land Area Rate x Parcel Land Area) + (Impervious Surface Area Rate x Impervious Surface Area on the Parcel)

**Example of Actual Assessment Calculation Using 2024 Values**

For a single family residence in Zone 1 on a 21,780 square feet parcel of land, with an assigned 3,000 square feet of impervious surface area, the calculation for the Assessment per \$1,000 of Drainage District Revenue is:

Parcel Assessment per \$1,000 of District revenue in 2024 =  
 = (\$0.790017 x 21,780 / 43,560 Square Feet/Acre) + (\$0.000178438 x 3,000)  
 = \$0.3950085 + \$0.535314  
 = \$0.9303225 per \$1,000 of District Revenue

For 2024, the Drainage District Commissioners approved a budget that included \$70,000 of District Assessment. The Drainage District Assessment on the example single family residence is:

Drainage District Assessment for Example =  
 = \$70,000 x \$0.9303225 / \$1,000 District Revenue  
 = 70 x \$0.9303225  
 = \$65.32575, or rounded to the nearest cent = \$65.33

For the 2024 Drainage District Assessment of \$70,000, a single family residence in Zone 1 on a 21,780 square feet (0.5 acre) parcel would be assessed approximately \$65.33 .



## Port Ludlow Drainage District Assessment Methodology County Engineer's Review

### Port Ludlow Drainage District Background

RCW 85.38.160 requires County Commissioners to review the Port Ludlow Drainage District assessment system in a public hearing every four years and approve an ordinance adopting an assessment system on or before September 1. The County Engineer is required to review the assessment system and make a report to the County Commissioners.

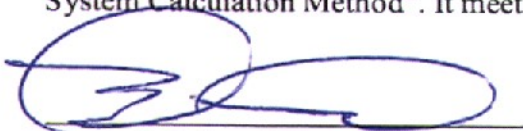
The Drainage District was formed by a vote of the property owners in north Port Ludlow in 2000. The Board of Commissioners adopted the initial District assessment system in 2001. The Board adopted a revised assessment system in August 2003. The Board readopted that system in 2008, 2012, 2016, and 2020. The assessment system is shown in "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method" of the draft Ordinance. It is based on impervious surface area and parcel acreage. The District has not requested that Jefferson County amend the assessment system.

### Assessment System Requirements

RCW 85.38.160 requires that Drainage District assessment systems be designed to generate a hypothetical \$1,000 of revenue for the District by distributing a portion of the \$1,000 to each parcel in the District. The actual assessment for each parcel is determined by the District through its budget. Based on a \$70,000 of District revenue for 2024, a typical single family residence on a half-acre parcel would pay approximately \$65 annually.

### County Engineer's Recommendation

The Public Works Department has reviewed the Port Ludlow Drainage District assessment system shown in "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method". It meets the requirements of RCW 85.38.160.

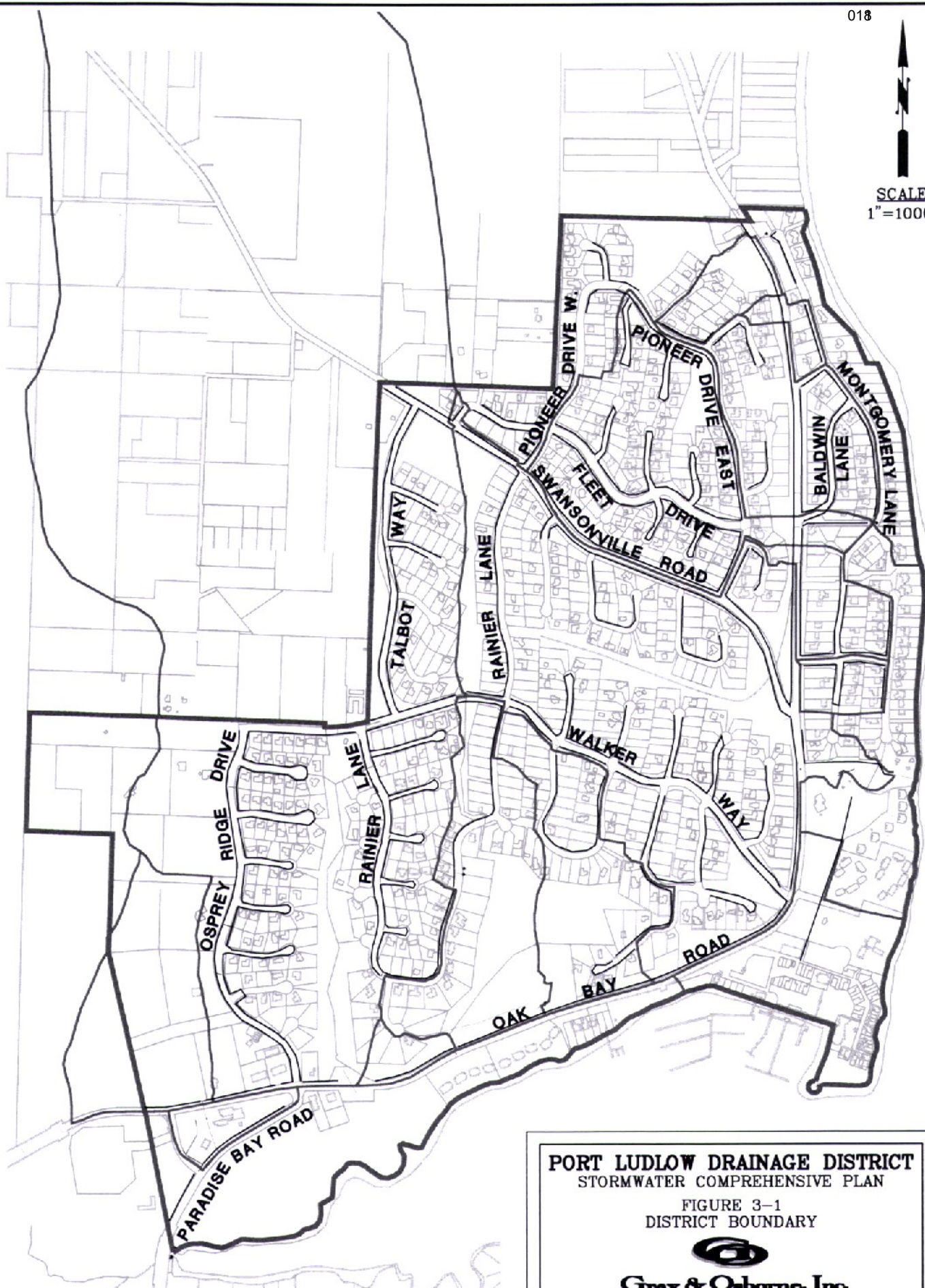


Monte Reinders, PE  
Public Works Director/County Engineer

7/15/24  
Date



CREATED: JAN 09 2001 13:01:55 UPDATED: JAN 22 2003 13:06:45 PLOTTED: JAN 22 2003 13:38:10 FILE: M:\PORTLUDLOW\02448\REPORT\FIGURES\FIG 3-1.DWG



**LEGEND**  
 District Boundary  
 Drainage Basin


**PORT LUDLOW DRAINAGE DISTRICT**  
 STORMWATER COMPREHENSIVE PLAN  
 FIGURE 3-1  
 DISTRICT BOUNDARY



**Gray & Osborne, Inc.**  
 CONSULTING ENGINEERS

Jefferson County  
Board of Commissioners  
Agenda Request

**To:** Board of Commissioners  
Mark McCauley, County Administrator

**From:** Monte Reinders, PE, Public Works Director 

**Agenda Date:** August 19, 2024

**Subject:** Port Ludlow Drainage District Assessment System Ordinance  
Public hearing

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**Statement of Issue:**

The Port Ludlow Drainage District was established under the authority of RCW 85.38. A map showing the District boundary is attached. The District currently levies an assessment to fund District activities that was authorized under Jefferson County Ordinance 06-0817-20. RCW 85.38 requires the Board to hold a public hearing to review the Drainage District Assessment System every four years and approve an assessment system on or before September 1. The Drainage District has not requested that the Board revise the existing assessment system.

Public Works has prepared a draft ordinance that adopts the existing assessment system. It includes "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method" that explains how the assessments on individual parcels are calculated. The ordinance is attached for the Board's review and consideration in a public hearing.

**Analysis/Strategic Goals/Pro's & Con's:**

The assessment system is based on the impervious surface area and size of each parcel in the Drainage District. Based on the 2024 District assessment revenue of \$70,000, the annual assessment for a single family residence on a half-acre lot would be approximately \$65. The County Engineer has reviewed the District's assessment system and determined that it is consistent with RCW 85.38. The County Engineer's report is attached.

The District is an independent municipal corporation. The Board's responsibility under RCW 85.38 is solely to review the assessment system to determine if it is fair to District property owners. The Board is not responsible for setting the amount of the District's assessment or budget or for determining District projects.

Renewing the District's assessment system will enable the District to continue to provide drainage facilities in Port Ludlow.

**Fiscal Impact/Cost Benefit Analysis:**

Drainage District's assessments fund the District's activities. The County does not fund the District. The County is authorized to charge the District for its costs incurred in reviewing and approving the assessment system. The County Treasurer may also impose a fee for collecting the assessments, not exceeding one percent of the assessments. Adopting an assessment system for the District will not have a negative fiscal impact on the County.

**Recommendation:**

Prior to the public hearing Public Works will review the Drainage District's assessment system and the draft ordinance with the Board. District representatives will also be present to discuss the assessment system.

After the hearing, the Board, at its discretion, could:

- Consider the public hearing comments and decide whether to adopt the ordinance, or
- Direct Public Works to compile the comments and prepare responses and, if appropriate, prepare recommended revisions to the ordinance or assessment system for consideration by the Board.

In either case, the Board must approve a District assessment system ordinance on or before September 1.

**Department Contact:** Monte Reinders, 360-385-9242

**Reviewed By:**

  
Mark McCauley, County Administrator

  
Date

## **EXHIBIT A – OPTION 4**

### **SCOPE OF WORK**

#### **PORT LUDLOW DRAINAGE DISTRICT STORMWATER FACILITY PLAN Option 4 –Facility Plan**

The Port Ludlow Drainage District Stormwater Comprehensive Plan (“Plan”) was last updated in 2003, and the District is now seeking professional services to revise and update the Plan. The updated Plan will consist of a facility inventory, and will not include much of the additional non-District-specific information that was documented in the prior Plan. The organization of the proposed Facility Plan will be as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Drainage Area Characterization
- Chapter 3 – Existing Stormwater Drainage System
- Chapter 4 – Asset Management Inventory
- Chapter 5 – Operations and Maintenance
- Chapter 6 – Capital Improvement Plan

The estimated cost to do this work is based upon the hours and rates provided in Exhibit B and upon completion of the specific tasks identified below.

#### **TASK 1 – PROJECT MANAGEMENT AND QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)**

Provide overall project management and oversight services to include:

- Procuring sufficient staff resources to dedicate to the project.
- Managing and controlling project budget and schedule.
- Managing and providing monthly progress reports and invoices.
- Coordinating with District staff.
- Conduct periodic (50% and 90%) Quality Assurance/Quality Control (QA/QC) reviews of the Plan documents to check accuracy, completeness, and conformance with project criteria. Provide this review by both project and non-project engineers, experienced in similar comprehensive Plans. Document the review comments and revise the documents to incorporate these comments.

## **TASK 2 – STORMWATER INFRASTRUCTURE MAPPING**

The District's current CAD-based map will be converted to a GIS format, but no detail regarding facilities will be incorporated into the GIS database. The mapping will be limited to the extent needed to produce useful figures for the purpose of producing the updated Plan.

### **Deliverables:**

- PDF figures showing existing stormwater facilities.
- Inventory of existing stormwater facilities based upon available mapping.

## **TASK 3 – DRAINAGE AREA CHARACTERIZATION**

Gray & Osborne will review the drainage area characterization provided in the prior Plan and incorporate any changes to the analysis. These may include adjustments to drainage basin boundaries due to newer infrastructure, changes to the assumed impervious coverage in each basin as a result of development over the past 20 years, and updated critical area boundaries based on County mapping. Gray & Osborne will use readily available topographic information (i.e., LIDAR), rainfall data, soil information, land use, existing stormwater infrastructure, and other associated GIS-based data to review delineation of the drainage basins within the District created for the prior Plan. The information will be supplemented with that collected in Task 2 and included within the Drainage Area Characteristics chapter to include the following information:

- Drainage basins
- Frequently flooded areas
- Waterways and waterbodies
- Water quality
- Topography
- Geology
- Soils
- Climate/Precipitation data
- Known critical areas
- Existing and future land use and zoning

### **Deliverables:**

- Chapter 1 – Introduction
- Chapter 2 - Drainage Area Characterization

## **TASK 4 – EXISTING DRAINAGE SYSTEM DESCRIPTION**

Gray & Osborne will conduct an analysis of the existing drainage facilities within the District. A list and map of the District's existing facilities will be provided with descriptions of each facility, and details regarding installation date, materials, and other information will be provided to the extent possible.

Using information from the previous Stormwater Management Plan, Gray & Osborne will work with the District to identify portions of the drainage network that are known or suspected to have insufficient capacity for adequate runoff management.

Revised modeling results will not be provided. The modeling results from the last Plan will be summarized in the Facility Plan to identify any areas of the system that may be deficient based on prior analysis. These areas will be documented in the Facility Plan. Areas of the existing system that are in need of improvement will be addressed in the Capital Improvement Plan in Chapter 6. Parts of the District's service area that may pose problems in the future will be identified based on staff knowledge. These areas will be documented and potential projects to resolve the potential drainage concerns will also be identified in the Capital Improvement Plan.

**Deliverables:**

- Chapter 3 – Existing Stormwater Drainage System

**TASK 5 – ASSET MANAGEMENT INVENTORY**

Using the information developed in Task 4, Gray & Osborne will create an asset management inventory to document the age and condition of the existing system facilities. This will include up to two site visits for engineers to inspect and photograph the system facilities. Age of facilities will be based on the best information available, which may include record drawings, prior reports and memos, staff knowledge, etc. Recommendations for asset management including the anticipated lifespan of existing improvements will be provided. Asset management recommendations including an assessment of the anticipated lifespan of facilities and timing of replacement facilities as needed will be provided. This inventory will include the following, to the extent possible:

- Installation date;
- Facility condition;
- Life expectancy;
- Replacement costs;
- Annual depreciation costs;
- Analysis of criticality.

**Deliverables:**

- Chapter 4 – Asset Management Inventory

## **TASK 6 – OPERATION AND MAINTENANCE PROGRAM**

Gray & Osborne will review the current operation and maintenance procedures with staff and provide recommendations as necessary. Gray & Osborne will use information gathered during site visits identified in Task 2 to assess the condition of critical infrastructure within the District. The following specific tasks will be completed:

1. Identification of the current level of maintenance and effectiveness of District-owned systems through discussions with District staff.
2. Review of the District’s maintenance schedule and associated costs for performing and/or enhancing facility maintenance.

### **Deliverables:**

- Recommended operation and maintenance program including frequency of activities and budget, and asset management recommendations.
- Chapter 5 – Operation and Maintenance

## **TASK 7 – CAPITAL IMPROVEMENT PLAN**

Identify potential structural and non-structural solutions to correct the conveyance system and water quality problems identified in Tasks 4 through 6, including:

1. Propose facility improvements based on District input and facility condition assessments including detailed description of the problems, the solutions, and costs.
2. Review the status of projects identified in the prior Plan and incorporate any projects that have not yet been completed but are still necessary.
3. Identify areas to watch that may be subject to drainage problems in the future. Several of these areas may include:
  - a. Foster Ravine
  - b. Incised drainage to the west of Foster Lane (from Pioneer Drive and approximately McCurdy Lane, to the west side of the fire station)
  - c. Outfall at the Marina
  - d. Drainage along the southwest edge of the fire station

Based on the improvements recommended in this and previous tasks, Gray & Osborne will propose a schedule and priority of capital improvements for the 6-year and 20-year Planning horizon. The priorities will be based upon a ranking system developed jointly by Gray & Osborne and District staff.



**Deliverables:**

- Capital Improvement Plan (Chapter 6) including recommended structural and non-structural projects, estimated costs, and schedule.
- Provide exhibits, pictures, handout materials, etc., for public workshops.

**TASK 8 – COMPILE DRAFT STORMWATER FACILITY PLAN UPDATE**

Gray & Osborne will compile the work performed under Tasks 1 to 7 to develop a draft Stormwater Facility Plan Update for review by District staff.

**Deliverables:**

- One electronic copy (PDF, GIS, CAD and other file and formats utilized in development of the Plan).

**TASK 9 – PUBLIC MEETINGS**

Gray & Osborne will assist the District in presenting the draft Plan in-person to the Commissioners and the public. This work assumes one meeting for the public and one meeting for the Commissioners. Gray & Osborne will review comments received from the public and the Commissioners and will generate responses to incorporate into the Plan. Following receipt of comments, Gray & Osborne will prepare a final Plan for review and acceptance by the County and District.

**TASK 10 – COMPILE FINAL STORMWATER FACILITY PLAN**

Gray & Osborne will compile the work performed under Tasks 1 to 9 to develop a final Stormwater Facility Plan for review by District staff.

**Deliverables:**

- One electronic copy (PDF, GIS, CAD and other file and formats utilized in development of the Plan).

We anticipate the following timeframe for completion of the tasks however this is subject to District staff’s availability to review documents and provide background information:

Notice to Proceed .....	November 2024
Milestone 1:	
Introduction (Ch. 1) and Drainage Area Characterization (Ch. 2) .....	January 2025

District Review of Milestone 1 .....February 2025

Milestone 2:

Existing Stormwater Drainage System (Ch. 3) and Asset Management Inventory (Ch. 4) .....April 2025

District Review of Milestone 2 .....May 2025

Milestone 3:

Operations and Maintenance (Ch. 5) and Capital Improvement Plan (Ch. 6).....July 2025

District Review of Milestone 3 .....August 2025

Draft Facility Plan.....September 2025

Public Meeting .....September 2025

Final Facility Plan .....October 2025

Assumptions for District Responsibilities

This scope of work assumes:

1. The County will be able to provide pertinent geographical information such as parcels, zoning, land use, etc. for use in the development of the Plan.
2. The District will provide complete and timely reviews (3 weeks) of all work submitted.
3. No assessment of regulatory considerations will be provided in the Plan.
4. Water quality assessment or concerns will not be assessed in the Plan.
5. The District will prepare the SEPA Checklist and will utilize District resources to advertise and publish all items related to the State Environmental Policy Act (SEPA), issue a threshold decision, and submit response to comments.
6. A financial review will not be provided in the Plan.
7. The District will advertise for and provide a facility for all public meetings and presentations to District Commissioners and the public.

## EXHIBIT "B" - Option 4

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

#### *Port Ludlow Drainage District - Stormwater Facility Plan - Option 4*

Tasks	Principal Hours	Project Manager Hours	Engineer-In- Training Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management and QA/QC	8	16	16			
2 Stormwater Infrastructure Mapping		2	8	16		
3 Drainage Area Characterization		4	16	16		
4 Existing Drainage System Description	4	8	16	8		
5 Asset Management Inventory		12	32	8		
6 O&M Program	8	8	20			
7 Capital Improvement Plan	12	28	32	8		
8 Compile Draft Plan	4	8	8	16		
9 Public Meetings		12	16			
10 Finalize Plan	4	6	8	8		
Hour Estimate:	40	104	172	80	0	0
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$100 to \$180	\$65 to \$175	\$125 to \$200	\$180 to \$310
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$135	\$145	\$190	\$250
Fully Burdened Labor Cost:	\$8,800	\$21,840	\$23,220	\$11,600	\$0	\$0

Total Fully Burdened Labor Cost: \$ 65,460

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 500

**TOTAL ESTIMATED COST: \$ 65,960**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

Report of Account Balances and Changes  
For September 2024  
Port Ludlow Drainage District

Account	January <sup>1</sup>	February	March	April	May	June	July <sup>2</sup>	August <sup>3</sup>	September <sup>4</sup>	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 67,256.88	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43	\$ 78,948.33	\$ 72,960.78	\$ 65,121.67	\$ 54,938.75					
GF Receipts	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90	\$ 8,340.70	\$ 1,229.10	\$ 4,985.79	\$ 1,034.17	\$ 3,758.16					\$ 58,658.82
GF Disbursements	\$ (5,741.53)	\$ (7,969.65)	\$ (10,944.19)	\$ (4,918.98)	\$ (6,385.80)	\$ (7,216.65)	\$ (12,824.90)	\$ (11,217.09)	\$ (9,766.89)					\$ (76,985.68)
GF Ending Cash Balance	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43	\$ 78,948.33	\$ 72,960.78	\$ 65,121.67	\$ 54,938.75	\$ 48,930.02					
<b>GF Investment Pool</b>														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00					
GF Investment Pool Gross Interest	\$ 681.54	\$ 636.52	\$ 679.60	\$ 656.57	\$ 678.58	\$ 657.39	\$ 680.16	\$ 678.20	\$ 636.08					\$ 5,984.64
GF Investment Pool Fee Amount	\$ (34.08)	\$ (31.83)	\$ (33.98)	\$ (32.83)	\$ (33.93)	\$ (32.87)	\$ (34.01)	\$ (33.91)	\$ (31.80)					\$ (299.24)
GF Investment Pool Net Interest	\$ (647.46)	\$ (604.69)	\$ (645.62)	\$ (623.74)	\$ (644.65)	\$ (624.52)	\$ (646.15)	\$ (644.29)	\$ (604.28)					\$ (5,685.40)
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00					
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 80.38	\$ 5,302.52	\$ 3,456.80	\$ 22,208.16	\$ 7,696.05	\$ 604.58	\$ 474.74	\$ 377.01	\$ 2,652.74					\$ 42,852.98
Interest from GF Investment Pool	\$ 647.46	\$ 604.69	\$ 645.62	\$ 623.74	\$ 644.65	\$ 624.52	\$ 646.15	\$ 644.29	\$ 604.28					\$ 5,685.40
Transfers & Other Activity	\$ 5,741.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,864.90	\$ 12.87	\$ 501.14					\$ 10,120.44
<i>GF Receipts</i>	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90	\$ 8,340.70	\$ 1,229.10	\$ 4,985.79	\$ 1,034.17	\$ 3,758.16					

- 1). \$5,741.53 Added to January to cancel out the \$(5,741.53) recorded as being spent in January. The Expenditure is now recorded in the 13th Month of 2023. This is to match the correction to the Jefferson County reports after their audit. Adjustment made to Port Ludlow Drainage District's records on 5-1-2024.
- 2). \$3,864.90 was added as both a debit and credit to the expenditures tracked by Jefferson County. Because this transaction only happened within the County's system it does not display on the revenues and expenditures of the district and is only visible here as an increase to the receipts and disbursements.
- 3). \$12.87 was from a check being voided.
- 4). \$501.14 Reprint of paycheck from prior period.

# Port Ludlow Drainage District

## Statement of Financial Position

As of September 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
001-010 PLDD Fund 695-001-010	48,930.02
0160220 State Investment Pool 3 1016022	148,000.00
<b>Total Bank Accounts</b>	<b>\$196,930.02</b>
<b>Total Current Assets</b>	<b>\$196,930.02</b>
Fixed Assets	
2003 - Area 7 Detention Pod/Bioswale Rehabilitation	5,000.00
2003 - North Bay Condos No. 2 Conveyance System	12,000.00
2004 - Incised Ditch - Oak Bay Road to Montgomery	63,600.00
2004 - Libby Court Outfall	120,500.00
2004 - Oak Bay Road Ditch Modification	23,600.00
2005 - Adventurer Lane Cutoff Trench	11,000.00
2006 - Olympic/Cascade Easement Cutoff Trench	25,000.00
2007 - Foster Lane Drainage Improvements	34,000.00
2007 - Pope/Condon Lane Outfall Improvements	66,000.00
2008 - McCurdy Lane Cutoff Trench	32,500.00
2008 - Montgomery Lane Redirection/Outfall Abandonment	76,000.00
2009 - WWTP Ditch and Culvert Improvements	139,000.00
2010 - Jackson-Foster/Machias Loop/Warbler Drainage Improvements	88,000.00
2011 - North Bay No. 2 Drainage Improvements	27,000.00
2012 - Upper West Baldwin to Oak Bay Road Improvements	37,000.00
2014 - Beach Club Drainage Improvements	11,500.00
2015 - Trader Lane Improvements	40,000.00
2016 - Cascade Lane Flood Abatement	194,000.00
2019 - Condon Lane Outfall Repair	26,160.00
<b>Total Fixed Assets</b>	<b>\$1,031,860.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,228,790.02</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
AP End of Year Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
24000 Payroll Liabilities	
Federal Taxes (941/943/944)	784.02
WA Cares Fund	29.70
WA Paid Family and Medical Leave Tax	27.28
WA Workers Compensation	30.27

# Port Ludlow Drainage District

## Statement of Financial Position

As of September 30, 2024

	TOTAL
<b>Total 24000 Payroll Liabilities</b>	<b>871.27</b>
<b>Total Other Current Liabilities</b>	<b>\$871.27</b>
<b>Total Current Liabilities</b>	<b>\$871.27</b>
<b>Total Liabilities</b>	<b>\$871.27</b>
Equity	
30000 Opening Balance Equity	0.00
31000 Investment in General Fixed assets	1,031,860.00
32000 General Unrestricted Net Position	66,947.32
32100 State Fees Withdrawn From Rev.	-299.24
33000 Investment Unrestricted Net Position	148,000.00
Net Revenue	-18,589.33
<b>Total Equity</b>	<b>\$1,227,918.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,228,790.02</b>