

**RESOLUTION No. 2019-01  
PORT LUDLOW DRAINAGE DISTRICT  
Jefferson County, Washington  
P.O. Box 65261, Port Ludlow, WA 98365**


**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
PORT LUDLOW DRAINAGE DISTRICT,  
ADOPTING THE 2020 BUDGET.**


**WHEREAS**, the Port Ludlow Drainage District is a special purpose district operating under the authority of chapter 85.38 RCW for the purpose of operating a drainage system in Jefferson County; and

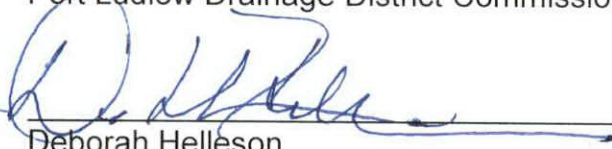
**WHEREAS**, the Board of Commissioners of the District, in accordance with RCW 85.38.170, has determined that it is in the public interest and the interest of the properties served by the District to approve the budget, attached hereto as Exhibit A and incorporated herein by this reference, as presented in an open public meeting held at 10:00 a.m. on Thursday, October 10, 2019, in the Port Ludlow Fire Station, 7650 Oak Bay Road, Port Ludlow, Washington 98365;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Commissioners hereby approves and adopts the Budget attached hereto in the amount of \$117,350, with an assessment of \$80,000, for calendar year 2020.

**PASSED** at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 10<sup>th</sup> day of October, 2019.

  
\_\_\_\_\_  
Don Forbes, Chair  
Port Ludlow Drainage District Commissioner 2

  
\_\_\_\_\_  
Katie Smith  
Port Ludlow Drainage District Commissioner 1

  
\_\_\_\_\_  
Deborah Helleson  
Port Ludlow Drainage District Commissioner 3

**Revenue** EXHIBIT A  
PLDD 2020 Budget

Surplus/Deficit from 2019 (estimated)	\$	71,255
Investment Account + Interest (Account 010)	\$	100,000
Cash Balance Forward	\$	171,255
Capital Reserve + Interest (Account 040)	\$	48,500
Assessment	\$	80,000
Total Expenses	\$	117,350

Estimated Year End Balance \$ 133,905

**Expenses** Rounded with 5% Contingency

		Total	January	February	March	April	May	June	July	August	September	October	November	December
<b>Personnel</b>	\$	110	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ 25
695001010.53150.10.0010 Secretary	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
695001010.53150.20.0010 FWH & FICA	\$	-	-	-	-	-	-	-	-	-	-	-	-	-
695001010.53150.20.0020 WA - ESD	\$	110	-	-	25.00	-	-	25.00	-	-	25.00	-	-	25.00
<b>Field Expenses</b>	\$	22,110	\$ 1,544	\$ 1,544	\$ 1,904	\$ 1,904	\$ 1,904	\$ 1,904	\$ 1,904	\$ 1,904	\$ 1,904	\$ 1,544	\$ 1,544	\$ 1,544
695001010.53150.31.0010 Misc Supplies	\$	-	-	-	-	-	-	-	-	-	-	-	-	-
695001010.53150.31.0030 Drainage Maintenance Operations	\$	19,460	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544	\$ 1,544
695001010.53150.31.0020 Temporary Labor	\$	2,650	-	-	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	-	-	-
<b>Engineering</b>	\$	20,170	\$ 1,350	\$ 1,100	\$ 1,350	\$ 1,100	\$ 1,350	\$ 1,100	\$ 1,350	\$ 1,100	\$ 1,350	\$ 5,600	\$ 1,350	\$ 1,100
695001010.53150.41.0010 General District Engineering including Meetings	\$	12,600	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
695001010.53150.41.0020 Budget Assistance	\$	3,680	-	-	-	-	-	-	-	-	-	\$ 3,500	\$ -	-
695001010.53150.41.0030 Assessment Roll & Certification	\$	1,050	-	-	-	-	-	-	-	-	-	\$ 1,000	\$ -	-
695001010.53150.41.0050 Project Review	\$	1,260	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	
695001010.53150.41.0060 Unanticipated Engineering Costs	\$	1,580	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -
695001010.53150.41.0015 <b>Engineering - Capital Projects</b>	\$	7,350	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Design Project	\$	7,350	-	-	\$ 3,500	-	\$ 3,500	-	-	-	-	-	-	-
<b>Commissioners Meeting, Mileage &amp; Expenses</b>	\$	5,290	\$ 1,159	\$ -	\$ 100	\$ 1,159	\$ -	\$ 100	\$ 1,159	\$ -	\$ 100	\$ 1,159	\$ -	\$ 100
695001010.53150.10.0020 Meetings/District Business	\$	4,870	\$ 1,159	-	\$ 100	\$ 1,159	-	\$ 100	\$ 1,159	-	\$ 100	\$ 1,159	-	\$ 100
695001010.53150.43.0010 Mileage/Travel Expense	\$	420	-	-	\$ 100	-	-	\$ 100	-	-	\$ 100	-	-	\$ 100
<b>Miscellaneous/Office Expenses</b>	\$	10,080	\$ 850	\$ 500	\$ 125	\$ 750	\$ 125	\$ 25	\$ 2,158	\$ 4,025	\$ 725	\$ 150	\$ 125	\$ 25
695001010.53150.45.0010 Rent	\$	1,380	-	-	-	-	-	-	1,308	-	-	-	-	-
695001010.53150.42.0010 Postage/Mailings	\$	130	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
695001010.53150.44.0000 Advertising	\$	190	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
695001010.53150.31.0020 Supplies	\$	530	\$ 125	-	-	\$ 125	-	-	\$ 125	-	-	\$ 125	-	-
695001010.53150.46.0000 Insurance	\$	4,700	-	\$ 475	-	-	-	-	-	\$ 4,000	-	-	-	-
695001010.53150.47.0000 Web Site Maintenance & Renewal	\$	2,520	\$ 600	-	-	\$ 600	-	-	\$ 600	-	\$ 600	-	-	-
695001010.53150.49.0000 Miscellaneous Filing/Recording Fee	\$	630	\$ 100	-	\$ 100	-	\$ 100	-	\$ 100	-	\$ 100	-	\$ 100	-
695001010.53150.48.0000 <b>Assessments/County Fees/Elections</b>	\$	12,810	\$ -	\$ 12,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
695001010.53150.48.0020 Election Cost - Jefferson County	\$	11,550	-	\$ 11,000	\$ -	-	-	-	-	-	-	-	-	-
695001010.53150.48.0030 State Auditor	\$	1,260	-	\$ 1,200	-	-	-	-	-	-	-	-	-	-
<b>Loan Payments/Transfers to Reserve</b>	\$	2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,092	\$ -	\$ -	\$ -	\$ -	\$ -
695001010.53120.78.0010 Replace Reserve moneys	\$	2,000	-	-	-	-	-	-	\$ 1,992	-	-	-	-	-
695001010.53120.82.0000 PWTF Loan Principal Repayment	\$	100	-	-	-	-	-	-	\$ 100	-	-	-	-	-
695001010.53150.41.0100 <b>Professional Services</b>	\$	16,330	\$ 1,170	\$ 1,140	\$ 1,140	\$ 1,140	\$ 2,970	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140	\$ 1,140
695001010.53150.41.0150 Legal	\$	8,450	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670	\$ 670
695001010.53150.41.0150 Accounting Clerk	\$	4,100	\$ 200	\$ 170	\$ 170	\$ 170	\$ 2,000	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170
695001010.53150.41.0160 Recording Secretary	\$	3,780	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
<b>SubTotal Expenses</b>	\$	96,350												
695001010.59431.60.0000 <b>Capital Improvement Plan</b>	\$	21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Unanticipated Storm Improvement Costs	\$	21,000	-	-	-	-	-	-	\$ 10,000	\$ 10,000	-	-	-	-
695001010.53150.49.0100 <b>Contingency</b>	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$	117,350												
	\$	117,389	\$ 6,377	\$ 17,308	\$ 8,551	\$ 6,356	\$ 10,341	\$ 4,509	\$ 20,793	\$ 19,077	\$ 5,506	\$ 10,073	\$ 4,367	\$ 4,131

Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2019 assuming all invoices for services in 2018 paid. No change in Capital Reserve except interest earned.  
2. Loan Repayment assumes remaining balance of design loan (\$19,921.85, as of January 2020) . 20 year loan @0.5% interest.  
3. Maintenance Contract with Yard Dogs. Equal Payment of \$1,416.25 plus WSST every month. 3% Cost of living increase annually.

**2020 BUDGET REQUEST  
JEFFERSON COUNTY**

**FUND 695: P L DRAINAGE DIST**

Account Number	Name	2017 Actual	2018 Actual	2019 Budget	Actual 09/30/19	2020 REQUEST
<b>Revenues</b>						
695001010.36800.00.0000	SPECIAL ASSESSMENT REVENUE	118,938	87,048	80,000	44,845	80,000
695001010.36111.00.0000	INVESTMENT INTEREST	56	1,809	2,000	1,183	-
695001040.36111.00.0000	INVESTMENT INTEREST	391	847	900	558	-
<b>Total Revenues</b>		<b>119,385</b>	<b>89,704</b>	<b>82,900</b>	<b>46,586</b>	<b>80,000</b>
<b>Expenditures</b>						
695001010.53150.10.0010	SECRETARY	2,413	-	-	-	-
695001010.53150.20.0010	FWH & FICA	1,849	-	-	-	-
695001010.53150.20.0020	WA -L & 1 / ESD	47	-	-	5	110
695001010.53150.31.0020	OFFICE SUPPLIES	306	-	530	-	530
695001010.53150.41.0025	FOSTER LANE ENGINEERING	-	-	2,630	-	-
695001010.53150.41.0060	UNATICP. ENGINEERING COSTS	-	-	1,260	-	1,580
695001010.53150.41.0160	RECORDING SECRETARY	-	-	3,780	1,312	3,780
695001010.53150.43.0010	COMMISSIONER TRAVEL EXPENSE	32	-	420	-	420
695001010.53150.48.0040	STATE AUDITOR	-	-	1,260	-	1,260
695001010.53150.51.0020	ELECTION COSTS	1,812	-	-	-	11,550
695001010.59431.60.0000	CAPITAL OUTLAY	-	-	21,000	26,160	21,000
695001010.59431.60.0020	WWTP DITCH IMPROVEMENTS	5,902	-	-	-	-
695001040.58810.00.0000	PRIOR PERIOD CORRECTION	42	-	-	-	-
695001010.53120.82.0000	INTEREST ON LOAN REPAYMENT	129	120	110	110	100
695001010.53150.42.0010	POSTAGE	4	120	130	80	130
695001010.53150.44.0000	ADVERTISING	-	140	190	84	190
695001010.53150.41.0030	ASSESSMENT ROLL PREPARATION	493	256	1,050	-	1,050
695001010.53150.49.0000	MISCELLANEOUS	225	638	630	361	630
695001010.53150.45.0010	RENT	2,616	654	1,380	1,308	1,380
695001010.53150.41.0150	PROF. SERVICES - CLERK	1,956	1,545	2,150	2,089	4,100
695001010.53150.41.0050	PROJECT REVIEW	1,693	1,578	3,150	2,148	1,260
695001010.53120.78.0010	PWTF LOAN PAYMENT	1,992	1,992	2,000	1,992	2,000
695001010.53150.10.0020	COMMISSIONER MEETINGS	3,625	2,118	4,160	1,992	4,870
695001010.53150.47.0000	WEB SITE RENEWAL	3,066	2,927	2,520	1,216	2,520
695001010.53150.41.0015	ENGINEERING-CAPITAL PROJECTS	7,267	3,101	6,300	8,604	7,350
695001010.53150.46.0000	INSURANCE	4,125	3,835	4,620	3,626	4,700
695001010.53150.41.0100	LEGAL	6,160	4,140	6,300	6,582	8,450
695001010.53150.41.0020	ENGINEERING - BUDGET ASSISTANCE	-	5,802	2,650	1,678	3,680
695001010.53150.41.0010	ENGINEERING - GENERAL DISTRICT	15,053	11,054	18,900	5,909	12,600
695001010.53150.31.0030	FIELD EXP-DRAINAGE MAINT OPER	15,417	13,974	18,090	13,375	19,460
695001010.53150.31.0040	FIELD TEMPORARY LABOR	-	-	2,650	-	2,650
<b>Total Expenditures</b>		<b>76,224</b>	<b>53,994</b>	<b>105,210</b>	<b>78,631</b>	<b>117,350</b>

BARS No. 695001010.5315.41.0020 - retitled as Engineering - Budget Assistance

BARS No. 695001010.5315.31.0040 - Field Temporary Labor added.