

## Agenda for Board of Commissioners' Meeting #0304

April 13, 2023 at 10:00 AM

### ZOOM and In Person Meeting

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

You can join us in person, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

<https://us06web.zoom.us/j/87484852042?pwd=R3E5UWZzTDNra1NJdXYrV2hTV0JSZz09>

Meeting ID: 874 8485 2042

Passcode: 336388

**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 off 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. 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.

**4. Commissioner Communications:**

**5. Agenda Approval:**

**6. Public Inquiries.**

**6.a. Follow-up Meeting with Jefferson County Road Department: Ann and David Bernard, 150 Resolute Lane regarding drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane.**

**Recommended Action:** Commissioners will receive a report from District Engineer Kerri Sidebottom and Chair Rygmyr regarding the site inspection and the drainage issues

reported at the February 9, 2023 Meeting #302 meeting with the Jefferson County Road Department to discuss District recommended solutions.

## **7. Consent Agenda:**

Items 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 March 9, 2023 Meeting #0304.

**7.b.** 303 Voucher Summary: numbers 23-018 through 23-029 totaling \$5,656.32 with \$1,142.58 for payroll, \$4,133.50 for supplies and services and \$380.21 for payroll tax withholdings. Note: Pursuant to Resolution 2018-05 there is payment for two additional meetings for Commissioner 2.

## **8. New Business**

**8.a.** Approval of an Interagency Data Sharing Agreement Between Port Ludlow Drainage District – 2820 and the Office of Washington State Auditor.

**Recommended Action:** Consider a request from the Washington State Auditor to enter into an interagency data sharing agreement and direct the Chair to sign the agreement for the 2023 audit year.

## **8.b. Port Ludlow Drainage District Bulletin Board**

**Recommended Action:** Receive a report from Commissioner Cole on recommended changes to the Bulletin Board postings.

## **9. Old Business**

**9.a. Continued Discussion of future Maintenance Contract in relation to Resolution 2020-04 Resolution Clarifying Small Works Procedures, MRSC publications 'Find Your Contracting Requirements and Purchase Services Contracts and Resource Code of Washington section 39.04 Public Works**

**Recommended Action:** Review existing documentation and training opportunities for procuring a contract for maintenance services in consideration of the expiration of the current maintenance contract in December 2023.

## **9.b. Records Management and Retention**

**Recommended Action:** Discuss records management and retention.

**10. Reports:****10.a. Financial Reports and 2022 Budget Status.**

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

**10.b. Port Ludlow Drainage District Inventory Review.**

**Recommended Action:** Commissioners will receive an update on the Draft Inventory of PLDD Facilities and Draft Maintenance Table from Commissioner Rygmyr. Discuss potential schedule for the beach outfall inspection.

**10.c. Web Site Updates/Cloud Storage.**

**Recommended Action:** Commissioners will receive an update on changes to the Web site from Commissioner Cole.

**10.d. Commissioner Reports/Future agenda items.**

**Recommended Action:** The Commission will receive reports from Commissioners and discuss recommendations for future agenda items.

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

**12. MEETING ADJOURNMENT.**

**Port Ludlow Drainage District (PLDD)**  
**March 9, 2023**  
**Board of Commissioners Meeting - #0303**  
**Zoom/In Person Meeting - Minutes**

**1. CALL TO ORDER:** Chair Rygmyr called Meeting #0303 of the Port Ludlow Drainage District to order at 10:05 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

**2. ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. Administrative Coordinator Mary Paxton was present. District Engineer Kerri Sidebottom was present.

**PUBLIC:** Ann and David Bernard, 150 Resolute Lane.

**ZOOM:** Katie Smith, Unidentified caller.

**3. PUBLIC COMMENT:** There was no public comment.

**4. COMMISSIONER COMMUNICATIONS:** There were no Commissioner communications.

**5. AGENDA APPROVAL:** Chair Rygmyr introduced the agenda and identified three changes: 1) a correction to the cost of supplies and services in Consent Agenda 7.b. The amount is \$5,405.84 not \$6,492.92; 2) Change Agenda Item 9.a. to consideration of approval of Resolution 2023-01 approving the Port Ludlow Drainage District bylaws instead of reviewing the draft; and 3) authorizing the Commissioners to sign a Letter of Engagement with Ogden Murphy and Wallace.

**MOTION:** Chair Rygmyr moved to approve the agenda with the changes as noted and Commissioner Nilssen seconded. The motion passed unanimously.

**6. PUBLIC INQUIRIES**

**6.a. FOLLOW-UP SITE INSPECTION: ANN AND DAVID BERNARD, 150 RESOLUTE LANE, TO DISCUSS DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE:** Chair Rygmyr reported that he and District Engineer Kerri Sidebottom conducted a site visit and determined all the water flowing to the area of concern is coming from the Jefferson County right-of-way. Kerri Sidebottom reported that there is a small stretch that is causing the problem and the next steps should be to talk to Jefferson County about the installation of a 10 foot, 18-inch diameter plastic pipe. She said the District could install the improvement and be reimbursed by Jefferson County or the County could install the pipe which would be more cost effective. Engineer Sidebottom said she has contacted the Department of Natural Resources and indicated they did not have jurisdiction with the concept or permit

requirements.

Mr. Bernard expressed concern that the ditch keeps getting deeper near the back of the garage, and he said the water is not in a natural stream but the water needs to go somewhere and that he would like to see some gravel placed in the ditch.

Engineer Sidebottom reiterated that the water is coming from the County right-of-way and not private property. After the course of discussion, it was the consensus of the Commissioners that the next steps are as follows: Chair Rygmyr will forward the email string including a memo prepared by Kerri with recommendations to Matt Stewart in the Jefferson County Road Department and arrange a meeting with Kerri and the County to discuss the District recommendations to Jefferson County. Commissioner Nilssen noted that Jefferson County has recently installed similar improvements (new sleeves) on Pioneer Drive and Montgomery Court. Mr. Bernard reiterated his request for installation of some rock into the ditch.

Commissioner Nilssen later added that the Greenbelt has responsibility to make sure trees don't damage private property. There is a plan to remove three to four old unhealthy alder trees. He would like to make sure that the tree removal does not affect any drainage considerations. Commissioner Nilssen said he would share contact information with the Chair.

#### **6.b. ADMIRALTY CONDOS BUILDING 8 SITE INSPECTION FOLLOW-UP REPORT.**

Chair Rygmyr reported that a site visit was conducted with Mark Hebe. It was determined that the area of concern is private property and the District does not have jurisdiction.

**7. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the February 9, 2023 Meeting #302 and Vouchers for the March meeting with the correction to the amount total cost of supplies and services to \$5,405.84.

**MOTION:** Commissioner Cole moved to approve the consent agenda including the minutes of the February 9, 2023 Meeting #0302, and 0303 Voucher Summary numbers 23-010 through 23-017 totaling \$6,494.92 with \$1,089.08 for payroll and \$5,405.84 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

#### **8. NEW BUSINESS:**

**8.a. MAINTENANCE CONTRACT:** District Engineer Kerri Sidebottom said she consulted former District Engineer Nancy Lockett. It is recognized that the PLDD is quasi-judicial agency but it has been recommended as a best process to follow the bidding laws. Commissioner Nilssen noted that due to the smaller size of the District it does not need adhere to the laws. Chair recommended to continue the item to the April meeting with a goal of reviewing in more detail Resolution 2020-4 Clarifying Public Works Contracting Procedures and the Resource Code of Washington and District options.

**8.b. RECORDS RETENTION:** The Administrative Coordinator shared some information from the State Archives showing the retention requirements for contracts. She explained the District could have more restrictive requirements but must follow the minimums in the state requirements. Chair Rygmyr said he would like to place the information he has compiled for the maintenance table with pictures and other background material where it can be transferred to a centrally located official repository for the District that includes pictures, maps, notes etc. Commissioner Cole was directed to explore options with the Administrative Coordinator. He also would like an inventory of other pictures and similar records.

**8.c. COMMUNICATION PROTOCOL BETWEEN THE PUBLIC AND THE PORT LUDLOW DRAINAGE DISTRICT (PLDD) COMMISSION AND THE PLDD VENDORS AND STAFF.** Chair Rygmyr reported a situation where a constituent had been in direct contact with a District consultant and directing the consultant on work. Chair Rygmyr said he consulted with the District's attorney about the matter. Chair Rygmyr stated that the District's contractors work for the District and only the District authorizes how the public funds are to be spent and what services vendors/contractors provide. Chair Rygmyr reported that he contacted all but one of the contractors and explained that they should only take direction from the Commissioners. He noted that one contractor has been advised of this practice recently.

Commissioner Nilssen suggested providing a letter of introduction to the vendors/contractors with contact information and a summary of each Commissioner's responsibilities. The Administrative Coordinator was directed to work with Commissioner Cole to develop list of changes to the bulletin board and an information summary of the Commissioners for the PLDD Bulletin Board at the Beach Club (e.g. minutes).

## 9. OLD BUSINESS

**9.a. ~~REVIEW OF DRAFT PORT LUDLOW DRAINAGE DISTRICT BYLAWS CONSIDERATION OF APPROVAL OF RESOLUTION 2023-01 BYLAWS.~~** The Commissioners reviewed the draft by laws and draft Resolution 2023-01. Commissioner Nilssen identified the two corrections: 1. Section 12, first sentence, replace the words "Planning Commissioner" with the word "Commission" and correct the signature page to include the names of the Commissioners, the titles of Chair and Vice Chair.

**MOTION:** Chair Rygmyr moved to Approve Resolution 2023-01 adopting the bylaws with the recommended corrections and Vice-Chair Cole seconded the motion. The motion passed unanimously.

**9.b. APPROVE AN UPDATED CONTRACT WITH SEA-WINGS DESIGNS FOR WEB SERVICES.** The Commissioners reviewed the revised contract with Sea-Wings Designs for Web services and a one-time cost of \$2,045 to change the platform to DreamWorks.

**MOTION:** Chair Rygmyr moved to approve the updated contract with Sea-wings Designs for Web services with a change to the requirement in the cancellation policy stating that either party shall provide 60 days' notice prior to cancellation. Commissioner Cole seconded the motion and it passed unanimously.

## **10. REPORTS:**

**10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS.** Commissioner Nilssen shared copies of the 2023 budget along with Year-to-date expense. He reported the District is on track to date with the month-to-month projected expenses. There were questions about the Investment Pool. Commissioner Nilssen explained that the Investment Pool will not grow. He also explained that there are differences between the District accounting process and Jefferson County.

**10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW.** Chair Rygmyr reported that he asked the District Engineer to prepare larger maps of the maintenance areas and identified several changes: 1) some of the maintenance areas were renumbered for ease of reading; 2) the legend was updated to include the areas of responsibility; 3) Chair Rygmyr said that Area 19 was added recently. Yard Dogs Landscaping cleaned out the area at a cost of \$1,300 and under the budget of \$1,500. He will include photo documentation with the maintenance files; 4) Wells Ridge Court has been added as Area 32. Chair Rygmyr asked to review Area 32 with District Engineer Kerri Sidebottom.

Chair Rygmyr said he would like to review the maintenance schedule with Russ Lowry of YardDogs Landscaping to confirm the predicable frequency and hours. He hopes to have the table and map 98% complete.

**10.c. Web Site Updates.** Commissioner Cole shared that the legacy of prior Board's is capital projects. He suggested incorporation of updates to the web site that reflect tasks the most recent Board has pursued such as the update to the Maintenance Table and Map, bylaws, Financial procedures, Administration (calendar, business cards, records retention). Chair Rygmyr suggested scheduling a future workshop to discuss the web site and process for making changes.

**10.d. Commissioner Reports/Future agenda items.** Chair Rygmyr suggested that Commissioners provide suggested agenda items the Friday before the week of the next meeting.

**11. SIGNING OF THE DOCUMENTS** will be done by the Commissioners via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

## **12. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 11:42 .am.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3, Michael Nilssen

\_\_\_\_\_  
Date

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



HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	3/13/2023	2/28/2023	V23-010	8925		0 MARY PAXTON	M PAXTON FEB PAYROLL	1172.76	69500589	589400	1172.76
1	3/13/2023	2/28/2023	V23-011	9255		0 DEAN COLE	FEB MEETING ATTENDAN	105.27	69500589	589400	105.27
1	3/13/2023	2/28/2023	V23-012	9228		0 MICHAEL NILSEN	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	V23-013	9227		0 GARY RYGMYR	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	3888-V23-014	9022		0 FALGE BOOKKEEPING SERVICES	FEBRUARY BOOKKEEPING	250	69500589	589400	250
1	3/13/2023	3/1/2023	2-V23-015	3041		0 GRAY AND OSBORNE INC	ENGINEERING 1/29 - 2/25	1290.15	69500589	589400	1290.15
1	3/13/2023	2/14/2023	5018-V23-016	4574		0 LUDLOW MAINTENANCE COMM	RENTAL FEB 9 2023 MEET	136.38	69500589	589400	136.38
1	3/13/2023	3/2/2023	202302-V23-017	8781		0 YARD DOG LANDSCAPING INC	FEBRUARY MAINTENANC	3303.92	69500589	589400	3303.92

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.

MARCH TOTAL WARRANT AM 6494.92

*Gary Rygmyr*  
Gary Rygmyr (1-23, 4-18, 6-18, 8-18, 10-18, 12-18)

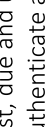


CHAIRMAN, COMMISSIONER  
*Dean Cole*  
Dean Cole (MTF-12-2023 1318 PPT)

COMMISSIONER, MEMBER  
*Nicole Hansen*

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING#0303  
 PLDD Voucher Summary for Fund #695 001 010  
 March 9, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-010	Mary Paxton – Employee Payroll Hours worked in February	8925	5535210	\$747.37	\$747.37
23-011	Dean Cole- February Meeting attendance	9255	5535230 Meetings	\$105.27	\$105.27
23-012	Michael Nilssen - February Meeting attendance	9228	5535230 Meetings	\$118.22	118.22
23-013	Gary Rygmyr -- February Meeting attendance	9227	5535230 Meetings	\$118.22	\$118.22
				<i>Payroll Subtotal \$</i>	
23-010	Reimbursement recording fees for Cascadia storm drainage easements (Barnes and Carver)	8925	5535346	\$425.39	\$425.39
23-014	Falge Financial, Inc. Invoice #3888 Bookkeeping Services for month of February	9022	5535444	\$250.00	\$250.00
23-015	Gray & Osborne, Inc. Invoice #2 General Engineering services 1/29/2023 through 2/25/2023	3041	5535140	\$1,290.15	\$1,290.15
23-016	Ludlow Maintenance Commission February room rental Invoice #5018	4574	5535341	\$136.38	\$136.38
23-017	Yarddogs Landscaping, Inc Invoice #2023-01 Maintenance thru January and \$1300 for Task Order 2023-01 Foster Lane Cleanout	8781	5535040	\$3,303.92	\$3,303.92
				<i>Vouchers for supplies and services subtotal \$5,405.84</i>	
				<b>TOTAL</b>	<b>\$6,494.92</b>

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 ___9th DAY OF _March 2023	 Gary Rygmyr (Mar 9, 2023 11:57 PST)	Mar 9, 2023
	 Dean Cole (Mar 13, 2023 13:18 PDT)	Mar 13, 2023
		Mar 10, 2023
Commissioners Signatures		

Audited By \_\_\_\_\_

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	4/17/2023	3/31/2023	V23-018		8925	0 MARY PAXTON	M PAXTON PAYROLL MAI	590.38	69500589	589400	590.38
1	4/17/2023	3/31/2023	V23-019		9255	0 DEAN COLE	FEB 2 FEB 17 & MARCH IV	315.82	69500589	589400	315.82
1	4/17/2023	3/31/2023	V23-020		9228	0 MICHAEL NILSSEN	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-021		9227	0 GARY RYGMYR	MARCH MEETING	118.19	69500589	589400	118.19
1	4/17/2023	3/31/2023	V23-022		9022	0 FALGE BOOKKEEPING SERVICES	MARCH BOOKKEPING	250	69500589	589400	250
1	4/17/2023	3/27/2023	3-V23-023		3041	0 GRAY AND OSBORNE INC	ENGINEERING THRU 3 25	1017.9	69500589	589400	1017.9
1	4/17/2023	3/7/2023	5180-V23-024		4574	0 LUDLOW MAINTENANCE COMMI	MARCH ROOM RENTAL A	790.98	69500589	589400	790.98
1	4/17/2023	3/15/2023	873485-V23-025		5610	695 OGDEN MURPHY WALLACE	LEGAL THROUGH FEB 28	189	69500589	589400	189
1	4/17/2023	3/2/2023	202304-V23-026		8781	0 YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1885.62	69500589	589400	1885.62
1	4/17/2023	4/7/2023	V23-027		2338	0 EMPLOYMENT SECURITY DEPART	Q1 PAID FAMILY MEDICA	20.01	69500589	589400	20.01
							Q1 FICA FEDERAL WITHHOLDING US TREASURY INTERNAL MEDICARE & SOCIAL				
1	4/17/2023	4/7/2023	V23-028		9032	695 REVENUE SERVICE	SECURITY	346.99	69500589	598400	346.99
1	4/17/2023	4/7/2023	V23-029		9038	0 WA STATE DEPT OF LABORY & INI	Q1 WA DEPT L&I	13.24	69500589	598400	13.24

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.

APRIL MONTH TOTAL WARRANT AMOUNT: 5656.32

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0304  
 PLDD Voucher Summary for Fund #695 001 010  
 April 13, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-018	Mary Paxton – Employee Payroll Hours worked in March	8925	5535210	\$590.38	\$590.38
23-019	Dean Cole- March Meeting attendance and pursuant to Resolution 2018-05 payment for Feb 2 <sup>nd</sup> meet with Mary Paxton and Feb 17 <sup>th</sup> meeting with Seawings & Mary Paxton	9255	5535230 Commission Meetings	\$315.82	\$315.82
23-020	Michael Nilssen - March Meeting attendance	9228	5535230 Commission Meetings	\$118.19	\$118.19
23-021	Gary Rygmyr- March Meeting attendance	9227	5535230 Commission Meetings	\$118.19	\$118.19
<i>Payroll Subtotal \$1142.58</i>					\$1142.58
23-022	Falge Financial, Inc. Inv. 3950 Bookkeeping Services for month of March	9022	5535444	\$250.00	\$1250.00
23-023	Gray & Osborne, Inc. General Engineering services 2/26 through 3/25	3041	5535140	\$1,017.90	\$1,017.90
23-024	Ludlow Maintenance Commission Inv. 5180 annual storage/ bulletin board rental (\$654.60) and Inv. 5189 March room rental (\$136.38) and	4574	5535341	\$790.98	\$790.98
23-025	Ogden Murphy Wallace, Legal services thru 2/28 Invoice 873485	5610-695	5535443	\$189	\$189
23-026	Yarddogs Landscaping, Inc Inv. 202304 Maintenance thru March	8781	55435040	\$1885.62	\$1885.62
<i>Vouchers for supplies and services subtotal \$4,133.50</i>					\$4,133.50
23-027	Employment Security Department WAPFML Q1	2338-695	5535221	\$20.01	\$20.01
23-028	US Treasury Internal Revenue Service Q1	9032-695	553522139	\$346.99	\$346.99
23-029	WA State Department of Labor & Industries Q1	9038	5535221	\$13.24	\$13.24
<i>Vouchers for taxes subtotal \$380.21</i>					\$380.21
<b>TOTAL \$5,656.32</b>					<b>\$5,656.32</b>

<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.</p> <p>SUBSCRIBED THIS __13<sup>th</sup> DAY OF _April, 2023</p> <hr/> <p>APPROVED Port Ludlow Drainage District</p>	Commissioners Signatures	

Audited By \_\_\_\_\_  
Date: \_\_\_\_\_

## INTERAGENCY DATA SHARING AGREEMENT

Between

Port Ludlow Drainage District - 2820

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Port Ludlow Drainage District hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

## Agency

Agency Name: Port Ludlow Drainage District  
 Contact Name: Michael Nilssen  
 Title: Commissioner 3  
 Address: P. O. Box 6526, Port Ludlow, CA 98365  
 Phone: 360-473-3236  
 E-mail: commissioner3@pldd.org

## SAO

Agency Name: Office of the Washington State Auditor  
 Contact Name: Stacie Tellers  
 Title: Audit Manager  
 Address: P.O. Box 40031, Olympia, WA 98504  
 Phone: (564) 999-0922  
 E-mail: TELLERS@SAO.WA.GOV

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

"Agreement" means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems;

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

### 3. PERIOD OF AGREEMENT

This agreement shall begin on January 1, 2023, or date of execution, whichever is later, and end on December 31, 2025, unless terminated sooner or extended as provided herein.

### 4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.



Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

## 12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

## 13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

## 14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

## 15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

## 16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW

42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency  
Port Ludlow Drainage District

Office of the Washington State Auditor

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## MEET THE PORT LUDLOW DRAINAGE DISTRICT COMMISSIONERS

The Port Ludlow Drainage District adopted Resolution 2019-02 assigning administrative responsibilities to each of the three Commissioners with the intention of respecting the fiduciary responsibility of the residents of our District. The table below provides the contact information for each Commissioner and their areas of responsibility should you have any specific questions.

Contact Information	Area of Responsibility	Insert photo
Chair, Gary Rygmyr Commissioner 1 <a href="mailto:Commissioner1@pldd.org">Commissioner1@pldd.org</a> (206) 383-4158 Term ends 2026.	Engineering, Maintenance, Public Inquiries related to specific drainage issues.	Insert photo
Vice Chair, Dean Cole Commissioner 2 <a href="mailto:Commissioner2@pldd.org">Commissioner2@pldd.org</a> (206) 778-7309 Term ends 2024.	Administrative Services, Web site	Insert photo
Michael Nilssen Commissioner 3 <a href="mailto:Commissioner3@pldd.org">Commissioner3@pldd.org</a> (206) 383-4158 Term ends 2028.	Finance, Annual Audit, Budget	Insert photo
All commissioners <a href="mailto:commish@pldd.org">commish@pldd.org</a>		

Report of Account Balances and Changes  
 For February 2023  
 Port Ludlow Drainage District

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 62,308.16	\$ 62,910.57	\$ 63,620.84											
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67											\$ 11,180.33
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)											\$ (10,438.90)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59											
<b>GF Investment Pool</b>														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00											
GF Investment Pool Gross Interest	\$ 524.90	\$ 523.32	\$ 597.87											\$ 1,646.09
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89											\$ 56.06
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98											\$ 1,590.03
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00											
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69											\$ 9,590.30
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98											\$ 1,590.03
Transfers & Other Activity	\$ -	\$ -												\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25	\$ 5,923.67											

Port Ludlow Drainage District  
Statement of Financial Income & Expense Budget Performance

04/06/23

Accrual Basis

March 2023

	Mar 23	Budget	\$ Over Budget	Jan - Mar 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	597.87			1,646.09			
368.00 · Special Assessment Capital (SA)	5,355.69	3,575.85	1,779.84	9,590.30	9,266.19	324.11	70,000.00
<b>Total Income</b>	5,953.56	3,575.85	2,377.71	11,236.39	9,266.19	1,970.20	70,000.00
<b>Gross Profit</b>	5,953.56	3,575.85	2,377.71	11,236.39	9,266.19	1,970.20	70,000.00
<b>Expense</b>							
<b>5535000 · Field Expenses</b>							
5535018 · Temporary Labor	0.00	360.00	-360.00	0.00	360.00	-360.00	2,520.00
5535040 · Drainage Maintenance Operation	3,303.92	1,885.00	1,418.92	7,020.24	5,655.00	1,365.24	22,620.00
<b>Total 5535000 · Field Expenses</b>	3,303.92	2,245.00	1,058.92	7,020.24	6,015.00	1,005.24	25,140.00
<b>5535100 · Engineering</b>							
5535140 · General District Engineering	1,290.15	1,030.00	260.15	3,841.49	3,090.00	751.49	12,360.00
5535141 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,030.00
5535143 · Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	1,140.00	-1,140.00	4,560.00
<b>Total 5535100 · Engineering</b>	1,290.15	1,410.00	-119.85	3,841.49	4,230.00	-388.51	17,950.00
<b>5535200 · Personnel</b>							
5535210 · Administrative Personnel	811.88	955.05	-143.17	1,835.95	2,865.15	-1,029.20	11,460.60
5535220 · Federal Taxes							
FICA Expense	90.40	140.00	-49.60	171.43	362.00	-190.57	1,412.00
FUTA Expense	0.00			4.13			
<b>Total 5535220 · Federal Taxes</b>	90.40	140.00	-49.60	175.56	362.00	-186.44	1,412.00
5535221 · State Taxes							
L&I Expense	3.65			9.76			
WAPFML Expense	0.00	38.00	-38.00	0.00	98.00	-98.00	384.00
<b>Total 5535221 · State Taxes</b>	3.65	38.00	-34.35	9.76	98.00	-88.24	384.00
5535230 · Commissioner Meetings/District	370.00	740.00	-370.00	740.00	1,480.00	-740.00	5,550.00
<b>Total 5535200 · Personnel</b>	1,275.93	1,873.05	-597.12	2,761.27	4,805.15	-2,043.88	18,806.60
<b>5535300 · Miscellaneous/Office Expenses</b>							
5535331 · Supplies	0.00	85.00	-85.00	43.68	255.00	-211.32	1,020.00
5535341 · Rent	136.38	250.00	-113.62	547.86	660.00	-112.14	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	0.00	48.00	-48.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	45.00	-45.00	180.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
5535345 · Website Maint. & Renewal	0.00	0.00	0.00	0.00	2,370.00	-2,370.00	3,480.00
5535346 · Misc. Filing/Recording Fee	425.39	0.00	425.39	425.39	100.00	325.39	200.00
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	561.77	366.00	195.77	1,016.93	3,478.00	-2,461.07	13,206.00

Port Ludlow Drainage District  
**Statement of Financial Income & Expense Budget Performance**  
 March 2023

04/06/23

Accrual Basis

	Mar 23	Budget	\$ Over Budget	Jan - Mar 23	YTD Budget	\$ Over Budget	Annual Budget
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	0.00	100.00	-100.00	70.20	100.00	-29.80	400.00
<b>Total 5535301 · Commissioners Mileage &amp; Expense</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>70.20</b>	<b>100.00</b>	<b>-29.80</b>	<b>400.00</b>
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	1,200.00
<b>Total 5535302 · Assessments/County Fees/Electio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>-1,200.00</b>	<b>1,200.00</b>
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
5535443 · Legal	0.00	735.00	-735.00	0.00	2,205.00	-2,205.00	8,820.00
5535444 · Accounting Clerk	250.00	260.00	-10.00	750.00	1,080.00	-330.00	3,420.00
<b>Total 5535400 · Professional Services</b>	<b>250.00</b>	<b>995.00</b>	<b>-745.00</b>	<b>750.00</b>	<b>3,285.00</b>	<b>-2,535.00</b>	<b>16,240.00</b>
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	5,000.00	-5,000.00	0.00	5,000.00	-5,000.00	10,000.00
<b>Total 5594144 · Engineering - Capital Projects</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>10,000.00</b>
<b>Total Expense</b>	<b>6,681.77</b>	<b>11,989.05</b>	<b>-5,307.28</b>	<b>15,460.13</b>	<b>28,113.15</b>	<b>-12,653.02</b>	<b>102,942.60</b>
<b>Net Ordinary Income</b>	<b>-728.21</b>	<b>-8,413.20</b>	<b>7,684.99</b>	<b>-4,223.74</b>	<b>-18,846.96</b>	<b>14,623.22</b>	<b>-32,942.60</b>
<b>Net Income</b>	<b>-728.21</b>	<b>-8,413.20</b>	<b>7,684.99</b>	<b>-4,223.74</b>	<b>-18,846.96</b>	<b>14,623.22</b>	<b>-32,942.60</b>





2022 Maintenance Contract

Overall Map  
Revised November 3, 2022



## PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
1	<a href="#">968800100</a>	<a href="#">479189</a>	<a href="#">1604774</a>	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	2/yr	4	See section 11 Storm Water Conveyance and Maintenance & 12 Easements B&D. Easement doc has good survey maps
2	"	"	"	"	"	Outlet structure	Storm pipe/basin inspection/cleaning	2/yr	4	"
3	<a href="#">821171015</a>	<a href="#">464018</a>	<a href="#">1604627</a>	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	<a href="#">PLDD Project #2. Bioswale Stormwater Facility</a>	Vegetation clearing	2/yr	4	
4	"	"	"	"	Detention pond	Detention pond	"	4/yr	16	"
5	<a href="#">990500081</a>	?	<a href="#">256622</a>	LMC	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court</a>	<a href="#">Open woodlands</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court</a>	<a href="#">Corrugated metal pipe</a>	Vegetation clearing	Every 3 Years	2	Outfall could cause minor erosion
7	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	See construction docs
11	<a href="#">990400530</a>	<a href="#">646997</a>		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2x/year	2	



## PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
12	<a href="#">990404103</a>	<a href="#">589304</a>		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	<a href="#">PLDD Projects #7 &amp; 18:</a> French drain in easement. Drain basin off Rainier trail.	Easement: Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	
13	<a href="#">821093001</a>	<a href="#">508252</a>		PLA	Easement west of WWTP	<a href="#">PLDD Project #12.</a> Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	6x/Year	12	
14	<a href="#">990600164</a>	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	<a href="#">200294</a>	LMC	Common area South end of Libby Court	<a href="#">Open rock lined ditch with check dams that leads to a 36" pipe to a catchbasin and CMP culvert under Montgomery Lane, then into a new CB and 36" 32" HDPE pipe to the marine outfall.</a>	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	<a href="#">990603236</a>	<a href="#">589305</a>		LMC	West of Oak Bay Road and Baldwin Lane intersection	<a href="#">PLDD Projects #5 &amp; 15. Upper Baldwin Drainage Improvement</a>	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	<a href="#">PLDD Project #4.</a> Incised Ditch – Oak Bay Road to Montgomery (Oak Bay Road Phase II)	Vegetation maintenance	6x/Year	12	Repair/rehabilitation of rock lining and check dams?
17	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Montgomery Lane north of Libby Ct to beach	<a href="#">PLDD Project #3.</a> Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	<a href="#">990603236</a>	Can't find any		LMC	Easement between Pioneer Drive West and McCurdy Lane	<a href="#">PLDD Project #10.</a> McCurdy Lane Cutoff Trench drain with closed catch basins and a cleanout	Inspect/clear vegetation around drainage area	4x/year	8	Access via concrete driveway at 22 MCCURDY LN. 12-29-22: Reviewed with Russ. 12" Corrugated PVC pipe behind last house does not appear to be carrying any water.

## PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
19	<a href="#">990603236</a>	See survey sheet 5-6	<a href="#">200294</a>	LMC	Northeast end Foster Lane cul-de-sac	<a href="#">PLDD Project #8. Foster Lane Drainage Improvement</a>	Pipe inlet cleaning, check rock lined ditch and clear as necessary	2x/year	4	G & O Project 06413.05, March 2007. 12-13-22: reviewed with Russ. He will send bid to clear. 1-13-23: bid approved at monthly mtg.
20	<a href="#">990900019</a>	?	<a href="#">256452</a>	LMC	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Inlet Inspect/clean	2x/year	2	990900019 is comprised of several parcels on Montgomery Ct.
21	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	North end Adventurer Lane cul-de-sac	<a href="#">PLDD Project #6. Adventurer Lane Cut-off trench</a>	Inspect & clean	1x/year	1	
22	<a href="#">990900019</a>		<a href="#">256452</a>	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	<a href="#">990603236</a>	<a href="#">589305</a>	<a href="#">200294</a>	LMC	South of Trader Lane cul-de-sac	<a href="#">PLDD Project #17. Forester/Trader Lane Improvements</a>	Inspect & clean	1x/year	2	
24	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	French drain	None. Included as reference to older inventory	0	0	Some discussions in past meetings but no regular maintenance required.
25	<a href="#">990400227</a>	<a href="#">523709</a>		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	<a href="#">PLDD Project #9. Pope Way Outfall</a>	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1x/year	1	
26	<a href="#">968800103</a>	<a href="#">487620 - CCR</a>	<a href="#">487625</a>	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	4	
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	<a href="#">PLDD Project #13. Jackson-Foster/Machias Loop/Warbler Drainage Improvements. Cutoff trench and discharge to a reserve area also to the ravine south of the fire station.</a>	Inspect & clean	1x/year	1	PLDD Responsibility???

## PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
28	<a href="#">990200060</a>	<a href="#">471027</a>		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	PLDD Projects #1 &14. Under ground Conveyance System(12 in. pipe) from Oak Bay Rd. toward bay running between bldgs 7 & 8.	Inspect 2 open drain basins. Other drain basins have a solid top.	1x/year	0.5	These basins are connected to 12 in. pipe so no cleaning should be required.
29	<a href="#">990400264</a>	None		LMC	Part of APN 990400264 reserve between 191 and 201 Condon Lane	Catch baisn on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & dcoument outfall condition	1x/year	1	
30	<a href="#">990100200</a>	<a href="#">527176</a>	<a href="#">406389</a>	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022
31	Tract J	<a href="#">587899</a>	<a href="#">587899</a>		Anchor Lane Cottages	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295

**Year Total 117.5**

**Avg/Mo 10**

### PLDD Capital Projects

[Projects : Port Ludlow Drainage District \(pldd.org\)](#)

### Useful County Links

Permits, surveys, etc.:

<https://gisweb.jeffcowa.us/TaxParcelViewer/>

Assessor & Auditors records

<https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>

Recorded document search

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>