

Port Ludlow Drainage District Board of Commissioners

Agenda for Regular Meeting #0328

August 8, 2024 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 or live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

Port Ludlow Drainage District Administrative Coordinator is inviting you to a scheduled Zoom meeting. Join Zoom Meeting

<https://us06web.zoom.us/j/84918162168?pwd=JHdQkcZafq4duF9X70S1j8NFAT4Owb.1>

Meeting ID: 849 1816 2168 Passcode: 640056

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 or districtadmin@pldd.org for help joining the meeting.

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Commissioner Communications:**
- 4. Public Comment:**
- 5. Agenda Approval:**
- 6. Public Inquiries:**
- 7. Consent Agenda**

Items 7.a., 7.b and 7c. 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.

7a. Minutes of the July 11, 2024 meeting #0326.

7.b Minutes of the July 25, 2024 special meeting #0327

7.c. 0327 Voucher Summary: numbers 24-75 through 24-85 totaling \$11,217.09 with \$1,833.56 for payroll, \$00.00 for supplies, and \$9,383.53 for services provided.

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

8. New Business

8.a EJFR Fire Station Clearing

Recommended Action: Commissioner Rygmyr will report on the status of the clearing at the west side of the parking lot at the fire station.

8.b. Enduris Insurance renewal

Recommended Action: review renewal and approve

8.C New Commissioner position

Recommended Action: review letters of interested parties and recommend appointment by the Jefferson County Board of Commissioners.

8.d Response to letter for assessment review

Recommended Action: determine correct response and reply

9. Old Business

9.a. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.

Recommended Action: Continue Commissioners' review and notes of the July 25 meeting with the commissioners and Kerri Sidebottom of Gray and Osborne.

9.b. Web Site Content Review

Recommended Action: Ongoing discussion of adjustments to web site including the updated maintenance table, maintenance map and other content.

9.c. 2025 Budget

Recommended Action: Commissioner Nilssen to review preliminary budget.

9.d. Email from Diana Smeland

Recommended Action: Review Ms. Smeland's suggestions for more efficient mailings to PLDD residents.

10. Reports:

10.a. Financial Reports:

Recommended Action: The Commissioners will review the District's monthly financial reports.

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

Recommended Action: Farewell to Commissioner Rygmyr

Commissioner 1, Dean Cole, Chair _____ Date _____

Commissioner 2, Gary Rygmyr _____ Date _____

Commissioner 3, Michael Nilssen, Vice Chair _____ Date _____

Port Ludlow Drainage District (PLDD)

July 11, 2024

Board of Commissioners Meeting #0326

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.

2. **ROLL CALL:** Commissioner 1, Gary Rygmyr; Commissioner 2, Chair, Dean Cole, and Commissioner 3, Michael Nilssen were present. Leigh Christianson, Administrative Coordinator, was present.

ZOOM: Kerri Sidebottom, consulting Engineer of Gray & Osborne and Katie Smith were present via Zoom.

3. **COMMISSIONER COMMUNICATIONS:** Commissioners Cole and Nilssen reluctantly accepted Commissioner Rygmyr's letter of resignation effective 8/8/2024. Commissioner Rygmyr had contacted Jefferson County Commissioner Brotherton about his resignation and offered the name of a potential replacement. He will continue with the mapping and the maintenance table, as will be available for on-call questions. He wants to be sure that this information is in the correct location(s) on the website and will work with Jason at Seawings. All commissioners commented on what an incredible asset Commissioner Rygmyr has been to the district and wished him the best.

4. **PUBLIC COMMENT:** No public comment.

5. **AGENDA APPROVAL:** Chair Cole introduced the agenda.
MOTION: Commissioner Nilssen moved to approve the agenda, Commissioner Rygmyr seconded, all approved.

6. **PUBLIC INQUIRIES:** Addressed in 8.f.

7. **CONSENT AGENDA**
 - 7A. Commissioner Nilssen noted some discrepancies in the vouchers numbers, and explained that he did not receive copies of some of the invoices. Christianson assured that going forward he will receive those. Vouchers 24-59 to 24-74 totaled \$9860.00 with \$1,476.76 for payroll, \$90.09 for supplies, \$6,518.13 for services, and \$875.02 for payroll taxes.

 - 7B. Minutes: Commissioner Rygmyr noted a correction was needed to the June minutes removing "chair" from his name.

MOTION: Commissioner Nilssen moved to approve the minutes and the vouchers, Commissioner Rygmyr seconded, all in favor.

NEW BUSINESS:

8.a Drainage District Assessment System Ordinance Public Hearing & adoption

John Fleming, project manager at Jefferson County, was invited to attend the meeting but noted he had a prior commitment and could be late. It was agreed by all to table 8.a until Mr. Fleming arrived.

OLD BUSINESS

8.b Post Election Meeting recap

Commissioner Cole attended the Election meeting on June 18th with Brenda Huntingford, Quinn Grewell, Mary Paxton and Leigh Christianson.

Commissioner Cole noted that, on the ballot, the boxes for each candidate needed to be distinctly different, separate and apart, from each candidate. A list of eligible voters for PLDD will be created and submitted to the elections department each November. Commissioner Nilssen questioned why that would be required even though there shouldn't be an election every year, and preparing the list would create an expense. Commissioner Cole will follow up with election staff regarding that question. They also suggested keeping the polling place open for 8 hours instead of 6, and further into the afternoon. Nilssen stated that the election costs would put them at near the maximum amount budgeted for 2024, and Commissioner Cole stated that the election office had quoted \$45,000 if they had to hold this special election. There were no challenged ballots and two inquiries about absentee ballots, but they were told they had to request one directly from the election's office. A bulk mailing permit could be cost-effective for future mailings. Christianson noted that they had discussed getting the eligible voters from the property list from the assessor's office. They recommended that the district get the list including the owners' mailing address, then update monthly with new property purchases. In order to vote, they have to be registered voters in the State of Washington, and the State has that information in one database. Christianson suggested that she work with Kerri from Gray and Osborne to get the list they will be working on (for the project in 8a.) from the county and she can update that list monthly.

Nilssen asked Kerri if Gray and Osborne had assisted with elections, perhaps 10 years prior, maybe 2010. Kerri will research and report back.

Commissioner Rygmyr asked if the county could do an absentee ballot, and Commissioner Nilssen stated that the county elections department has a calendar they work from and their staff has to publish the notices, print the ballots, etc. to meet the RCWs. If the date can be shared amongst other districts holding an election at the same time, the costs could also be shared.

Cole will contact Skagit County to see how their elections are held to ascertain best practices.

7a. Minutes of the June 13, 2024 meeting #0325.

Minutes were approved with the correction of omitting the word “chair” from Commissioner Rygmyr’s name. All approved.

7.b. Meeting 326 Voucher Summary: numbers 24-59 through 24-74 totaling \$8960.00, with \$1476.76 for payroll, \$90.09 for supplies, and \$6518.13 for services, and \$875.02 in payroll taxes.

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

8. New Business

8.a Drainage District Assessment System Ordinance Public Hearing & adoption

Recommended Action: This was tabled until Mr. Fleming could attend the meeting in person today.

8.b Post Election Meeting recap

As noted in Old Business.

8.c QuickBooks upgrade for bookkeeping

Commissioner Nilssen received notice from Falge Bookkeeping that they needed to get a district upgrade of the QuickBooks program they are using. The new upgrade will house only our own data and the data would migrate from desktop to the cloud. The cost, including payroll accounting, would be \$120 per month. Commissioner Nilssen recommend accepting the new accounting software for Falge. Commissioner Rygmyr moved to approve, seconded by Commissioner Nilssen, all in favor.

8.d. GoToMeetings pricing

Christianson noted that the price difference and level of service between the Zoom and GoToMeetings was negligible, with GoToMeetings the least expensive of the two. It was noted that Beach Club uses GoToMeetings almost exclusively with no problems. It was recommended to see if the annual Zoom charge could be refunded, and Christianson will investigate further. The video recordings take up a lot of data.

8.e Discontinue Zoom meeting recordings

Christianson will investigate further with Mary’s assistance, as she paid for this subscription on her own private credit card. Discussion ensued about the need to record the meetings at all. It was noted that recording meetings during COVID was needed to address the open meetings act, and it costs the districts a considerable

amount of money and cloud storage to provide the videos to and for the public, when now the public can attend the meetings in person. Commissioner Nilssen will look to MSRC for further guidance. The commissioner unanimously decided to table this topic until next meeting.

8.a. At this point in the meeting (10:50 am), Mr. John Fleming, PE at Jefferson County, arrived to speak about the **Drainage District Assessment**.

Mr. Fleming noted his experience with Jefferson County, notably working on the Olympic Discovery Trail, and the engineers who have recently retired from Jefferson County who usually handled this assessment issue. The assessment system is reviewed every four years, and 2003, was the last revision to the assessment system. Once approved it goes to the Jefferson County Board of Commissioners at the end of August. The Commissioners reviewed the draft letter that would go out to the residents in the district. They also reviewed the assessment calculations that would determine what increases the residents would bear, and the difference between the last assessment rate and the current assessment rate was a negligible amount. As the district grows, the amount of impervious surfaces increases as there are more roofs, driveways, etc. that shift the resulting numbers. The new building permits alerts the assessor to calculate the increased impervious surfaces which is tied to the square unit of the building. In 2020, there were approximately 1,172.8 equivalent residential units of impervious surface, and year to date 2024, there 1,214.2 residential units of impervious surfaces. The ratio of pervious to impervious surfaces determines the rate of assessment. Kerri at Gray and Osborne will get the list of property owners and will send out approximately 1200 letters by July 31st. The district will pay for printing and postage. The budget is \$2500 for the project and the project is on course to meet the deadlines. For the 2025 District budget there may be an increase in this line item due to the various increases. The commissioners should attend the county hearing. Many thanks to Mr. Fleming for keeping this project on course and for his continuing work on the Olympic Discovery Trail.

At this point in the meeting (11:20 am), Commissioner Cole noted that he had to rush to catch a ferry and asked Commissioner Nilssen to chair the remainder of meeting.

8.f. Port Ludlow Yacht Club Harbor Master Parking Lot

Commissioner Rygmyr had replied to Diana Smeland's (Port Ludlow Associates) inquiry regarding their drainage ditch request and PLDD's assistance. Commissioner Rygmyr had reviewed their request last June and determined that it was not PLDD's responsibility. The water was percolating up through the road but their ditches had no water. This area was not on the inventory. Commissioner Rygmyr reviews all resident inquiries regarding drainage issues and will respond to Diana Smeland and recap to her that the issue was on private property. PLDD could have the engineers investigate if necessary.

8.g Records Clerk email removal

Remove Records clerk email address and use districtadmin@pldd.org for all correspondence. All approved.

8h: District credit card instead of admin coordinator personal credit card for charges necessary for district

The district coordinator noted that many of the district's subscriptions, ie. Microsoft, Zoom, etc.) were paid on the district administrator's personal credit card. Christianson, the new admin coordinator, stated that in her experience, the District would be able to get a credit card and one could be for her and if necessary for each commissioner. A strict adherence to receipt guidelines would be developed and instituted. This would relieve the administrator of using their personal credit card for necessary subscriptions, and the district would have strict control of its use. Commissioner Nilssen will proceed to obtain a PLDD credit card from Sound Community Bank. All agreed.

9. Old Business

9.a. Onboarding new admin coordinator – ongoing

The commissioners instructed Christianson to contact them whenever she needed help. Christianson noted that she had contacted Mary Paxton “to talk me off the ledge” when there was a bind. She noted that Mary left great instructions but still there was a steep learning curve. Christianson has made contact with the county personnel and Falge bookkeeping and is learning the computer filing system. Commissioner Rygmyr recommended sending the draft meeting minutes to all commissioners for their review.

9.b. Automate and update Public Inquiry form submission and logging in.

Jason at Seawings had done a great job in updating the Public Inquiry form and there seems to be no problems with it.

9.c. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.

The Comprehensive Plan workshop meeting should happen with all commissioners and should meet in person. Kerri at Gray and Osborne will coordinate with all commissioners to pick an available date and have a Zoom meeting set up. It will need to be posted as a meeting as the quorum of commissioners will be present and all will meet at the Beach Club.

9.d. Web Site Content Review

Ongoing discussion of adjustments to web site including the updated maintenance table, maintenance map and election content. Commissioner Rygmyr has been working with Jason at Seawings for website updates with the maps and the inventories and including them on the website in the correct locations. Some of the outfalls need to be

inspected on an annual basis and should be on the map and inventory list. Kerri will check on those.

10. Reports:

10.a. Financial Reports:

Recommended Action: The Commissioners will review the District’s monthly financial reports. Commissioner Nilssen noted that the district was staying within budget even with the overages of the elections and new assessment project. Commissioner Nilssen responded to Commissioner Rygmyr’s request regarding the follow up of the State Auditor’s budget versus the County’s budget amounts. Nilssen will meet with Falge Bookkeeping to get a further explanation. The 2025 budget will be reviewed at a budget hearing in August and September, then in October a public hearing will be held at the regularly scheduled commissioner meeting. By November 24 the budget will be reviewed and completed, and a request sent to the county to be adopted. Christianson will need to make sure the public hearings are posted in the appropriate manner.

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 Nilssen moved to adjourn the meeting and Commissioner Rygmyr seconded the motion. The motion passed unanimously. The meeting adjourned at 11:53 a.m.

Commissioner 1, Gary Rygmyr _____ 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.

Port Ludlow Drainage District (PLDD)

DRAFT July 25, 2024

Board of Commissioners Meeting #0326

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 9:06 a.m. Originally scheduled to begin at 9:00, it was delayed due to technical difficulties.
2. **ROLL CALL:** Commissioner 1, Chair, Dean Cole, and Leigh Christianson, Administrative Coordinator were present in person. Gary Rygmyr; Commissioner 2, Commissioner 3, Michael Nilssen and Kerri Sidebottom, consulting Engineer of Gray & Osborne, were present via Zoom.

This special meeting was called to discuss the updating of the Comprehensive Plan for the district. Kerri Sidebottom of Gray & Osborne answered questions and provided insight of the plan to the commissioners.

Recommendations were:

1. Make the plan as concise as possible and bring it to “modern times.” Use best practices and incorporate any legislative changes. The old plan should be the framework for the new plan.
2. Check to see that all waterways and outfalls are operating at capacity and include any possible increases in stormwater capacity using data as available to anticipate possible weather and climate changes. Update hydrologic model as needed.
3. Given that the drainage system was created over 20 years ago, some of the anticipated maximum loads of impervious water might be at the max. Investigate if any additional capital improvement needs to be performed.
4. Identify any new locations of concern that might be the district’s responsibility.
5. Inform the County that their overview of the plan will be needed and required.
6. Discern and/or identify which projects are the county’s responsibility versus the district’s responsibility versus the property owner’s responsibility.
7. Gray and Osborne to do site visits as needed and work with individual commissioners as needed.
8. Gray and Osborne to provide a scope of action, an estimated cost of the project, and a due date between six and nine months. A contract will need to be reviewed and approved.

Kerri Sidebottom is planning to attend the August 8 commissioner meeting. Kerri will supply any budgetary needs to Commissioner Nilssen to include in the 2025 budget. There will need to be time for public comments and hearings on the plan as it comes close to being completed and approved..

MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting. All approved. The meeting adjourned at 10:53 a.m.

DRAFT

PLDD 7/25/2024 Meeting # 0325

Commissioner 1, Gary Rygmyr _____ 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.

PORT LUDLOW DRAINAGE DISTRICT AUGUST 2024

VOUCHER INVOICE VENDOR REMIT							AMOUNT TO BE		AMOUNT
INVOICE DATE NUMBER NUMBER NUMBER NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	CHARGED BARS	DTL				
8/8/2024 V24-75	10069 0	LEIGH CHRISTIANSON	JULY HRS 43.50	1,132.80	5535210		1,132.80		
8/8/2024 V24-76	9255 0	DEAN COLE	JULY 11 REGULAR MEETING	116.79	5535230		116.79		
8/8/2024 V24-77	9227 0	GARY RYGMYR	JULY 11 REGULAR MEETING	116.80	5535230		116.80		
8/8/2024 V24-78	9228 0	MICHAEL NILSSEN	JULY 11 REGULAR MEETING	116.80	5535230		116.80		
8/8/2024 V24-76	9255 0	DEAN COLE	JULY 25 SP MEETING COMP PLAN	116.79	5144010		116.79		
8/8/2024 V24-77	9227 0	GARY RYGMYR	JULY 25 SP MEETING COMP PLAN	116.79	5144010		116.79		
8/8/2024 V24-78	9228 0	MICHAEL NILSSEN	JULY 25 SP MEETING COMP PLAN	116.79	5144010		116.79		
			PAYROLL SUBTOTAL	1,833.56			1,833.56		

NO SUPPLIES PURCHASED

SUPPLIES SUBOTAL 0 0

7/31/2024	V24-079		9022	0	FALGE BOOKKEEPING SERVICES	BOOKKEEPING	395.00	69500589	589400	395.00
7/17/2024	V24-080		3041	0	GRAY AND OSBOURNE	ENG SERVICES	907.21	69500589	589400	907.21
7/25/2024	V24-081		4574	0	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	86.63	69500589	589400	86.63
7/18/2024	V24-082		4574	0	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	136.78	69500589	589400	136.78
8/1/2024	V24-083		7001	0	SEA WING DESIGNS	WEBSITE	60.00	69500589	589400	60.00
7/14/2024	V24-084		2354	0	ENDURIS	INSURANCE	5818.00	69500589	589400	5818.00
8/1/2024	V24-085		8781	0	YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1979.91	69500589	589400	1979.91

GOODS & SERVICES 9,383.53 9,383.53

grand total 11,217.09

WE, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as describeld herein, and the claim is a just, due and unpaid obligation against the district herin and that we are authorized to authenticate and certify to said claim.

SUBSCRIBED THIS 8th DAY OF AUGUST, 2024.

PAYROLL	1,833.56
SUPPLIES	-
GOODS & SERVICES	9,383.53
	11,217.09

SIGNATURES

APPROVED DATE
Port Ludlow Drainage District

COMMISSIONER 1, CHAIR _____

COMMISSIONER 2, VICE CHAIR _____

COMMISSIONER 3, VICE CHAIR _____

EVIDENCE OF COVERAGE

INSURED/PARTICIPANT:

Port Ludlow Drainage District
 PO Box 65261
 Port Ludlow, WA 98365

MEMORANDUM#: 2025-371-P-001**EFFECTIVE: September 1, 2024 through August 31, 2025**

This is to certify that the Memorandum of Coverage has been issued to the Insured/Participant for the period indicated.

CERTIFICATE HOLDER:

Ludlow Maintenance Commission
 121 Marina View Drive
 Port Ludlow, WA 98365

The Evidence of Coverage does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

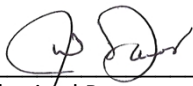
COVERAGE:	PER OCCURRENCE LIMIT	AGGREGATE LIMIT
COMPREHENSIVE GENERAL LIABILITY	\$1,000,000	\$1,000,000
<i>Professional Liability</i>	\$1,000,000	\$1,000,000
<i>Personal Liability</i>	\$1,000,000	\$1,000,000
<i>Products – Complete Operation</i>	\$1,000,000	\$1,000,000
AUTO LIABILITY	N/A	N/A
<i>Combined Single Limit; Hired and Non-Owned; Temporary Substitute</i>	N/A	N/A
CRIME BLANKET COVERAGE WITH FAITHFUL PERFORMANCE OF DUTY	N/A	N/A
<i>Per Occurrence Aggregate</i>	N/A	N/A
PROPERTY/MOBILE EQUIPMENT/BOILER AND MACHINERY		
<i>Property</i>	N/A	N/A
<i>Mobile Equipment</i>		
AUTOMOBILE PHYSICAL DAMAGE	N/A	N/A
OTHER COVERAGE: N/A	N/A	N/A

CANCELLATION:

Should any of the above-described coverage be canceled before the expiration date thereof. Notice will be delivered in accordance with the provisions of the MOC.

MEMO:

Evidence of Member Coverage to Contracted Party
 Reference: Facility Usage Amended Agreement
 The Beach Club, 121 Marina View Drive, Port Ludlow, WA



Authorized Representative
 July 14, 2024



INVOICE

Invoice Number: R25-371-1	Invoice Date: 7/14/2024	Page: 1
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1610 S. Technology Blvd, Ste 100
 Spokane, WA 99224
 (509) 838-0910 or (800) 462-8418

Member ID: 371
Renewal Policy: 2025-371-P-001
Member: Port Ludlow Drainage District
 PO Box 65261
 Port Ludlow, WA 98365

Due Date
9/1/2024

Description	Amount
Effective September 1, 2024 through August 31, 2025	
General Liability	3,340
Property	2,303
Crime	175
Please see the Binder for specific coverage details.	TOTAL \$5,818

Terms and Conditions: Late fees of 6.5% will be levied on overdue accounts.	Payment should be made by check or money transfer: Make check payable to: Enduris Washington.
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Our mission remains **"to provide financial protection, broad coverage, and risk management services responsive to our members' needs."** We strive to bring exceptional coverage for a competitive price while adding value to your organization.

If you have questions or need assistance, please email MemberRelations@enduris.us or call (800) 462-8418.

INVOICE

Invoice Number: R25-371-1	Invoice Date: 7/14/2024	Page: 2
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Member ID: 371
Member: Port Ludlow Drainage District
PO Box 65261
Port Ludlow, WA 98365

Member Contribution Overview

Our goal is to provide broad coverage, risk management, education, exceptional claims service, and a personal touch at a competitive price. We work daily to provide optimal cost and value for your organization.

Member rates, both individually and collectively, are impacted by:

- The reinsurance and excess market
- Actuarially projected losses for past and future losses
- Actual losses paid on behalf of members
- Inflation (property, medical, cost of goods, and labor)

As a risk pool, we approach the reinsurance and excess market on your collective behalf to negotiate advantageous rates with broad coverage and limits that offer the best protection. For the past four years, property, auto, and cyber reinsurance rates have skyrocketed; Enduris' reinsurance/excess rates increased by almost 200%, but members' rates did not. The cost of insurance and limitations on coverage have become a front-page issue in the news. The challenges are real and impact the public sector and us as individuals in our personal lives.

The actuarial projection of claims costs for Policy Year 2025 is an increase of 11%. The frequency and severity of member claims are the most significant components, but growing claims costs are also due to the growth in underlying exposure and inflation.

Enduris member rates include base rates and individual member risk modifiers by coverage. Individual member rates are applied to member exposures. The Intergovernmental Contract (IGC) provides additional information regarding the establishment of Member Contributions.

Base rate increases by coverage for Policy Year 2025 are:

- Property (including cyber): 4%-6%
- Auto Physical Damage: 5%-10%
- General Liability (including Auto Liability): 5%-10%
- Crime: 5%-10%
- Named Position: starting at 5% (Named Position coverage will merge with the Crime blanket coverage within two years. Please contact MemberRelations@enduris.us with questions).

Base Rate Modifiers are member specific. If applied, they modify the rate increase ranges listed above. These modifiers are determined by Enduris Member Relations and reflect risk, loss experience, and other factors.

Member Exposures include property values, number of vehicles and value, and worker hours/emergency runs). If you have made changes for PY 2025, your contribution amount will reflect these changes (adding/deleting property, vehicles, worker hours, etc.). The reinsurer's required 5% inflationary factor on all property will also impact contribution. Alliant also conducted some property appraisals this year; those finalized have been applied.

The District's PY 2025 exposure by coverage used to calculate your contribution is summarized below. Where applicable, the detailed schedule is an attachment to the email with your invoice:

- General Liability - L&I hours of 279
- Property - TIV of \$478,779 as scheduled
- Crime - Limit of \$10,000

Invoices are due on the first day of the new policy year, September 1, 2024. Please note that past-due amounts will incur interest at 6.5% until the balance is paid in full. Any member with receivables more than 60 days past due is delinquent, and any member more than 90 days past due can be terminated from the Pool. Contact Member Relations to discuss a payment plan if necessary.

Thank you for your continued membership and service to Washington's communities. We are looking forward to serving you this coming year.

Sincerely,



Sheryl Brandt
Executive Director

Contracted Party Notice

Enduris Washington is a joint self-insurance program for public entities authorized by RCW 48.62.

Under RCW 48.62.061, the state risk manager shall adopt rules governing the management and operation of both individual and joint local government self-insurance programs covering property or liability risks. The rules are contained in the Washington Administrative Code (WAC) 200-100 and summarized as follows:

- Only members who sign the interlocal agreement binding them to contributions and assessments may participate in a local government risk pool (WAC 200-100-020).
- Only members may participate in the self-insured retention layer, and only members may participate in the joint purchase of insurance or reinsurance (WAC 200-100-02005).
- Nonmembers shall not participate in any coverages of the joint self-insurance program including the self-insured retention layer and the excess insurance or reinsurance layer (WAC 200-100-02007).

The state risk manager and the Washington Administrative Code prohibit Enduris of Washington from granting additional insured status to nonmembers.

However, Enduris can cover the contractual liability undertaken by its members in most cases. As long as the contract between an Enduris member and a third party qualifies as a “member contract” and the claims against the indemnitee third party are otherwise covered by the terms of the Memorandum of Coverage, the member district’s indemnity obligation should also be covered.

Enduris Washington’s memorandum of coverage (MOC) contains the definition of a “member contract” as follows:

SECTION IV – DEFINITIONS

[...]

O. Member Contract means a written contract that satisfies all of the following:

1. The agreement pertains to the Named Member's routine governmental operations, including professional services and mutual aid agreements, and by the contract terms the Named Member assumes the Tort liability of another to pay damages because of Bodily Injury or Property Damage to a third person or organization, or with respect to Professional Services to pay damages because of Public Officials Errors and Omissions to a third person or organization, and;
2. The agreement was entered into prior to the damage for which a claim is made.

Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

A Member Contract does not include any part of any contract or agreement that indemnifies any person or organization for any claim and/or suit that is excluded by the terms of this Memorandum, or that indemnifies an architect, engineer, or surveyor arising out of preparing, approving, or failing to approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or giving or failing to give directions or instructions, unless the architect, engineer or surveyor is an employee of the Named Member and the services are part of the Named Member's routine governmental operations. A Member Contract also does not include the indemnification of any person or organization for damages by fire, explosion, or water damages to premises rented or loaned to the Named Member.

Reliability in a Risky World

[REDACTED]

Port Ludlow, WA 98365

July 22, 2024

Mr. Dean Cole, Chair

Port Ludlow Drainage District

PO Box 65261

Port Ludlow, WA 98355

Dear Mr. Dean:

I have lived here for about 5 years and, up to now, have never heard of your District. Where is your office? What do we pay you?

What is this District costing my condo home now and how is that paid—in my property taxes?

What will the increase cost me and my home, should this "Ordinance to renew the Pt. Ludlow Drainage District Assessment System" be proceeded with by Jefferson County or whoever?

I am a Vietnam Vet with Agent Orange issues causing multiple medical problems, being assisted by Disabled American Veterans 5 in Bremerton. Will this and major repair/remodel issues being forced upon me at Admiralty II condos, all push me into low income Vet housing elsewhere? I appeal to your sensibilities in this regard.

Thank you for the hoped for helpful response to my questions,

[REDACTED]

EXHIBIT A – OPTION 1

SCOPE OF WORK

PORT LUDLOW DRAINAGE DISTRICT STORMWATER COMPREHENSIVE PLAN UPDATE Option 1 – Site Survey and Hydraulic Modeling

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 and assist with the planning and development of capital projects, operations and maintenance activities and costs, and a basic financial review. The Plan will incorporate guidance for water quantity and quality control contained in the Washington State Department of Ecology’s 2019 *Stormwater Management Manual for Western Washington*. The organization of the Plan will be as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Regulatory Considerations
- Chapter 3 – Drainage Area Characterization
- Chapter 4 – Existing Stormwater Drainage System
- Chapter 5 – Hydrologic Modeling
- Chapter 6 – Water Quality
- Chapter 7 – Operations and Maintenance
- Chapter 8 – Capital Improvement Plan
- Chapter 9 – Financial Review

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

Gray & Osborne will coordinate with the District to update the District's stormwater mapping information by surveying up to five problem areas, identified by District staff. The following scope assumes survey may take up to 2 weeks and that each area is approximately 1000 feet in length. This surveyed stormwater information will be incorporated into a CAD-based or GIS stormwater basemap for future reference. Where available, as-built Plans provided by the District or within Gray & Osborne's records will be used to incorporate locations and elevations of stormwater facilities into the overall mapping. This scope assumes two site visits by engineers to gather miscellaneous drainage related information in addition to the survey work.

Based on readily available topographic information (i.e., LIDAR), rainfall data, soil information, land use, existing stormwater infrastructure, and other associated GIS-based data, delineation of the drainage basins within the District created for the prior Plan will be verified. In addition, a description and inventory of existing storm water facilities will be prepared based upon available mapping.

Deliverables:

- Updated GIS-based stormwater basemap including existing stormwater facilities and drainage basins, including survey information for identified problem areas.
- Inventory of existing stormwater facilities based upon available mapping.

TASK 3 – REGULATORY CONSIDERATIONS

Gray & Osborne will review existing stormwater regulations and rules that apply to the District. Regulations and rules identified in the prior Plan will be updated to reflect current-day standards.

Gray & Osborne will coordinate with the District to provide information regarding the history of the District, document the events leading to the District's foundation, and will define the duties and responsibilities of the District. This task will include defining the difference between public and private areas, in order to provide a clear distinction between the facilities and drainage issues that the District may be responsible for, and those that are the responsibility of a private party.

Gray & Osborne will coordinate with Jefferson County staff to better define the District's responsibilities, particularly to determine where District and County responsibilities differ. At this time, the County is responsible for stormwater site Plan review, establishing stormwater codes and regulations, enforcing regulations, and growth Planning.

Deliverables:

- Chapter 1 – Introduction
- Chapter 2 – Regulatory Considerations

TASK 4 – 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. 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 3 - Drainage Area Characterization

TASK 5 – REVIEW AND UPDATE DRAINAGE SYSTEM MODELING/ANALYSIS

Gray & Osborne will conduct a stormwater system analysis of the existing drainage facilities within the City. Using information from the previous Stormwater Management Plan, field surveys, and interviews, Gray & Osborne will work with the District to identify portions of the drainage network that appear to be incapable of conveying the

selected design storm (i.e., 100-year storm). As directed, selected areas shall be analyzed using an event-based (Santa Barbara Urban Hydrograph) hydrologic/hydraulic model, with the rainfall amount increased by 10% to account for climate change. For the purposes of this task, it is assumed that up to five specific areas will be modeled. The following specific analyses will be completed:

1. Using inventory information developed in Task 2, Gray & Osborne will prepare a hydrologic/hydraulic model of up to five specific areas identified by the District.
2. Gray & Osborne will evaluate the capacity of the existing conveyance systems in the areas of interest to convey peak 100-year storm events (plus 10% due to climate change) under future built-out land use conditions based on zoning. For those areas determined to have inadequate conveyance capacity, recommended conveyance facility upgrades will be identified.
3. A full analysis of the entire District drainage area and conveyance system will not be provided. The modeling results from the last Plan will be summarized in the updated Plan, and flow rates produced for that analysis may be increased to account for climate change impacts in the future. Any portions of the system deemed to be inadequate based on a review of the prior modeling results will be documented in the updated Plan.

Deliverables:

- Hydrologic/hydraulic modeling results and figures depicting the areas modeled.
- Chapter 4 - Existing Stormwater Drainage System.
- Chapter 5 – Hydrologic Modeling

TASK 6 – IDENTIFICATION OF WATER QUALITY PROBLEMS

Gray & Osborne will provide an overview of practices such as yard care, erosion control, and outfall erosion that may contribute to degradation of water quality within receiving waters. Best practices and public education measures will be recommended that the District may implement to prevent or limit water quality impacts. Water quality studies and testing previously conducted for the prior Plan will be summarized. Gray & Osborne will distinguish between point and non-point sources of pollution.

Gray & Osborne will document the findings regarding runoff pollution to include the following:

- A discussion of broadly known adverse impacts related to stormwater runoff pollution, including water quality degradation, stream channel destabilization, habitat protection and restoration, and fish habitat modification;
- A discussion of measures intended to avoid or mitigate identified impacts, including:
 - Facilities to collect, convey, treat, detain, and discharge stormwater runoff.
 - Stormwater management program activities, such as:
Stormwater permanent facility inspection (public and private);
Maintenance, repair, and retrofitting of existing facilities;
Program administration;
Public education.
- A discussion of an education program related to water quality including recommendations on sources for education materials and recommended timing of providing material for the public. A discussion of education directed toward Homeowner's Associations will also be provided.

Deliverables:

- Water Quality chapter identifying existing or potential water quality problem areas (Chapter 6).
- Recommended education program related to water quality BMPs.

TASK 7 – 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. Recommendations for asset management including the anticipated lifespan of existing improvements will be provided. 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.
3. Identification of all District facilities, and evaluation of their condition.

4. Asset management recommendations including an assessment of the anticipated lifespan of facilities and timing of replacement facilities as needed.

Deliverables:

- Recommended operation and maintenance program including frequency of activities and budget, and asset management recommendations.
- Operation and Maintenance chapter (Chapter 7).

TASK 8 – CAPITAL IMPROVEMENT PLAN

Identify potential structural and non-structural solutions to correct the conveyance system and water quality problems identified in Tasks 5 and 6, including:

1. Propose conveyance facility improvements based on District input and hydraulic modeling results, 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. Propose water quality facility improvements, including detailed description of the problems, the solutions, and costs.

Based on the improvements recommended in 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 8) including recommended structural and non-structural projects, estimated costs, and schedule.
- Provide exhibits, pictures, handout materials, etc., for public workshops.

TASK 9 – FINANCIAL REVIEW

Gray & Osborne will review the current and expected District revenue and expenses to assist the District in developing a short- and long-term plan for funding capital projects

and operations and maintenance costs. It is assumed that the District will provide current financial information for the past three years.

Gray & Osborne will provide a discussion of alternatives available for financing the projects identified in the capital improvement plan.

Deliverables:

- Financial Plan (Chapter 9) including estimated annual assessments and discussion of potential funding scenarios for capital improvements and utility operation.

TASK 10 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

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

Deliverables:

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

TASK 11 – 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 12 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

Gray & Osborne will compile the work performed under Tasks 1 to 9 to develop a draft Stormwater Comprehensive 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.....	October 2024
Milestone 1:	
Introduction (Ch. 1) and Regulatory Considerations (Ch. 2) ...	November 2024
District Review of Milestone 1.....	December 2025
Milestone 2:	
Drainage Area Characterization (Ch. 3), Existing Stormwater Drainage System (Ch. 4), Hydrologic Modeling (Ch. 5), and Water Quality (Ch. 6)	March 2025
District Review of Milestone 2.....	April 2025
Milestone 3:	
Operations and Maintenance (Ch. 7), Capital Improvement Plan (Ch. 8).....	May 2025
District Review of Milestone 3.....	June 2025
Milestone 4: Financial Review (Ch. 9).....	July 2025
District Review of Milestone 4.....	August 2025
Draft Plan	September 2025
Public Meeting.....	September 2025
Final Plan and Adoption	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 a map indicating up to 5 problem areas for focus and modeling analysis in the Plan.
3. The District will provide complete and timely reviews (3 weeks) of all work submitted.
4. 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.
5. Financial review will include only an evaluation of the estimated assessment required annually to implement the capital projects on the schedule noted in the Plan. Historic revenues and expenditures will be

used to estimate future revenues and expenditures. Any additional or more detailed financial analysis is beyond this scope.

6. The District will advertise for and provide a facility for all public meetings and presentations to District Commissioners and the public.

DRAFT

EXHIBIT "B" - Option 1

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Port Ludlow Drainage District - Stormwater Comprehensive Plan - Option 1

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	20	32	24			
2 Stormwater Infrastructure Mapping		2	16	48	16	100
3 Regulatory Considerations	4	8	16			
4 Drainage Area Characterization		4	24	24		
5 Existing Drainage System Modeling/Analysis	12	24	68	12		
6 ID of Water Quality Problems		4	8			
7 O&M Program	8	12	24			
8 Capital Improvement Plan	16	32	48	8		
9 Financial Review	4	4	12			
10 Compile Draft Plan	4	8	12	20		
11 Public Meetings		12	28			
12 Finalize Plan	4	8	12	16		
Hour Estimate:	72	150	292	128	16	100
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:	\$15,840	\$31,500	\$39,420	\$18,560	\$3,040	\$25,000

Total Fully Burdened Labor Cost: \$ 133,360

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 1,480

TOTAL ESTIMATED COST: \$ 134,840

* 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.

EXHIBIT A – OPTION 2

SCOPE OF WORK

PORT LUDLOW DRAINAGE DISTRICT STORMWATER COMPREHENSIVE PLAN UPDATE Option 2 – No Survey, Limited Hydraulic Modeling

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 and assist with the planning and development of capital projects, operations and maintenance activities and costs, and a basic financial review. The Plan will incorporate guidance for water quantity and quality control contained in the Washington State Department of Ecology’s 2019 *Stormwater Management Manual for Western Washington*. The organization of the Plan will be as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Regulatory Considerations
- Chapter 3 – Drainage Area Characterization
- Chapter 4 – Existing Stormwater Drainage System
- Chapter 5 – Hydrologic Modeling
- Chapter 6 – Water Quality
- Chapter 7 – Operations and Maintenance
- Chapter 8 – Capital Improvement Plan
- Chapter 9 – Financial Review

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

Gray & Osborne will coordinate with the District to update the District's stormwater mapping information using as-built Plans provided by the District or within Gray & Osborne's records. This scope also assumes two site visits by engineers to gather miscellaneous drainage related information.

Based on readily available topographic information (i.e., LIDAR), rainfall data, soil information, land use, existing stormwater infrastructure, and other associated GIS-based data, delineation of the drainage basins within the District created for the prior Plan will be verified. In addition, a description and inventory of existing storm water facilities will be prepared based upon available mapping.

Deliverables:

- Updated GIS-based stormwater basemap including existing stormwater facilities and drainage basins based on as-builts.
- Inventory of existing stormwater facilities based upon available mapping.

TASK 3 – REGULATORY CONSIDERATIONS

Gray & Osborne will review existing stormwater regulations and rules that apply to the District. Regulations and rules identified in the prior Plan will be updated to reflect current-day standards.

Gray & Osborne will coordinate with the District to provide information regarding the history of the District, document the events leading to the District's foundation, and will define the duties and responsibilities of the District. This task will include defining the difference between public and private areas, in order to provide a clear distinction between the facilities and drainage issues that the District may be responsible for, and those that are the responsibility of a private party.

Gray & Osborne will coordinate with Jefferson County staff to better define the District's responsibilities, particularly to determine where District and County responsibilities differ. At this time, the County is responsible for stormwater site Plan review, establishing stormwater codes and regulations, enforcing regulations, and growth Planning.

Deliverables:

- Chapter 1 – Introduction
- Chapter 2 – Regulatory Considerations

TASK 4 – 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. 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 3 - Drainage Area Characterization

TASK 5 – REVIEW AND UPDATE DRAINAGE SYSTEM MODELING/ANALYSIS

Gray & Osborne will conduct a stormwater system analysis of the existing drainage facilities within the City. Using information from the previous Stormwater Management Plan and interviews, Gray & Osborne will work with the District to identify portions of the drainage network that appear to be incapable of conveying the selected design storm (i.e., 100-year storm). As directed, selected areas shall be analyzed using an event-based (Santa Barbara Urban Hydrograph) hydrologic/hydraulic model, with the rainfall amount increased by 10% to account for climate change. For the purposes of this task, it is assumed that up to five specific areas will be modeled. The following specific analyses will be completed:

1. Using inventory information developed in Task 2, Gray & Osborne will prepare a hydrologic/hydraulic model of up to five specific areas identified by the District.
2. Gray & Osborne will evaluate the capacity of the existing conveyance systems in the areas of interest to convey peak 100-year storm events (plus 10% due to climate change) under future built-out land use conditions based on zoning. For those areas determined to have inadequate conveyance capacity, recommended conveyance facility upgrades will be identified.
3. A full analysis of the entire District drainage area and conveyance system will not be provided. The modeling results from the last Plan will be summarized in the updated Plan, and flow rates produced for that analysis may be increased to account for climate change impacts in the future. Any portions of the system deemed to be inadequate based on a review of the prior modeling results will be documented in the updated Plan.

Deliverables:

- Hydrologic/hydraulic modeling results and figures depicting the areas modeled.
- Chapter 4 - Existing Stormwater Drainage System.
- Chapter 5 – Hydrologic Modeling

TASK 6 – IDENTIFICATION OF WATER QUALITY PROBLEMS

Gray & Osborne will provide an overview of practices such as yard care, erosion control, and outfall erosion that may contribute to degradation of water quality within receiving waters. Best practices and public education measures will be recommended that the District may implement to prevent or limit water quality impacts. Water quality studies and testing previously conducted for the prior Plan will be summarized. Gray & Osborne will distinguish between point and non-point sources of pollution.

Gray & Osborne will document the findings regarding runoff pollution to include the following:

- A discussion of broadly known adverse impacts related to stormwater runoff pollution, including water quality degradation, stream channel destabilization, habitat protection and restoration, and fish habitat modification;

- A discussion of measures intended to avoid or mitigate identified impacts, including:
 - Facilities to collect, convey, treat, detain, and discharge stormwater runoff.
 - Stormwater management program activities, such as:
Stormwater permanent facility inspection (public and private);
Maintenance, repair, and retrofitting of existing facilities;
Program administration;
Public education.
- A discussion of an education program related to water quality including recommendations on sources for education materials and recommended timing of providing material for the public. A discussion of education directed toward Homeowner's Associations will also be provided.

Deliverables:

- Water Quality chapter identifying existing or potential water quality problem areas (Chapter 6).
- Recommended education program related to water quality BMPs.

TASK 7 – 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. Recommendations for asset management including the anticipated lifespan of existing improvements will be provided. 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.
3. Identification of all District facilities, and evaluation of their condition.
4. Asset management recommendations including an assessment of the anticipated lifespan of facilities and timing of replacement facilities as needed.

Deliverables:

- Recommended operation and maintenance program including frequency of activities and budget, and asset management recommendations.
- Operation and Maintenance chapter (Chapter 7).

TASK 8 – CAPITAL IMPROVEMENT PLAN

Identify potential structural and non-structural solutions to correct the conveyance system and water quality problems identified in Tasks 5 and 6, including:

1. Propose conveyance facility improvements based on District input and hydraulic modeling results, 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. Propose water quality facility improvements, including detailed description of the problems, the solutions, and costs.

Based on the improvements recommended in 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 8) including recommended structural and non-structural projects, estimated costs, and schedule.
- Provide exhibits, pictures, handout materials, etc., for public workshops.

TASK 9 – FINANCIAL REVIEW

Gray & Osborne will review the current and expected District revenue and expenses to assist the District in developing a short- and long-term plan for funding capital projects and operations and maintenance costs. It is assumed that the District will provide current financial information for the past three years.

Gray & Osborne will provide a discussion of alternatives available for financing the projects identified in the capital improvement plan.

Deliverables:

- Financial Plan (Chapter 9) including estimated annual assessments and discussion of potential funding scenarios for capital improvements and utility operation.

TASK 10 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

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

Deliverables:

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

TASK 11 – 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 12 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

Gray & Osborne will compile the work performed under Tasks 1 to 9 to develop a draft Stormwater Comprehensive 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.....	October 2024
Milestone 1:	
Introduction (Ch. 1) and Regulatory Considerations (Ch. 2) ...	November 2024
District Review of Milestone 1.....	December 2025
Milestone 2:	

Drainage Area Characterization (Ch. 3), Existing Stormwater Drainage System (Ch. 4), Hydrologic Modeling (Ch. 5), and Water Quality (Ch. 6)	March 2025
District Review of Milestone 2.....	April 2025
Milestone 3: Operations and Maintenance (Ch. 7), Capital Improvement Plan (Ch. 8).....	May 2025
District Review of Milestone 3.....	June 2025
Milestone 4: Financial Review (Ch. 9).....	July 2025
District Review of Milestone 4.....	August 2025
Draft Plan	September 2025
Public Meeting.....	September 2025
Final Plan and Adoption	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 a map indicating up to 5 problem areas for focus and modeling analysis in the Plan.
3. The District will provide complete and timely reviews (3 weeks) of all work submitted.
4. 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.
5. Financial review will include only an evaluation of the estimated assessment required annually to implement the capital projects on the schedule noted in the Plan. Historic revenues and expenditures will be used to estimate future revenues and expenditures. Any additional or more detailed financial analysis is beyond this scope.
6. The District will advertise for and provide a facility for all public meetings and presentations to District Commissioners and the public.

EXHIBIT "B" - Option 2

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Port Ludlow Drainage District - Stormwater Comprehensive Plan - Option 2

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	16	24	24			
2 Stormwater Infrastructure Mapping		2	16	24		
3 Regulatory Considerations	4	8	16			
4 Drainage Area Characterization		4	24	24		
5 Existing Drainage System Modeling/Analysis	8	16	52	8		
6 ID of Water Quality Problems		4	8			
7 O&M Program	8	12	24			
8 Capital Improvement Plan	16	32	48	8		
9 Financial Review	4	4	12			
10 Compile Draft Plan	4	8	12	20		
11 Public Meetings		12	28			
12 Finalize Plan	4	8	12	16		
Hour Estimate:	64	134	276	100	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:	\$14,080	\$28,140	\$37,260	\$14,500	\$0	\$0

Total Fully Burdened Labor Cost: \$ 93,980

Direct Non-Salary Cost:

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

TOTAL ESTIMATED COST: \$ 94,480

* 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.

EXHIBIT A – OPTION 3

SCOPE OF WORK

PORT LUDLOW DRAINAGE DISTRICT STORMWATER COMPREHENSIVE PLAN UPDATE Option 3 – No Survey or Hydraulic Model Update

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 and assist with the planning and development of capital projects, operations and maintenance activities and costs, and a basic financial review. The Plan will incorporate guidance for water quantity and quality control contained in the Washington State Department of Ecology’s 2019 *Stormwater Management Manual for Western Washington*. The organization of the Plan will be as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Regulatory Considerations
- Chapter 3 – Drainage Area Characterization
- Chapter 4 – Existing Stormwater Drainage System
- Chapter 5 – Hydrologic Modeling
- Chapter 6 – Water Quality
- Chapter 7 – Operations and Maintenance
- Chapter 8 – Capital Improvement Plan
- Chapter 9 – Financial Review

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

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 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 and drainage basins.
- Inventory of existing stormwater facilities based upon available mapping.

TASK 3 – REGULATORY CONSIDERATIONS

Gray & Osborne will review existing stormwater regulations and rules that apply to the District. Regulations and rules identified in the prior Plan will be updated to reflect current-day standards.

Gray & Osborne will coordinate with the District to provide information regarding the history of the District, document the events leading to the District's foundation, and will define the duties and responsibilities of the District. This task will include defining the difference between public and private areas, in order to provide a clear distinction between the facilities and drainage issues that the District may be responsible for, and those that are the responsibility of a private party.

Gray & Osborne will coordinate with Jefferson County staff to better define the District's responsibilities, particularly to determine where District and County responsibilities differ. At this time, the County is responsible for stormwater site Plan review, establishing stormwater codes and regulations, enforcing regulations, and growth Planning.

Deliverables:

- Chapter 1 – Introduction

- Chapter 2 – Regulatory Considerations

TASK 4 – 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. 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 3 - Drainage Area Characterization

TASK 5 – REVIEW AND UPDATE DRAINAGE SYSTEM MODELING/ANALYSIS

Gray & Osborne will conduct a stormwater system analysis of the existing drainage facilities within the District. Using information from the previous Stormwater Management Plan, Gray & Osborne will work with the District to identify portions of the drainage network that appear to be incapable of conveying the selected design storm (i.e., 100-year storm).

Revised modeling results will not be provided. The modeling results from the last Plan will be summarized in the updated Plan, and flow rates produced for that analysis may be increased to account for climate change impacts in the future to provide a level of conservativeness in planning. Any portions of the system deemed to be inadequate based on a review of the prior modeling results will be documented in the updated Plan.

Deliverables:

- Figures depicting the results of the modeling analysis from the last Plan.
- Chapter 4 - Existing Stormwater Drainage System.
- Chapter 5 – Hydrologic Modeling

TASK 6 – IDENTIFICATION OF WATER QUALITY PROBLEMS

Gray & Osborne will provide an overview of practices such as yard care, erosion control, and outfall erosion that may contribute to degradation of water quality within receiving waters. Best practices and public education measures will be recommended that the District may implement to prevent or limit water quality impacts. Water quality studies and testing previously conducted for the prior Plan will be summarized. Gray & Osborne will distinguish between point and non-point sources of pollution.

Gray & Osborne will document the findings regarding runoff pollution to include the following:

- A discussion of broadly known adverse impacts related to stormwater runoff pollution, including water quality degradation, stream channel destabilization, habitat protection and restoration, and fish habitat modification;
- A discussion of measures intended to avoid or mitigate identified impacts, including:
 - Facilities to collect, convey, treat, detain, and discharge stormwater runoff.
 - Stormwater management program activities, such as:
Stormwater permanent facility inspection (public and private);
Maintenance, repair, and retrofitting of existing facilities;
Program administration;
Public education.
- A discussion of an education program related to water quality including recommendations on sources for education materials and recommended timing of providing material for the public. A discussion of education directed toward Homeowner's Associations will also be provided.

Deliverables:

- Water Quality chapter identifying existing or potential water quality problem areas (Chapter 6).

- Recommended education program related to water quality BMPs.

TASK 7 – 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. Recommendations for asset management including the anticipated lifespan of existing improvements will be provided. 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.
3. Identification of all District facilities, and evaluation of their condition.
4. Asset management recommendations including an assessment of the anticipated lifespan of facilities and timing of replacement facilities as needed.

Deliverables:

- Recommended operation and maintenance program including frequency of activities and budget, and asset management recommendations.
- Operation and Maintenance chapter (Chapter 7).

TASK 8 – CAPITAL IMPROVEMENT PLAN

Identify potential structural and non-structural solutions to correct the conveyance system and water quality problems identified in Tasks 5 and 6, including:

1. Propose conveyance facility improvements based on District input, 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. Propose water quality facility improvements, including detailed description of the problems, the solutions, and costs.

Based on the improvements recommended in 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 8) including recommended structural and non-structural projects, estimated costs, and schedule.
- Provide exhibits, pictures, handout materials, etc., for public workshops.

TASK 9 – FINANCIAL REVIEW

Gray & Osborne will review the current and expected District revenue and expenses to assist the District in developing a short- and long-term plan for funding capital projects and operations and maintenance costs. It is assumed that the District will provide current financial information for the past three years.

Gray & Osborne will provide a discussion of alternatives available for financing the projects identified in the capital improvement plan.

Deliverables:

- Financial Plan (Chapter 9) including estimated annual assessments and discussion of potential funding scenarios for capital improvements and utility operation.

TASK 10 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

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

Deliverables:

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

TASK 11 – 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 12 – COMPILE DRAFT STORMWATER COMPREHENSIVE PLAN

Gray & Osborne will compile the work performed under Tasks 1 to 9 to develop a draft Stormwater Comprehensive 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.....	October 2024
Milestone 1:	
Introduction (Ch. 1) and Regulatory Considerations (Ch. 2) ...	November 2024
District Review of Milestone 1.....	December 2025
Milestone 2:	
Drainage Area Characterization (Ch. 3), Existing Stormwater Drainage System (Ch. 4), Hydrologic Modeling (Ch. 5), and Water Quality (Ch. 6)	February 2025
District Review of Milestone 2.....	March 2025
Milestone 3:	
Operations and Maintenance (Ch. 7), Capital Improvement Plan (Ch. 8).....	April 2025
District Review of Milestone 3.....	May 2025
Milestone 4: Financial Review (Ch. 9).....	May 2025
District Review of Milestone 4.....	June 2025
Draft Plan	July 2025
Public Meeting.....	July 2025
Final Plan and Adoption	August 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. 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.
4. Financial review will include only an evaluation of the estimated assessment required annually to implement the capital projects on the schedule noted in the Plan. Historic revenues and expenditures will be used to estimate future revenues and expenditures. Any additional or more detailed financial analysis is beyond this scope.
5. The District will advertise for and provide a facility for all public meetings and presentations to District Commissioners and the public.

EXHIBIT "B" - Option 3

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Port Ludlow Drainage District - Stormwater Comprehensive Plan - Option 3

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	16	24	20			
2 Stormwater Infrastructure Mapping		2	8	16		
3 Regulatory Considerations	4	8	16			
4 Drainage Area Characterization		4	24	24		
5 Existing Drainage System Modeling/Analysis	4	8	16	8		
6 ID of Water Quality Problems		4	8			
7 O&M Program	8	12	24			
8 Capital Improvement Plan	16	32	40	8		
9 Financial Review	4	4	12			
10 Compile Draft Plan	4	8	12	20		
11 Public Meetings		12	28			
12 Finalize Plan	4	8	12	16		
Hour Estimate:	60	126	220	92	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:	\$13,200	\$26,460	\$29,700	\$13,340	\$0	\$0

Total Fully Burdened Labor Cost: \$ 82,700

Direct Non-Salary Cost:

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

TOTAL ESTIMATED COST: \$ 83,200

* 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.



Your Website is now Safer!

OVERVIEW



Website: <https://pldd.org/>
IP Address: 69.163.178.108
WordPress Version: 6.6.1



UPDATES

Updates performed: 5



BACKUPS

Backups created: 90; Latest one on: 08/05/2024 7:57



UPTIME

Overall uptime: 99.984%



ANALYTICS

7.6% average decrease in sessions in the previous period



SEO

Keywords tracked: 2; Latest visibility score: 95

UPDATES



Total updates performed: **5**

07/04/2024 to 08/05/2024

OVERVIEW

Plugin updates
4

Theme updates
1

UPDATES HISTORY

Plugin name	Plugin version		Date
Smush	3.16.5	→ 3.16.6	08/05/2024
Defender	4.8.1	→ 4.8.2	08/05/2024
Formidable Forms	6.11.1	→ 6.11.2	07/31/2024
WP Mail SMTP	4.0.1	→ 4.1.0	07/22/2024

Theme name	Theme version		Date
Twenty Twenty-Four	1.1	→ 1.2	08/05/2024

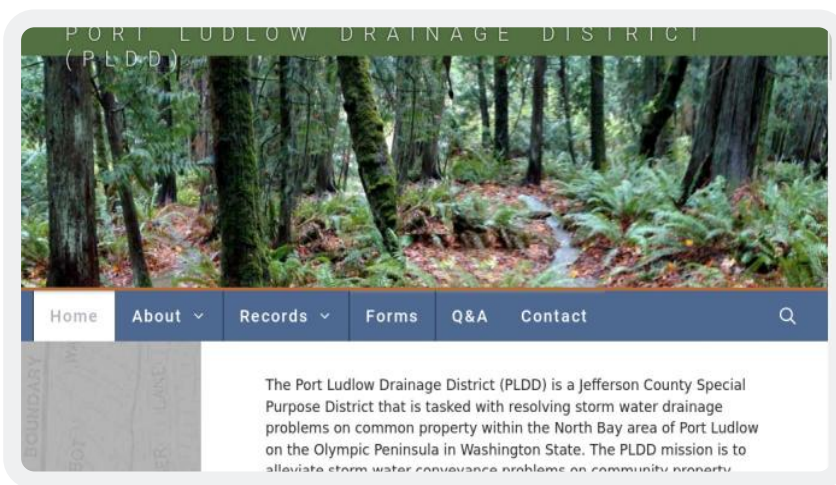
✓ BACKUPS



Backups created: **33**
07/04/2024 to 08/05/2024

Total backups available: **90**

LATEST BACKUPS



Backup size
3873.27MB



WordPress version
6.6.1



Active Theme
GeneratePress Child



Active Plugins
16



Published posts
0



Approved comments
0

UPTIME



Up for: **8d 21h**
Overall Uptime: **99.984%**

OVERVIEW

last 24 hours
100%

last 7 days
100%

last 30 days
99%

UPTIME HISTORY

Event	Date	Reason	Duration
UP	07/27/2024	-	8d 21h
DOWN	07/27/2024	Service Unavailable.	2m 6s

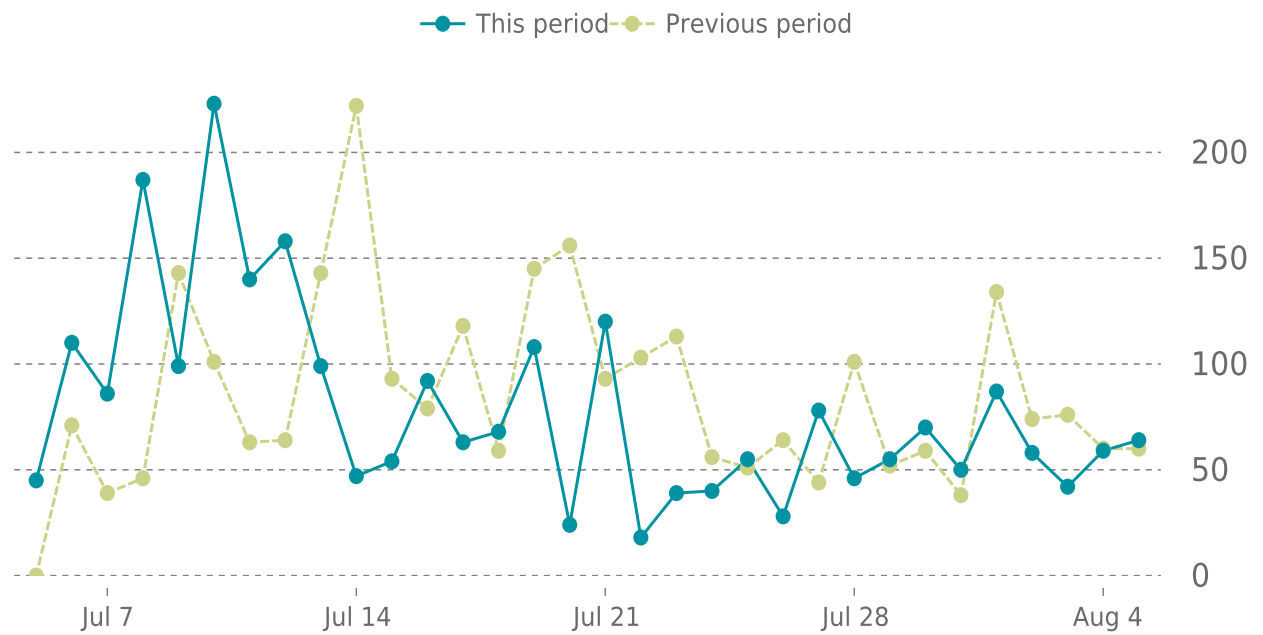
✓ ANALYTICS



Traffic down by: **7.6%**

07/04/2024 to 08/05/2024

SESSIONS



✓ SEO

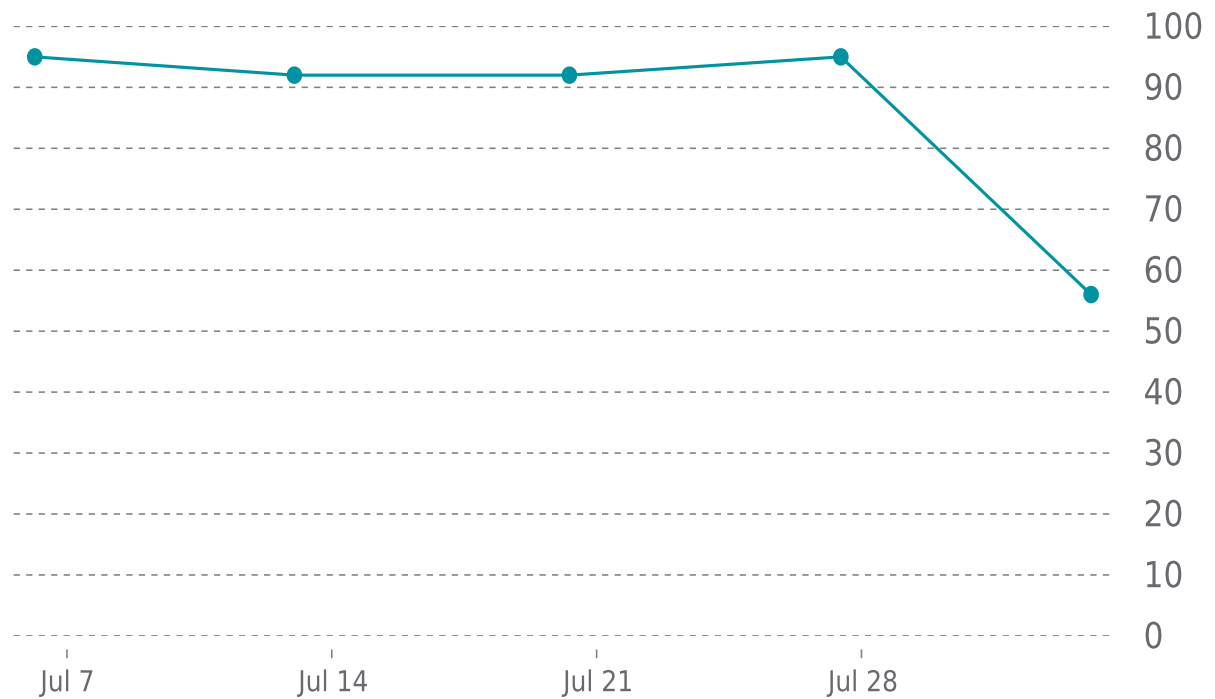


Visibility up by: **2.5%**
Competitors: **10**



OVERVIEW

Keywords	TopRank	First page	Visibility
2	1	1	95
Better	No Change	Worse	Visibility Change
0	1	1	▲ 2.703%

VISIBILITY



WE ARE MONITORING 2 KEYWORDS

Flag	Keyword	City	Page	Newest Rank	Oldest Rank
	port ludlow drainage_ district		/	1	1
	port ludlow water	-	/	19	4

COMPETITION

We found that following websites are your biggest competitors for given keywords

Competitor	Visibility Score
ows-inc.com	57.92
pldd.org	56.21
jeffersoncountypublichealth.org	55.42
www.yelp.com	52.97
portludlowresort.com	50.17
www.iwebms.net	48.50
www.jeffersoncountypublichealth.org	48.50
www.jeffpud.org	46.14
gisweb.jeffcowa.us	45.00

Competitor	Visibility Score
portal.sao.wa.gov	42.50



I have done a quick scan of your site and do not see any problems, but I encourage you to look through your website to make sure that everything is functioning well after the upgrades. Be sure to test your email form on your site. Please let me know if there is anything you need.

Sea-Wing Designs

www.SeaWingDesigns.com

Like us on Facebook

(360)273-0687

Automatic payments now accepted.

FW: RE: Message from PLDD website

Name	Diana SMELAND
Email	DSMELAND@PORTLUDLOWASSOCIATES.COM
Message	<p>Hi</p> <p>We are always looking for ways to decrease spending, especially as costs seem to continue to rise.</p> <p>In the future, if you would like to send us one letter each for Port Ludlow Associates, Olympic Water & sewer and Ludlow Bay Village Association instead of 29 letters, it would probably significantly reduce the cost of sending four individual pages (may want to print front and back), envelopes, postage, labels, and labor.</p> <p>Have a great day,</p> <p>Diana</p>

-----Original Message-----

From: commissioner1@pldd.org
Sent: Wednesday, July 24, 2024 4:22pm
To: DSMELAND@PORTLUDLOWASSOCIATES.COM
Cc: "Dist@pldd.org" <dist@pldd.org>, "Commissioner2" <commissioner2@pldd.org>, "Commissioner3" <commissioner3@pldd.org>
Subject: RE: Message from PLDD website

Hi Diana,

Thanks for bringing this to my attention. I'm assuming you are referring to the Assessment System letter that was sent out. I think that goes by Parcel #. I'll bring this to the attention of the Commission to see if there is a way to consolidate notices.

Thanks again.

Gary

Gary Rygmyr
PLDD Commissioner 1 - Chair
Commissioner1@pldd.org
(206) 383-4158