

**Port Ludlow Drainage District
Board of Commissioners' Meeting #0334
Thursday, February 13, 2025 at 10:00 AM
ZOOM and In Person Meeting**

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82237898690?pwd=5lIndmmmvAsFabBtAa0h3L2wmZ4CBq.1>

Meeting ID	822 3789 8690
Passcode	890318

Topic: PORT LUDLOW DRAINAGE DISTRICT REGULAR BUSINESS MEETING

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 your 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

Review of any communications by the commissioners.

4. 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 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.

5. Consent Agenda

Items 5.a and 5.b, listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

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

5.a. Approve minutes January 9, 2025 #0333.

5.b. Voucher Summary: voucher numbers 25-020 through 25-031 for a total of \$9,133.61: \$1,310.15 for payroll, \$163.58 for supplies and \$7,659.88 for services.

6. New Business

None noted

7. Old Business

7.a. PLDD Bylaw change of date of election of Officers

Recommended Action: review and approve amended bylaws switching the annual election date of officers from January to March.

7.a Resolute Lane Greenbelt Open Ditch Discharge

Recommended action: review the completion of the project

7.b Enduris Insurance Property Inventory Schedule

Recommended action: review any updates.

7.c. Comp Plan Review

Recommended action: begin discussion on the annual review of Comprehensive Plan. Commissioner Mountain and Kerri Sidebottom will work on this together.

8. Reports:

8a. Financial Reports:

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

9. Executive Session: Per RCW 42.30.110(g) the board is calling an Executive session to review the performance and hourly wage of the administrative assistant..

10. 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, or in person as needed.

11. Meeting Adjournment.

Port Ludlow Drainage District (PLDD)

DRAFT January 9, 2025

Board of Commissioners Meeting #0333

Zoom/In Person Meeting Minutes

- 1. CALL TO ORDER:** Chair Cole called the regularly scheduled meeting to order but, due to a technical difficulty, the meeting began at 10:10 a.m.
- 2. ROLL CALL:** Commissioner 1, Chair, Dean Cole, Commissioner Ron Mountain and Commissioner Michael Nilssen were present along with Leigh Christianson, District Administrative Coordinator along with Brian Belmont from Ludlow Maintenance Commission. Kerri Sidebottom, Consulting Engineer at Gray & Osborne and Katie Smith were also present via Zoom. Jason White from Olympic Water and Sewer was present along with several members of the Admiralty II condominiums.

3. Public Comments:

Rainier Lane: Brian Belmont noted that on Rainier Lane and the Sports Court adjacent to Cutter Lane, there is a discharge pipe with a damaged sleeve, and it is no longer functioning. The bank is starting to erode from the runoff in a common area of LMC. Kerri from Gray and Osborne noted there was discussion on that issue in 2013 but it was not known if any action was taken. It was recommended following up with the county. Brian and/or Commissioner Mountain and/or Kerri Sidebottom will follow up with Jefferson County Public Works.

Drainage issue Admiralty II: the north end of parking lot two has two catch basins that are not draining properly. Inspection of the pipes showed significant root intrusion that could not be cleared. The offending trees belong to Olympic Water and Sewer. Getting a root cutter could significantly damage the pipes that were installed circa 1968. A great deal of discussion ensued about the issue and it was determined that the Drainage District had no liability in this issue and encouraged the Admiralty II Association and Olympic Water and Sewer to develop a plan. Jason and the Admiralty II members left the meeting for their further discussion.

4. Commissioner Communications

Commissioner Mountain: Commissioner received email regarding revisit an issue from last year Admiralty from the Heavey property. He advised them to speak with PLA.

Ron also received an email from Mr. Condon about his situation, and Ron answered his request and directed him to the county.

5. Agenda Approval: Commissioner Nilssen moved to approve the agenda as presented. Commissioner Cole seconded and the motion carried.

6. Consent Agenda:

6 a. minutes of 12/12/2024 were included for approval.

6.b Summary voucher numbers 25-001through 25-019 for a total of \$5,495.12, payroll of \$1,582.91, \$0.00 supplies and \$3,262.94 for services, and Q4 taxes of \$649.67

Commissioner Nilssen moved and Commissioner Mountain seconded to approve; all moved to approve and the motion carried.

7. New Business:

7a. Election of Commissioners:

The original bylaws indicated that the chair and vice chair be appointed each January. Per the RCW 85.38.100 "*general elections shall be held in each special district on the first Tuesday after the first Monday in February in each even-numbered year.*" Therefore, the makeup of the board would not be known until after the February election has been certified. The bylaws will be amended to appoint the chair and vice chair in March. The amended bylaws will be on next month's agenda.

7.b Approval of Resolution 2025-001 to establish an accounts payable procedure.

Commissioner Nilssen had met with Jefferson County Auditor and developed an accounts payable procedure that was Exhibit A of the resolution. Christianson noted that the exhibit A was a great procedure but felt that it didn't need to be a resolution, as if anything changed in the procedure (i.e. due date, or submittal date) the resolution would need to be resubmitted. Christianson stated that she has worked with the county accounts payable for over six months now and understands the deadlines and procedures and has worked well with the staff. It was determined that Resolution 2025-001 did not need to be signed, but the accounts payable procedure will be implemented and tweaked if needed. Most important is that the district needs to follow the county's deadlines. All agreed.

Commissioner Nilssen stated that some accounting procedures include a "13th month" but after speaking with Falge Bookkeeping, they have opted to forgo that 13th month and continue with a 12-month schedule.

Christianson also pointed out that having the necessary documents signed via Adobe E-Sign was implemented during COVID. Now that any COVID restrictions have been lifted, it would better serve the district to have the documents signed in person at the meetings. All agreed.

8. Old Business

8.a Resolute Lane Greenbelt Open Ditch Discharge Issue:

Commissioner Mountain had spoken with Yard Dogs and materials had been ordered but not delivered, waiting for clear weather to begin work. An itemized bid is still forthcoming, and this is still considered a maintenance project.

8. b Enduris Insurance Property Inventory Schedule

Commissioner Cole spoke with Inline Fence and they will resubmit their bid stating “prevailing wages.” The footbridge on Montgomery still needs a bid, Commissioner Mountain will pursue. Commissioner Nilssen wasn’t certain that the district installed that bridge after researching the property. Kerri will further research. The footbridge itself was estimated at \$5,000 at that time, and the easement was granted in 2006. Kerri noted the diffusers were installed for \$60-\$70K and using 2025 numbers it should be around \$100K. The district is requesting a note from Gray and Osborne to show to Enduris what the values of the diffusers are. The diffusers near Lake House road are determined to not belong to the district. So those and the footbridge should be excluded from the insurance inventory.

8 c. Comp Plan Review

Commissioner Mountain and Kerri from Gray and Osborne were going to tackle the Comp Plan update bit by bit. Commissioner Mountain requested Kerri to meet after February’s meeting to get a better idea of the task ahead.

8 d. Yard Dog Contract Renewal

The signed contract was submitted this morning and reflects a 3% COLA increase.

9. Financial Reports:

9.a. Financial Reports:

Financial reports had not been received yet from Falge, although the county had submitted their reports and were read by Commissioner Nilssen. All expenses and income look stable.

9.b Computer Issues:

Christianson noted that there are some issues with the district’s laptop, and Commissioner Nilssen highly recommended Cynthia Koan, a computer consultant, who will come to Christianson’s home to ascertain any issues with the laptop. The district will be charged for her services.

Signing of the Documents was completed at the end of the meeting.

10. Meeting Adjournment.

MOTION: Commissioner Mountain moved to adjourn the meeting, seconded by Commissioner Nilssen and all approved. The meeting was adjourned at 11:48 am.

Commissioner 1, Ron Mountain _____ Date _____

Commissioner 2, Dean Cole, Chair _____ Date _____

Commissioner 3, Michael Nilssen, Vice Chair _____ Date _____

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

BYLAWS

Of the Jefferson County, Port Ludlow Drainage District (PLDD)

Implemented June 8, 2023, Revised February 13, 2025

SECTION 1 - AUTHORITY: These bylaws are promulgated in compliance with the **RCW 85.06.010**

Districts authorized—Powers—Management. Any portion of a county, requiring drainage, which contains five or more inhabitants and freeholders therein may be organized into a drainage district, and when so organized such district and the board of commissioners hereinafter provided for shall have and possess the power herein conferred or that may hereafter be conferred by law upon such district and board of commissioners, and said district shall be known as The Port Ludlow Drainage District (PLDD) a Jefferson County Special Purpose District of the state of Washington, and shall have the right to sue and be sued by and in the name of its board of commissioners hereinafter provided for, and shall have perpetual succession, and shall adopt and use a seal. The commissioners hereinafter provided for and their successors in office shall, from the time of the organization of such drainage district, have the power, and it shall be their duty, to manage and conduct the business and affairs of the district, make and execute all necessary contracts, employ and appoint such agents, officers and employees as may be required, and prescribe their duties, and perform such other acts as hereinafter provided, or that may hereafter be provided by law. The Port Ludlow Drainage District has quasi-judicial authority.

SECTION 2 - MEMBERSHIP: The PLDD shall be comprised of individual parcel owners from North Bay District Map Boundaries of the Port Ludlow Drainage District, Jefferson County. The board of drainage commissioners shall consist of three elected commissioners. The initial commissioners may be appointed, and then elected, as provided in chapter **85.38** RCW. The board shall have exclusive charge of the construction and maintenance of all drainage systems on common property and private parcels with recorded easements between the PLDD and the property owner which may be constructed by said district and shall be the executive officers thereof, with full power to bind said district by their acts in the performance of their duties as provided by law.

SECTION 3 - COMMISSIONER'S RESPONSIBILITIES AND DUTIES: The duties and responsibilities of the PLDD Commission shall be as follows:

Revised 2/13/2025

The PLDD shall review and manage the operations and planning to determine if the PLDD plans, goals, policies, land use and regulations are promoting orderly and coordinated development within the District.

The PLDD may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

The PLDD shall have such other duties and powers as heretofore have been or hereafter may be conferred upon the commission by District Resolution 2023-01

SECTION 4 - OFFICERS: Officers of the PLDD shall be chair and vice chair. Candidates for chair and vice chair shall be nominated and elected annually at the first regular meeting in March from among its active members. Revised 2/13/2025

SECTION 5 - OFFICERS' RESPONSIBILITIES AND DUTIES: The chair of the PLDD shall: (1) preside at all meetings and execute the agenda of such meetings in an orderly manner and (2) officially represent the commission before organizations or groups. The vice chair shall officiate as chair in the chair's absence.

SECTION 6 – FURTHER DUTIES OF THE COMMISSIONERS: The Commissioners shall select individual Commissioners to provide oversight and manage the facilities and administrative components of the district. The following positions shall be:

Administrative Commissioner: Oversight of clerical processes, records management, insurance, correspondence log, and website administration.

Engineering/Maintenance Commissioner Oversight of inquiries from landowners, maintain facility documentation, oversee maintenance of existing facilities, and visit each facility at least annually, and oversee all drainage engineering and maintenance functions

Financial Commissioner: Oversight of budgeting, invoices, vouchers, external and internal financial reports, and governmental reports.

SECTION 7 – ADMINISTRATIVE COORDINATOR: The Administrative Coordinator (AC) shall be provided by the PLDD. The AC's duties shall be to record the proceedings

of all Commission meetings. (1) prepare for future meetings with the chair, (2) distribute agendas for meetings and workshops, (3) assist with administrative duties and the preparation of the annual budget, (4) account for and process expenditures, (5) notify members by email of workshops, and (6) act in any other manner deemed necessary by the PLDD.

SECTION 8 - MEETINGS AND WORKSHOPS: Meetings of the PLDD are subject to the Open Public Meetings Act (OPMA) Chapter 42.30 RCW. Notification to the public of all meetings shall be made on the PLDD website. Before the start of the calendar year, the PLDD shall notice dates for the upcoming year of all regularly scheduled meetings. Changes to this schedule shall be noticed according to the OPMA. Meetings requiring public notification include but are not limited to: (1) regular meetings, (2) special meetings, (3) public hearings, (4) workshops, and (5) retreats, or any meeting where a quorum of the PLDD Commissioners shall be present. Notification of public hearings will appear at least ten (10) days prior to the hearing date. If a meeting needs to be cancelled due to a lack of a quorum, a notice shall be posted on the door of the meeting place.

Official action can take place at any regular meeting or public hearing. Official action may take place at any other gathering of the PLDD where a quorum is present, if the agenda of the meeting, including the topic of action, is included in the agenda and that agenda is posted at least twenty-four (24) hours before the start of the meeting. Under the OPMA, an “action” is defined broadly to include “the transaction of the official business ... including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.”

When appropriate and necessary, the chair shall establish committees and appoint members to them. If a committee is made up of less than a quorum then the committees are not governed by the OPMA and therefore such committee meetings do not require public notice or an audio record.

The OPMA generally requires that meetings of the governing body be open to the public and that no conditions preventing attendance by the public, except for orderly conduct, may be imposed. Therefore, a District legislative body shall not ban the use of recording devices or video cameras from the open portion of a meeting held pursuant to the OPMA. The District legislative body may impose restrictions on the use of recording devices, but only to the extent necessary to preserve the orderly conduct of the meeting.

Revised 2/13/2025

With the exception of passively receiving information, emails between members addressing matters before the PLDD could be construed to be a public meeting, particularly if there was any response to such communication. Therefore, all emails related to matters before the PLDD should be forwarded to the Administrative Coordinator at districtadmin@pldd.org for appropriate distribution.

SECTION 9 - CONDUCT: Except where in conflict with these bylaws, Roberts Rules of Order shall guide the conduct of all public meetings and hearings of the PLDD.

SECTION 10 - QUORUM: A majority of the PLDD membership, being not fewer than (2) two, shall constitute a quorum for the consideration of most items of business, with a majority vote of those present being sufficient to take action.

In the event of a challenge to a member or members of a decision-making body that would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine (RCW 42.36.090, Participation of challenged member of decision-making body).

SECTION 11 - VOTING: All members are entitled to one vote. A vote shall be either (1) yay/yes, (2) nay/no, or (3) abstain. An abstention per Roberts Rules of Order is not counted as a nay vote. If a member recuses themselves, they shall leave the room and not take part in any of the discussion pertaining to the matter before the Planning Commission. As per the OPMA, no action can be taken by secret ballot. The chair is a PLDD member and is therefore allowed one vote on all issues.

All matters acted on shall be recorded as written motions. The PLDD shall not take any action in the form of a consent agenda, other than the acceptance of documents pertaining to matters that are currently before the PLDD. The “action” in this case is the acceptance of these documents such that a written motion of acceptance will be recorded into the minutes.

SECTION 12 - BUDGET: A preliminary budget for the Commission shall be prepared by the Financial Commissioner, Administrative Coordinator, and the District Consulting

Engineering staff. An itemized estimate of expenditures for the ensuing calendar year shall be included in the preliminary budget.

The preliminary budget shall be prepared and distributed to all Commissioners in advance of the September Commissioner meeting and placed on the District Website for public review. There shall be a PLDD Budget Public Hearing at the October Commissioners Meeting the Second Thursday in October at the beginning of the regularly scheduled Commissioner Meeting.

The budget shall become final at the November Commissioner meeting. The budget and any amendments thereof shall be prepared in accordance with requirements established by the RCW 85.38.170, Jefferson County Ordinance 06-0817-20, Auditor, Treasurer and the PLDD.

SECTION 13 - CLAIMS FOR EXPENDITURES: All claims for expenditures for operating the PLDD shall be made in accordance with requirements established by the Jefferson County Auditor and Treasurer.

SECTION 14 - REPORTS: Reports of official PLDD reviews or official recommendations shall include only that which has been approved by a majority vote of the Commissioners present as expressed in Section 10.

Drafts of reports of official PLDD reviews or official recommendations shall be reviewed, corrected as necessary, and adopted by a majority vote of the Commissioners present.

SECTION 15 - AMENDMENTS: Amendment to these bylaws may be made at any regular meeting of the PLDD, provided the following conditions have been met:

1. The proposed change has been an item of business at the previous meeting,
2. The proposed change has been emailed to the Commissioners ten (10) days prior to the meeting considering the proposed change,
3. The proposed change is not in conflict with the statutes that authorize the PLDD, and,
4. The proposed change receives an affirmative vote with a majority of the Commissioners.

SECTION 16 - REPEALER: All previous bylaws of the PLDD are hereby repealed and replaced.

SECTION 17 - ADOPTION: These bylaws, as amended, are hereby adopted this 8th day of June of 2023.

Port Ludlow Drainage District

Chair, Commissioner 1

Date

Vice-Chair, Commissioner 2

Date

Commissioner 3

Date

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	2/18/2025	2/1/2025	V25-020		10069	0 LEIGH CHRISTIANSON	JAN HOURS	960.25	69500589	589400	960.25
1	2/18/2025	2/1/2025	V25-021		9255	0 DEAN COLE	JAN 09 REGULAR MEETIN	116.64	69500589	589400	116.64
1	2/18/2025	2/1/2025	V25-022		9228	0 MICHAEL NILSSEN	JAN 09 REGULAR MEETIN	116.64	69500589	589400	116.64
1	2/18/2025	1/31/2025	V25-023		9228	0 MICHAEL NILSSEN	REIMBURSE AMAZON CA	91.58	69500589	589400	91.58
1	2/18/2025	1/31/2025	V25-024		9228	0 MICHAEL NILSSEN	REIMBURSE AMAZON ST/	72.00	69500589	589400	72.00
1	2/18/2025	1/1/2025	V25-025		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM 1/30-	10.00	69500589	589400	10.00
1	2/18/2025	2/1/2025	V25-026		10134	0 RON MOUNTAIN	JAN 09 REGULAR MEETIN	116.62	69500589	589400	116.62
1	2/18/2025	1/31/2025	5042-V25-027		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	2/18/2025	1/14/2025	5441-V25-28		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	125.00	69500589	589400	125.00
1	2/18/2025	2/3/2025	TOWN122027-V25-0		8781	0 YARD DOG LANDSCAPING INC	LANDSCAPING	2,040.00	69500589	589400	2,040.00
1	2/18/2025	1/18/2025	RESOLUTE-V25-030		8781	0 YARD DOG LANDSCAPING INC	RESOLUTE PROJECT	4,929.88	69500589	589400	4,929.88
1	2/18/2025	01/31/2025	1581-V25-031		7001	0 SEAWINGS	WEBSITE MAINT	160.00	69500589	589400	160.00

9,133.61 9,133.61

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.

TOTAL WARRANT AMOUNT: 9,133.61

MONTH 2/1/2025

SIGNED FEBRUARY 13, 2025

CHAIRMAN, COMMISSIONER COLE

COMMISSIONER, MEMBER NILSSEN

COMMISSIONER, MEMBER MOUNTAIN

Port Ludlow Drainage District
Statement of Financial Income & Expense to Budget Performance
January 1-31, 2025

Distribution account	January 2025			Year to Date		
	Actual	Budget	Over/Under	Actual	Budget	Over/Under
Income						
361.11 Investment Interest	559.45	0.00	559.45	559.45	0.00	559.45
368.00 Special Assessment Capital (SA)	173.63	0.00	173.63	173.63	0.00	173.63
Total for Income	\$733.08	\$0.00	\$733.08	\$733.08	\$0.00	\$733.08
Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	\$733.08	\$0.00	\$733.08	\$733.08	\$0.00	\$733.08
Expenses						
5535000 Field Expenses						
5535040 Drainage Maintenance Operation	1,979.91	2,000.00	-20.09	1,979.91	24,000.00	-22,020.09
5535018 Temporary Labor	0.00	0.00	0.00	0.00	2,800.00	-2,800.00
Total for 5535000 Field Expenses	\$1,979.91	\$2,000.00	-\$20.09	\$1,979.91	\$26,800.00	-\$24,820.09
5535100 Engineering						
5535140 General District Engineering	753.40	1,150.00	-396.60	753.40	13,800.00	-13,046.60
5535143 Unanticipated Engineering Costs	0.00	400.00	-400.00	0.00	4,800.00	-4,800.00
Total for 5535100 Engineering	\$753.40	\$1,550.00	-\$796.60	\$753.40	\$18,600.00	-\$17,846.60
5535200 Personnel						
5535210 Administrative Personnel	816.53	1,010.00	-193.47	816.53	12,120.00	-11,303.47
5535220 Federal Taxes						
FICA Expense	145.23	135.00	10.23	145.23	1,694.00	-1,548.77
Total for 5535220 Federal Taxes	\$145.23	\$135.00	\$10.23	\$145.23	\$1,694.00	-\$1,548.77
5535230 Commissioner Meetings/District	1,024.00	390.00	634.00	1,024.00	5,460.00	-4,436.00
5535221 State Taxes						
SUTA Expense	0.00	0.00	0.00	0.00	0.00	0.00
WAPFML Expense	0.00	19.00	-19.00	0.00	240.00	-240.00
Total for 5535221 State Taxes	\$0.00	\$19.00	-\$19.00	\$0.00	\$240.00	-\$240.00
Total for 5535200 Personnel	\$1,985.76	\$1,554.00	\$431.76	\$1,985.76	\$19,514.00	-\$17,528.24
5535300 Miscellaneous/Office Expenses						
5535341 Rent	116.19	140.00	-23.81	116.19	1,940.00	-1,823.81

5535740 Software & Subscriptions	10.00	0.00	10.00	10.00	0.00	10.00
5535331 Supplies	0.00	25.00	-25.00	0.00	300.00	-300.00
5535342 Postage/Mailings	0.00	20.00	-20.00	0.00	240.00	-240.00
5535343 Advertising	0.00	40.00	-40.00	0.00	400.00	-400.00
5535344 Insurance	0.00	0.00	0.00	0.00	6,500.00	-6,500.00
5535345 Website Maint. & Renewal	0.00	390.00	-390.00	0.00	1,560.00	-1,560.00
5535346 Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	600.00	-600.00
Total for 5535300 Miscellaneous/Office Expenses	\$126.19	\$715.00	-\$588.81	\$126.19	\$11,540.00	-\$11,413.81
5535301 Commissioners Mileage & Expense						
5535340 Commissioner Mileage/Travel Exp	8.04	0.00	8.04	8.04	440.00	-431.96
Total for 5535301 Commissioners Mileage & Expense	\$8.04	\$0.00	\$8.04	\$8.04	\$440.00	-\$431.96
5535400 Professional Services						
5535444 Accounting Clerk	395.00	400.00	-5.00	395.00	5,500.00	-5,105.00
5535442 Budget Asssitance	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
5535443 Legal	0.00	310.00	-310.00	0.00	3,720.00	-3,720.00
Total for 5535400 Professional Services	\$395.00	\$710.00	-\$315.00	\$395.00	\$10,720.00	-\$10,325.00
5535302 Assessments/County Fees/Electio						
5535347 State Auditor	0.00	0.00	0.00	0.00	1,240.00	-1,240.00
5535348 Election Cost - Jeff. County	0.00	0.00	0.00	0.00	500.00	-500.00
Total for 5535302 Assessments/County Fees/Electio	\$0.00	\$0.00	\$0.00	\$0.00	\$1,740.00	-\$1,740.00
5594144 Engineering - Capital Projects						
5535145 Miscellaneous Design Project	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total for 5594144 Engineering - Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	-\$10,000.00
Total for Expenses	\$5,248.30	\$6,529.00	-\$1,280.70	\$5,248.30	\$99,354.00	-\$94,105.70
Net Operating Income	-\$4,515.22	-\$6,529.00	\$2,013.78	-\$4,515.22	-\$99,354.00	\$94,838.78
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	-\$4,515.22	-\$6,529.00	\$2,013.78	-\$4,515.22	-\$99,354.00	\$94,838.78