

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

Agenda for Board of Commissioners' Meeting # 0290

April 14, at 10:00 AM

ZOOM Open Meeting

Port Ludlow Fire District Meeting Hall, 7650 Oak Bay Road, Port Ludlow WA 98365

COVID-19 NOTICE NO IN-PERSON PUBLIC ATTENDANCE IS ALLOWED AT THE MEETING PURSAUNT TO JEFFERSON COUNTY RESOLUTION NO. 45-21

Zoom Link:

<https://us06web.zoom.us/j/84761691404?pwd=TzZ2YkxNOGdDRERQeTcxL2dsTk0vdz0>

9 Meeting ID: 847 6169 1404 Passcode: 470571

This option will allow you to join the meeting live. You will need to enter an email address. **If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand”**. Participation will be up to the Chair of the meeting.

Audio-only: Dial 1 (253) 215-8782 Meeting ID: 847 6169 1404 Passcode: 470571

This option will allow you to listen to the meeting live. **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.

Per Proclamation by the Governor; Amending and Extending Proclamations 20-05 and 20-20 et seq. There will be no in-person component available for this meeting as no outside parties currently have access to the use of the Port Ludlow Fire Hall.

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Public Comment:** *The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner.*
- 4. Agenda Approval:**
- 5. CONSENT AGENDA:**

Items listed below 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 time², at the request of any of the Commissioners.

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

5.a. Minutes March 10, 2022, meeting 0289.

5.b. 290 Voucher Summary: numbers 22-014 through 22-024 totaling \$5,872.75 with \$1,748.86 for payroll, \$4,435.93 for supplies and services and \$199.96 for tax withholdings.

6. COMMISSIONER COMMUNICATIONS:

7. NEW BUSINESS:

7.a. Report on Port Ludlow Drainage District Records Management Guidelines (July 2021) and the Washington State Archives [Local Records Grant Program](#) Grant.

Recommended Action: It is recommended that this item be continued to the May 12th Meeting.

7.b. 201 Montgomery Lane

Recommended Action: Chair Rygmyr will provide a report on drainage concerns from a resident at 201 Montgomery Lane

8. REPORTS:

8.a. Report of Financial Activities

- Report of Account Balances and Changes for March 2022 – PLDD
- Statement of Financial Expense Budget Performance for March 2022 – PLDD
- Jefferson County Receivable Summary March 2022 – PLDD
- Report on research regarding Resolution 2021-01 A Resolution Establishing Guidelines for Payment of Commissioner Compensation.

Recommended Action: The Commissioners will receive a report on the financial activities of the District from Commissioner 3. It is recommended that the District Administrator or their designee include compensation for each Commissioner's meeting attendance to be submitted monthly to the approved account/bookkeeping service for payroll processing and included on the monthly vouchers with minutes reflecting proof of attendance.

OLD BUSINESS:

9.a. Presentation of Draft Amendments for Maintenance At Ludlow Cove II "Cottages", Ebb Tide Court And Waterhouse Lane and Field Trip to Ludlow Cove II "Cottages, Ebb Tide Court and Waterhouse Lane followed by a Field Trip to the Three Developments.

Recommended Action: The Commission will receive a report with recommended changes to the maintenance at Ludlow Cove II "Cottages", Ebb Tide Court and Waterhouse Lane and then conduct a field trip to the three developments. The Commission will then make recommendations for next steps.

10. Signing of the Documents will be done via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.³

11. MEETING ADJOURNMENT.

Port Ludlow Drainage District (PLDD)
March 10, 2022
Board of Commissioners Meeting - #0289
Zoom Meeting - Draft Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called the Meeting of the Port Ludlow Drainage District to order at 10:05 a.m. at the Port Ludlow Fire District meeting room. Chair Rygmyr noted that the meeting was not open to the public pursuant to Jefferson County Resolution 45-21 but the public is welcome to join by telephone via Zoom.

2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen were all present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded. Motion carried unanimously.

4. **PUBLIC COMMENT:** There were no comments from the public.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the February 17, 2022, Special Meeting #0288, Minutes of the March 3, 2022 Workshop W2022-1, the #0289 Voucher Summary numbers 22-007 through 22-013 totaling \$3,746.13 with \$528.14 for payroll and \$3,28.13 for goods and services.

MOTION: Chair Rygmyr moved to approve the Consent Agenda and Commissioner Cole seconded. Motion carried unanimously.

6. **COMMISSIONER COMMUNICATIONS:** There were no communications from the Commissioners reported.

7. **OLD BUSINESS**

7.a. **FOLLOW-UP WITH AGREEMENTS FOR MAINTENANCE AT LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE.** Chair Rygmyr shared draft maintenance maps prepared by the District's Consulting Engineers, Gray & Osborne, Inc. Barry Baker, District Consulting Engineer reported that the maps are a work in progress. One change to the maps is the addition of a table to describe maintenance needs for numbered maintenance areas on the map. Barry explained that Gray & Osborne prepared the Small Works Contract that the District previously approved with Yard Dogs, Inc. He said the template for the standard contract is being reviewed to ensure that it is legally adequate and up to date. There was some discussion regarding the map size and resolution of streets in relation to the maintenance areas. Commissioner Nilssen requested clarification about the District maintenance areas - they are primarily greenbelts and not lots or streets which would be the responsibility of homeowners and Jefferson County. Barry Baker affirmed this. The Commissioners requested Barry Baker to attend the April 14, 2022 regular Commission

meeting in person. It was also noted that County Commissioner Greg Brotherton, resident Mark Baker, Cliff O'Brien, general manager for construction of the Port Ludlow Associates, and the Jefferson County Developments Services and Public Works Directors would be invited to join the meeting.

Commissioner Nilssen requested to move agenda Item 9.a. Financial Reports forward to respect the time of Tristan Henley of Falge Financial Bookkeeping Services.

9.A. REPORT OF FINANCIAL ACTIVITIES

Commissioner Nilssen introduced Tristan Headly of Falge Financial Inc., the District's bookkeeping firm. He explained that the 2021 13-month year end reports for the District had been revised by Tristan as a result of Jefferson County's audit. The audit revealed a surplus of \$11,539.11. Tristan also explained that the revised report also reflected a higher General Fund total receipts due to the revised audit and an accounting method to assure cash balances were sufficient for the 13th month expenses. He explained that the 13th month allows for all expenses for 2021 to be accounted for in the year 2021 budget.

Commissioner Nilssen shared information about the December 31st to January 31st Statement of Income and Expenses. He noted total expenses were \$84,469, Revenues were \$60,468 and the Deficit was \$24,000 for 2021.

Commissioner Nilssen also shared the 2021 Budget Comparison of budgeted items and actual expenses and said the District was on track. He noted that one unique deviation was the \$17,000 payoff of the loan with the Department of Commerce.

He reviewed the reports from the County Treasurers included in the agenda packet and noted they show the beginning year and month to month balances on collection of assessments. He said they will be provided at each meeting.

Commissioner Nilssen reported as a follow-up from the March workshop it would be possible to secure a District institutional credit card with Sound Bank. It was the consensus of the Commission not to secure a credit card.

Commissioner Nilssen followed up with workshop questions about the Jefferson County investment POOL. He reported that the investment POOL is managed by the county, is very conservative with an interest rate of less than one percent.

7.B. REPORT ON INFORMATION TECHNOLOGY AND PROGRESS WITH THE RECENTLY PURCHASED LAPTOP. Chair Rygmyr reported that a Hewlett Packard laptop was purchased, and an annual Adobe Acrobat subscription was purchased for a total cost of \$772.10, well under the Commission's authorization to spend up to \$1,000. The adobe software allows for merging documents to prepare agenda packets, document signing and including videos. It may be possible to replace the Docu-sign subscription in the future.

8. NEW BUSINESS:

8.A. REVIEW OF RESOLUTION 2018-04 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT LUDLOW DRAINAGE DISTRICT REVISING THE SCHEDULE FOR PAYMENT OF COMMISSIONER COMPENSATION AND RESOLUTION 2018-05 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT LUDLOW

DRAINAGE DISTRICT, REVISING COMMISSIONER COMPENSATION AND ESTABLISHING AN EFFECTIVE DATE. Information provided in an email from the District’s legal staff was shared. It was noted that payment of Commissioners is based on the term that is being served and whether a Commissioner was appointed or elected. Commissioner’s 1 and 3 will be compensated \$128 per meeting and Commissioner 2 will be compensated \$114 per meeting.

Commissioner Nilssen introduced text for a proposed resolution to replace Resolution 2018-04. Commissioner Nilssen moved to bring a resolution to the April 14th meeting to replace Resolution 2018-04 to do the following: 1. Replace Resolution 2021-01; 2. establish a procedure for payment of Commissioners for monthly meeting attendance to be documented with minutes and included by staff on monthly vouchers; and 3. Commissioner reimbursement form would be used for reimbursement of expenses such as travel and purchase of equipment and supplies or subscriptions. Katie Smith commented that Resolution 2018-04 was replaced by Resolution 2021-01. It was the consensus of the Commission after discussion the Commissioner Nissen would review the past resolutions and work with the Administrative Coordinator to prepare a revised resolution.

8.B. DISCUSSION OF MARCH 3, 2022, WORKSHOP W2202-1 AND IDENTIFICATION OF FUTURE WORKSHOP TOPICS (PROTOCOLS FOR COMMUNICATION, INFORMATION TECHNOLOGY, RECORDS MANAGEMENT). The Commissioners affirmed the value of discussing finances at the workshop. A possible future topic for a workshop identified was document management and procedures. Chair Rygmyr requested that a brief status report be placed on the April 14th agenda summarizing management procedures today, past procedures, and where records are located (e.g. Beach Club, electronic and calendar for documents). Commissioner Cole mentioned he would like a little more information about the budget. He was encouraged to contact Tristan with Falge Financial, Inc.

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

10. MEETING ADJOURNMENT.

MOTION: Chair Rygmyr moved to adjourn the meeting at 11:32 a.m. and Commissioner Nilssen seconded. Motion carried unanimously.

Vouchers ATTACHEMENT TO COUNTY CHECK REQUEST 11112021 PLDD283
PLDD Inhouse Voucher Summary
Meeting # 0283 Date November 11, 2021

Voucher Number	Vendor Services	Vendor Code	Account to be Charged (BARS)	Amount	Total Voucher Amount
21-075	Mary Paxton – Payroll for October Reimbursement for MicroSoft Office Reimbursement for printer ink Reimbursement for postage	8925	53150.41.0150	\$490.61	\$490.61
			53150.49.0000	\$69.99	\$69.99
			53150.31.0020	\$81.20	\$81.20
			53150.42.0010	\$23.20	\$23.20
Payroll Total				490.61	490.61
21-076	Ogden Murphy & Wallace LLC Legal Services through September 30, 2021	5610-695	53150.41.0100	\$1032.10	\$1032.10
21-077	Yarddogs Landscaping, Inc. Maintenance thru September	8781	53150.31.0030	\$1590.03	\$1590.03
21-078	Sea Wings Designs	7001	53150.31.0020	\$20.00	\$20.00
			53150.42.0010	\$8.30	\$8.30
21-079	Falge Financial Bookkeeping Services September and October	9022	53150.41.0150	\$500.00	\$500.00
Vouchers for supplies and services: \$					\$3324.82
Total					\$3815.43

	Commissioners' initials

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	4/18/2022	4/1/2022	V22-14-090	8925	0	MARY PAXTON	M PAXTON PAYROLL	647.38	69500589	589400	647.38
1	4/18/2022	4/1/2022	V22-15-090	9255	0	DEAN COLE	COMMISSIONER COMPEN	629.94	69500589	589400	629.94
1	4/18/2022	4/1/2022	V22-16-090	9228	0	MICHAEL NILSSEN	COMMISSIONER COMPEN	471.54	69500589	589400	471.54
1	4/18/2022	3/31/2022	V22-17-090	9227	0	GARY RYGMYR	REIMBURSEMENT LAPTO	592.22	69500589	589400	592.22
1	4/18/2022	3/31/2022	3429-V22-18-090	9022	0	FALGE BOOKKEEPING SERVICES	FEB BOOKKEEPING & EXT	325	69500589	589400	325
1	4/18/2022	3/4/2022	860879V22-19-090	5610	695	OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH FEB 28	648	69500589	589400	648
1	4/18/2022	4/3/2022	202204-V22-20-090	8781	0	YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1829.02	69500589	589400	1829.02
1	4/18/2022	3/28/2022	1-V22-21-090	3041	0	GRAY & OSBORNE INC	MAINT CONTRACT DEV TI	529.69	69500589	589400	529.69
1	4/18/2022	4/5/2022	V22-22--090	2338	0	EMPLOYMENT SECURITY DEPART	Q1 PAID FAMILY MEDICA	18.8	69500589	589400	18.8
							Q1 FICA FEDERAL WITHHOLDING				
							US TREASURY INTERNAL MEDICARE & SOCIAL SECURITY				
1	4/18/2022	4/5/2022	V22-23-090	9032	695	REVENUE SERVICE	SECURITY	170.40	69500589	598400	170.40
1	4/18/2022	4/5/2022	V22-24-090	9038	0	WA STATE DEPT OF LABORY & INI	Q2 FICA FEDERAL WITHHI	10.76	69500589	598400	10.76
								5872.75			5872.75

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

APRIL MONTH

TOTAL WARRANT AM 5872.75

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0290
 PLDD Voucher Summary for Fund #695 001 010
 April 14, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-14	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$647.38	\$647.38
22-15	Dean Cole - Meetings Jan 20, Feb 17, March 3, March 10, Feb 3 meeting with Ogden Murphy & Wallace, Feb 4 tour of Drainage District facilities with Yard Dogs Landscaping.	9229	53150.10.0020 Commission Meetings	\$629.94	\$629.94
22-16	Michael Nilssen Meetings Jan 20, Feb 17, March 3 and March 10.	9228	53150.10.0020 Commission Meetings	\$471.54	\$471.54
<i>Payroll Subtotal \$1,748.86</i>					
22-17	Reimburse Gary Rygmyr Purchase of Laptop for Administrative Coordinator	9227	53150.31.0020 Office Supplies	\$592.22	\$592.22
22-18	Falge Financial, Inc. February Bookkeeping \$250 and additional services \$175m Invoice 3429	9022	53150.41.0150	\$325.00	\$325.00
22-19	Ogden Murphy Wallace, Legal services thru Feb. 28 Invoice 860879	5610-695	53150.41.0100	\$648.00	\$648.00
22-20	Yarddogs Landscaping, Inc Maintenance – March Invoice 202204	8781	53150.31.0030	\$1,829.02	\$1,829.02
22-21	Gray & Osborne, Inc. – Maintenance Contract Development Feb 26 – March 26	3041	53150.41.0010	\$529.69	\$529.69
<i>Vouchers for supplies and services subtotal \$4,435.93</i>					
22-22	Employment Security Department WAPFML Q1	2338-695	53150.20.0020	\$18.80	\$18.80
22-23	United States Treasury FICA Q1	9032	53150.20.0010	\$170.40	\$170.40
22-24	WA State Department of Labor & Industries Q1	9038	53150.20.0020	\$10.76	\$10.76
<i>Vouchers for taxes subtotal \$199.96</i>					
TOTAL					\$5,872.75

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCIBED THIS __ 14th DAY OF APRIL 2022</p> <hr/> <p>APPROVED Port Ludlow Drainage District</p>	<p>Commissioners Signatures</p>
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Audited By _____
Date: _____

Report of Account Balances and Changes
For March 2022
Port Ludlow Drainage District

Account	January ¹	February ²	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
General Fund (GF):														
GF Beginning Cash Balance	\$ 78,043.62	\$ 68,869.14	\$ 67,862.31											\$ 7,968.45
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88											\$ (18,813.15)
GF Disbursements	\$ (9,337.57)	\$ (5,729.31)	\$ (3,746.27)											
GF Ending Cash Balance	\$ 68,869.14	\$ 67,862.31	\$ 67,198.92											
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00											\$ 52.01
GF Investment Pool Gross Interest	\$ 11.42	\$ 12.27	\$ 28.32											\$ (2.84)
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)											\$ 49.17
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90											
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00											
GF Receipts Breakdown														
Special Assessment Revenue	\$ 152.24	\$ 4,710.82	\$ 3,055.98											\$ 7,919.04
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90											\$ 49.17
Transfers & Other Activity	\$ -	\$ 0.24	\$ -											\$ 0.24
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88											

1.) \$9,337.57 disbursements were shown as expenses in the 13th month of 2021, but they impact the cash balance for January 2022.

2.) \$0.24 Transfer & Other Activity: This is the difference between the \$11.42 of net interest transferred out of the investment pool, and the \$11.66 of interest transferred in.

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

04/11/22

Accrual Basis

March 2022

	Mar 22	Budget	\$ Over Budget	Jan - Mar 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
301.11 - Investment Interest	28.32			52.25			
368.00 - Special Assessment Capital (SA)	3,055.88			7,919.04			
Total Income	<u>3,084.30</u>			<u>7,971.29</u>			
Gross Profit	<u>3,084.30</u>			<u>7,971.29</u>			
Expense							
5000 - Personnel							
10.0010 - Administrative Personnel	575.44	759.00	-183.56	1,113.75	2,277.00	-1,163.25	9,108.00
10.0020 - Commissioner Meetings/District	0.00	1,110.00	-1,110.00	0.00	1,110.00	-1,110.00	4,440.00
20.0010 - Federal Taxes							
FICA Expense	44.01			85.20			
FUTA Expense	3.45			6.68			
20.0010 - Federal Taxes - Other	0.00	155.00	-155.00	0.00	282.00	-282.00	1,125.00
Total 20.0010 - Federal Taxes	<u>47.46</u>	<u>155.00</u>	<u>-107.54</u>	<u>91.88</u>	<u>282.00</u>	<u>-190.12</u>	<u>1,125.00</u>
20.0020 - State Taxes							
L&I Expense	2.85			5.52			
20.0020 - State Taxes - Other	0.00	42.00	-42.00	0.00	76.00	-76.00	304.00
Total 20.0020 - State Taxes	<u>2.85</u>	<u>42.00</u>	<u>-39.15</u>	<u>5.52</u>	<u>76.00</u>	<u>-70.48</u>	<u>304.00</u>
Total 5000 - Personnel	<u>625.75</u>	<u>2,066.00</u>	<u>-1,440.25</u>	<u>1,211.15</u>	<u>3,745.00</u>	<u>-2,533.85</u>	<u>14,977.00</u>
5001 - Field Expenses							
31.0020 - Temporary Labor	0.00	360.00	-360.00	0.00	360.00	-360.00	2,520.00
31.0030 - Drainage Maintenance Operation	1,828.53	1,830.00	-1.47	3,657.06	5,490.00	-1,832.94	21,960.00
Total 5001 - Field Expenses	<u>1,828.53</u>	<u>2,190.00</u>	<u>-361.47</u>	<u>3,657.06</u>	<u>5,850.00</u>	<u>-2,192.94</u>	<u>24,480.00</u>
5002 - Engineering							
41.0010 - General District Engineering	0.00	1,030.00	-1,030.00	2,498.90	3,090.00	-590.10	12,360.00
41.0030 - Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,030.00
41.0050 - Project Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41.0060 - Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	1,140.00	-1,140.00	4,560.00
Total 5002 - Engineering	<u>0.00</u>	<u>1,410.00</u>	<u>-1,410.00</u>	<u>2,498.90</u>	<u>4,230.00</u>	<u>-1,730.10</u>	<u>17,950.00</u>
5003 - Engineering - Capital Projects							
41.0015 - Miscellaneous Design Project	0.00	5,000.00	-5,000.00	0.00	5,000.00	-5,000.00	10,000.00
Total 5003 - Engineering - Capital Projects	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>10,000.00</u>
5004 - Commissioners Mileage & Expense							
43.0010 - Commissioner Mileage/Travel Exp	125.00	100.00	25.00	125.00	100.00	25.00	400.00
Total 5004 - Commissioners Mileage & Expense	<u>125.00</u>	<u>100.00</u>	<u>25.00</u>	<u>125.00</u>	<u>100.00</u>	<u>25.00</u>	<u>400.00</u>
5005 - Miscellaneous/Office Expenses							
42.0010 - Postage/Mailings	0.00	15.00	-15.00	0.00	45.00	-45.00	180.00
44.0000 - Advertising	0.00	15.00	-15.00	0.00	45.00	-45.00	180.00
45.0010 - Rent	654.60	0.00	654.60	810.60	0.00	810.60	600.00
46.0000 - Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,170.00
47.0000 - Website Maint. & Renewal	360.00	0.00	360.00	360.00	370.00	-10.00	1,480.00
49.0000 - Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	100.00	-100.00	200.00
Total 5005 - Miscellaneous/Office Expenses	<u>1,014.60</u>	<u>30.00</u>	<u>984.60</u>	<u>1,170.60</u>	<u>560.00</u>	<u>610.60</u>	<u>7,810.00</u>
5006 - Assessments/County Fees/Electio							
48.0040 - State Auditor	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	1,200.00
51.0020 - Election Cost - Jeff. County	0.00	0.00	0.00	299.63	11,000.00	-10,700.37	11,000.00
Total 5006 - Assessments/County Fees/Electio	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>299.63</u>	<u>12,200.00</u>	<u>-11,900.37</u>	<u>12,200.00</u>
5008 - Professional Services							
41.0020 - Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
41.0100 - Legal	0.00	735.00	-735.00	201.20	2,205.00	-2,003.80	8,820.00
41.0150 - Accounting Clerk	250.00	260.00	-10.00	500.00	780.00	-280.00	3,120.00
41.0160 - Recording Secretary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5008 - Professional Services	<u>250.00</u>	<u>995.00</u>	<u>-745.00</u>	<u>701.20</u>	<u>2,985.00</u>	<u>-2,283.80</u>	<u>15,940.00</u>
Total Expense	<u>3,843.88</u>	<u>11,791.00</u>	<u>-7,947.12</u>	<u>9,664.54</u>	<u>34,670.00</u>	<u>-25,005.46</u>	<u>103,757.00</u>
Net Ordinary Income	<u>-759.58</u>	<u>-11,791.00</u>	<u>11,031.42</u>	<u>-1,693.25</u>	<u>-34,670.00</u>	<u>32,976.75</u>	<u>-103,757.00</u>
Other Income/Expense							
Other Expense							
49.0100 - Contingency	0.00	12,469.00	-12,469.00	0.00	36,668.00	-36,668.00	105,803.00
Total Other Expense	<u>0.00</u>	<u>12,469.00</u>	<u>-12,469.00</u>	<u>0.00</u>	<u>36,668.00</u>	<u>-36,668.00</u>	<u>105,803.00</u>
Net Other Income	<u>0.00</u>	<u>-12,469.00</u>	<u>12,469.00</u>	<u>0.00</u>	<u>-36,668.00</u>	<u>36,668.00</u>	<u>-105,803.00</u>
Net Income	<u>-759.58</u>	<u>-24,260.00</u>	<u>23,500.42</u>	<u>-1,693.25</u>	<u>-71,338.00</u>	<u>69,644.75</u>	<u>-209,560.00</u>



YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	PT	LUDLOW DRAINAGE DIST FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
69500589		AGENCY DISBURSEMENTS	0	0	0	9,476.76	.00	-9,476.76	100.0%
69500589		EXPENDITURES	0	0	0	9,476.76	.00	-9,476.76	100.0%
		TOTAL AGENCY DISBURSEMENTS	0	0	0	9,476.76	.00	-9,476.76	100.0%
		TOTAL PT LUDLOW DRAINAGE DIST FUND	0	0	0	9,476.76	.00	-9,476.76	100.0%
		TOTAL EXPENSES	0	0	0	9,476.76	.00	-9,476.76	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 12

	ORIGINAL APPROP	TRANFRS/ADJSTWTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	9,476.76	.00	-9,476.76	100.0%

** END OF REPORT - Generated by Jona Fitch **

RESOLUTION NO. 2021-01

PORT LUDLOW DRAINAGE DISTRICT
 Jefferson County, Washington
 P.O. Box 65261, Port Ludlow, WA 98365

A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT,
 ESTABLISHING GUIDELINES FOR PAYMENT OF COMMISSIONER COMPENSATION

WHEREAS, the Port Ludlow Drainage District is managed by a Board of Commissioners, which may receive compensation in accordance with RCW 85.38.075; and

WHEREAS, previously, the District retained a contract accounting firm to provide financial services and adopted Resolution 2018-04 to accommodate the needs of the firm; and

WHEREAS, said contract accounting firm resigned in January 2020, thereby eliminating the need for Resolution 2018-04; and

WHEREAS, now, the District has contracted with a professional payroll service to provide the District with calculation and reporting of payroll taxes, providing the District with best practice guidelines for budget recording and quarterly and annual tax return reporting; and

WHEREAS, the District now wishes to establish new guidelines for Commissioner compensation, in accordance with its payroll service's guidance, which includes reporting Commissioners' compensation to state and federal tax authorities as payroll wages starting January 1, 2021;

NOW, THEREFORE, the Board of Commissioners of Port Ludlow Drainage District hereby resolves as follows:

- A. **Resolution 2018-04, repealed.** Resolution 2018-04 is hereby repealed in its entirety.
- B. **Guidelines for Commissioner Compensation, established.** The guidelines for payment of each Commissioner's compensation will follow the guidance given by the contracted payroll service to ensure: (1) timely and accurate tax reporting and payment of state and federal payroll taxes, (2) accurate budget tracking using cash accrual accounting, and (3) prudent payment of compensation upon receipt of compensation claims from individual commissioners.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 11th day of March 2021.



03 / 11 / 2021

Don Forbes, Chair, Commissioner 2



03 / 11 / 2021

Deborah Helleson, Commissioner 3

9.a

2022 MAINTENANCE CONTRACT

THIS AGREEMENT is made this _____ day of _____, 20____, between **PORT LUDLOW DRAINAGE DISTRICT**, a municipal corporation ("District"), and _____ ("Contractor").

In consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties herein covenant and agree as follows:

1. Project. The Contractor shall do all work and furnish all permits, tools, materials, labor and equipment for the District's public works project known as 2022 Maintenance Contract ("Project") in accordance with and as described in the attached bid proposal, plans and specifications, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the Project provided under this contract and every part thereof.

2. Project Cost. The amount of the Project Contract is _____ (\$_____) annually, plus applicable Washington State sales tax. This Agreement allows for 3 percent cost of living increase per year. The Annual Project Cost includes all costs associated with the Project work, including, but not limited to, labor, materials, overhead, administrative, permit, and regulatory costs, unless otherwise agreed in writing.

3. District Agreement. The District employs the Contractor to provide the materials and to do and cause to perform the Project work described above and contracts to pay the Annual Project Cost for such work, at the time and in the manner and upon the conditions provided for in this Agreement.

4. Contractor Agreement. The Contractor hereby agrees to fully perform the work for the Annual Project Cost according to the terms and conditions of this Agreement.

5. Contractor Responsibilities. The Contractor represents that Contractor is fully experienced and possesses all of the necessary expertise for performance of all work specified herein. The Contractor shall provide and bear the expense of all equipment, work and labor that may be required completing the work provided for in this Agreement.

6. Equitable Adjustments. Should the Contractor desire an equitable adjustment to the Project Cost, on the basis of a written change order or an oral order from the District, Contractor shall file a written notice of that fact with the District.

7. Contract Termination. The Agreement will be effective as of the date indicated above and shall remain in effect until terminated within 60 days' advance written notice by either party.

9.a.

8. Payment Terms.

8.1 The District shall pay the Contractor on a monthly basis 1/12th of the annual contract cost, provided all services have been satisfactorily completed during the preceding month. Approval of payment to the Contractor shall be made at the monthly District Board meeting. Payment shall be made within 30 days after approval of the application for payment.

9. Contract Term. The term of this Contract shall be 3 years with the option to extend the Contract for an additional 2 years.

10. Attorney's Fees. Should either the District or the Contractor commence any legal action relating to the provisions of this agreement, the prevailing party shall be awarded judgment for all costs of litigation, including, but not limited to, costs, expert witnesses, and reasonable attorneys' fees, including all such costs and fees incurred on appeal.

11. Indemnification. The Contractor shall defend, indemnify, and save the District and its officers and employees harmless from any and all claim and risk and all losses, damages, demands, suits, judgments, and attorneys' fees or other costs, penalties, fees or expenses of any kind on account of injury to or death of any and all persons, on account of all property damage of any kind, or loss of use resulting therefrom, or on account of liability under any federal, state or local laws, ordinances or regulations (including, but not limited to, those laws set forth in Section 15 below) governing the disposal of waste or debris accumulated and/or generated during the course of performance of the work under this Agreement, that is in any manner connected with, the work performed under this Agreement, or caused in whole or in part by reason of the presence of the contractor, the subcontractors, or their property, employees, or agents, upon or in proximity to the property of the District during performance of the work or at any time before final acceptance, except only for those losses resulting from and to the extent of the negligence of the District with regard to activities within the Contractor's scope of work. The Contractor specifically waives any immunity granted under the State Industrial Insurance Law, RCW Title 51, which is specifically acknowledged by the Contractor. _____ (Contractor's Initials)

12. Insurance.

The Contractor shall obtain and keep in force during the term of the agreement, insurance with insurance companies acceptable to the District in the following amounts:

	<u>General</u>	<u>Automobile</u>	<u>Property</u>
Occurrence	\$1,000,000	\$1,000,000	\$1,000,000
Aggregate	\$1,000,000	\$1,000,000	\$1,000,000

The District and Gray & Osborne, Inc. shall be specifically named as an insured in such policy or policies. A Certificate of Insurance, questionnaire, and endorsement, as required

by the District, shall be executed and delivered to the District at the time of execution of this Agreement. The Contractor shall provide a copy of the annual insurance renewal to the District.

13. *Prevailing Wages.* The Contractor shall pay prevailing wages as required and shall comply with RCW 39.12 and RCW 49.28. The prevailing wages applicable to the Project are the wage rates in effect at the time of the Contractor's application ([DATE]). Notice of intent to pay prevailing wages and prevailing wage rates for the project must be posted for the benefit of workers. Final payment will be made in accordance with the requirements of RCW 39.12.

14. *Trench Safety Systems.* All trenches shall be provided with adequate safety systems as required by RCW 49.17 and WAC 296-155-650 and 655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650-655.

15. *Environmental Regulation.* The Contractor is expected to comply with all environmental statutes and regulations, including but not limited to: 42 USC 4321 et seq.; Executive Order 11514; 33 USC 1251 et seq.; and RCWs 43.21; 70.74; 70.94; 90.48; 90.58; and WAC 197-11.

16. *Special Provisions.* The Contractor shall furnish the labor and equipment necessary to perform the work as specified in this Contract.

OWNER:

CONTRACTOR:

PORT LUDLOW DRAINAGE DISTRICT

By _____

(Print or type name)

Its _____
(Title)

By _____

(Print or type name)

Its _____
(Title)

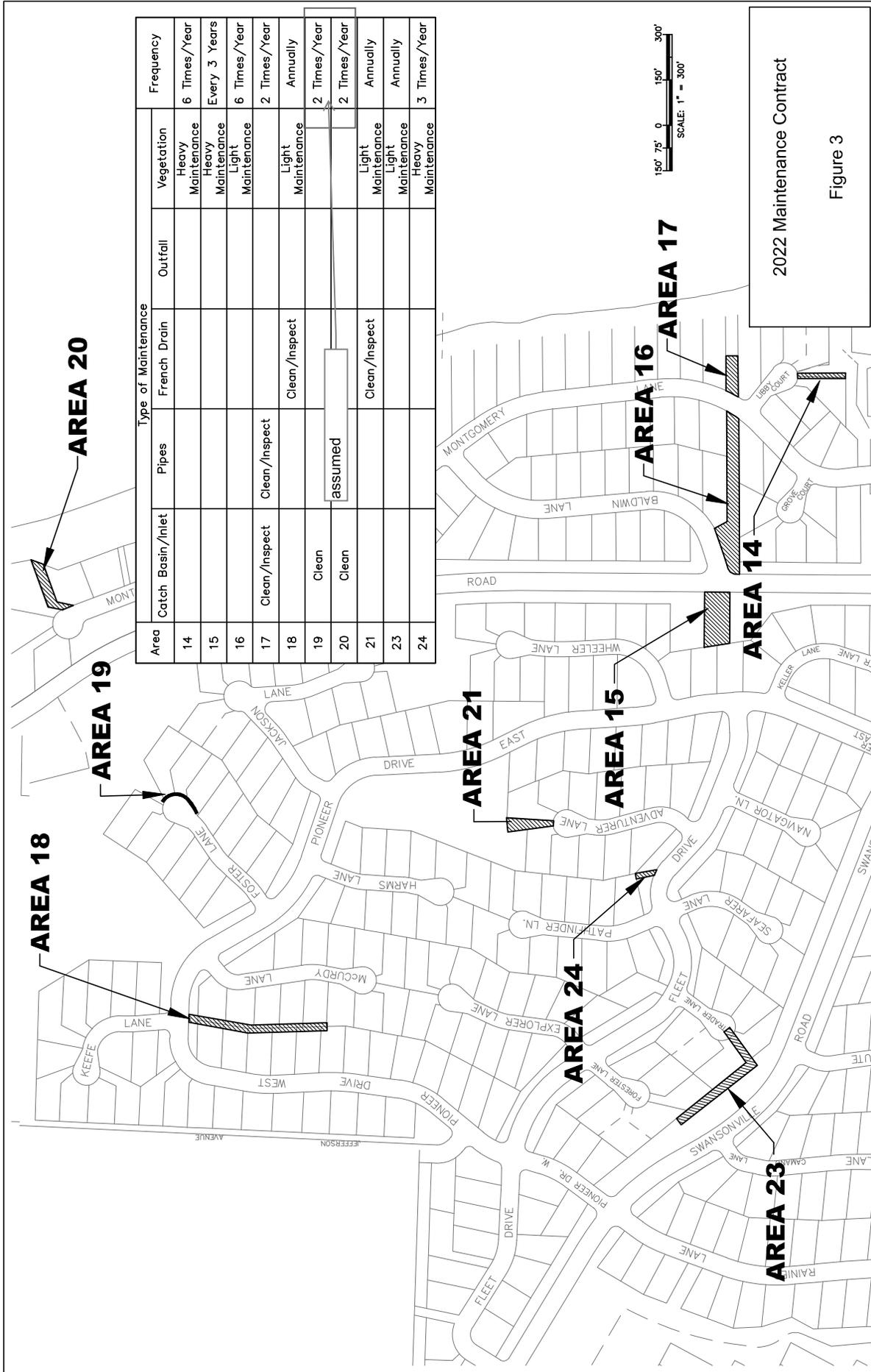
Address _____

Telephone _____

a _____ corporation
_____ partnership
_____ joint venture
_____ sole proprietorship
State of Washington General Contractor's
License No. _____.



2022 Maintenance Contract
Figure 1



2022 Maintenance Contract

Figure 3