

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

Agenda for Board of Commissioners' Meeting # 0295
August 11, at 10:00 AM

ZOOM and In Person Meeting

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

You can join us in person, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:
<https://us06web.zoom.us/j/89560833185?pwd=R0ZtSEhmc21ob3lCcXJPdIZyenR3Zz09>

Meeting ID: 895 6083 3185 Passcode: 993515

For Telephone Audio-only: Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on our telephone. **If you wish to provide public comment press *9 to “raise your hand”.** Participation will be up to the Chair off the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

1 Call to Order:

2 Roll Call:

3. Public Comment: The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

4. 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 time, at the request of any of the Commissioners.

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

5.a. Minutes July 14, 2022, meeting #0293.

5.b. Corrected Minutes of the June 9, 2022 meeting #0292

5.c. Minutes of the August 4, 2022 Special Meeting #0294

5.d. 294 Voucher Summary: numbers 22-051 through 22-057 totaling \$11,936.32 with \$1,044.94 for payroll and \$10,891.38 for supplies and services.

6. Commissioner Communications:

7. Old Business:

7.a. Update on PLDD responsibilities for Maintenance At Ludlow Cove II “Cottages”.

Recommended Action: The Commission will receive an update on Port Ludlow Drainage District responsibilities from Cliff O’Brien and the Homeowner Association (HOA) members

7.b. Report on Security for the recently purchased District laptops.

Recommended Action: The Commission will receive a report from Chair Rygmyr on security for the laptops.

7.c. Port Ludlow Drainage District Inventory Review:

Recommended Action: Commissioners will review updates to the Draft Inventory of PLDD Facilities and Draft Maintenance Table considered at the July meeting and a revised draft prepared by Chair Rygmyr and make recommendations for changes.

7.d. Continued Discussion of Recommended Changes to the District Web Site:

Recommended Action: Commissioners will continue review of recommended changes to the District web site and review changes recommended at the August 4, 2022 Special Meeting No. 0294.

7.e. Discussion of web-based public inquiry form and strategies to provide a historical record for future Commissioners and the public.

Recommended Action: The Commission will receive a report from Commissioner Cole summarizing revisions to the public inquiry form, make recommendations.

7.f. Discussion of the Port Ludlow Drainage business cards.

Recommended Action: The Commission will receive a report from Commissioner Cole regarding the purchase, template, and cost for business cards.

8. New Business:

8.a. Property Owner Inquiry 184 Condon Lane

Recommended Action: The Commission will discuss a property owner inquiry for the property at 184 Condon Lane.

8.b. Discussion of the date for the District meeting in September.

Recommended Action: Consider whether to meet on September 8, 2022 the Regular meeting date or schedule a Special Meeting later in the month.

9. Reports:

a, Financial Reports and Budget:

- b. Reports
- c. Budget
- d. Discussion of finances.

Recommended Action: The Commissioners will receive a report on the financial activities of the District from Commissioner 3 and discuss the budget and finances.

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.

11. MEETING ADJOURNMENT.

Port Ludlow Drainage District (PLDD)
July 14, 2022
Board of Commissioners Meeting - #0293
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0293 of the Port Ludlow Drainage District to order at 10:07 a.m. at the Port Ludlow Fire District meeting room.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

GUESTS: Unknown caller.

3. **PUBLIC COMMENT:** There were no comments from the public.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda and noted that there was an Inventory and Maintenance Table that he had emailed to Commissioners that was not in the agenda packet posted on the web site.

MOTION: Commissioner Nilssen moved to approve the agenda and Chair Rygmyr seconded. The motion passed unanimously.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the revision to Minutes of the May 12, 2022, Meeting #0291, Minutes of the June 11, 2022 Meeting 0292 and the #0293 Voucher Summary numbers 22-041 through 22-050 totaling \$5,623.79 with \$822.02 for payroll and \$4,171.56 for supplies and services and \$630.21 for quarterly tax withholdings.

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

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

7. **OLD BUSINESS:**

- 7.a. **UPDATE ON DRAFT AMENDMENTS FOR MAINTENANCE AT LUDLOW COVE II “COTTAGES” AND EBB TIDE COURT.** Chair Rygmyr reported that the vegetation clearance work approved with the Task Order 1 with Yard Dogs Landscaping was substantially complete based on a site visit.

Chair Rygmyr reported that he received a plat map for the Ludlow Cove Cottages II from Cliff O'Brien of Port Ludlow Associates LLC that did not clarify questions he asked in email communication about the assessor parcel number in the agreement and that he also received a letter from Robert Grindelund that was shared by email with the Commissioners. The Commissioners discussed the recorded Storm Water Maintenance

Agreement sections 2.2.3 and 2.1. Commissioner Nilssen suggest talking to prior Commissioners and emphasized that the Commission should be consistent with maintenance throughout the District (e.g., not supporting private systems). District Engineer, Barry Baker noted that some construction best management practice (BMP) filter bags still have not been removed. There was a consensus of the Commission on the following: 1) invite Cliff O'Brien and Mr. Grindeland to the August meeting; 2) identify what party will remove the BMP filter bags; 3) the problems identified in the letter from Mr. Grindewald are an anomaly within the District.; 4) the District is on the periphery; 5) the need to establish an updated agreement with clarified responsibilities for each party to the agreement.

7.b. REPORT ON PORT LUDLOW DRAINAGE DISTRICT PURCHASE OF LAPTOPS AND SECURITY FOR THE LAPTOPS: Chair Rygmyr reported that laptops were bought for Commissioners 1 & 2 and are working well. Evaluation of security is ongoing and to be included on the August 2022 Meeting agenda.

7.c. PROPOSED DEVELOPMENT OF PROPERTIES AT RAINIER LANE (APN 990100019 AND APN 990100019): The Commission received an oral report from consulting District Engineer Barry Baker of Gray & Osborne Engineering. Barry Baker reported that there was insufficient information to respond to Jefferson County's request for review of development on the properties for the following reasons: 1) it is unclear what party constructed the drainage improvements in the area, the type of improvements and associated responsibility for the improvements; 2) insufficient information about the proposed development. There was consensus that Chair Rygmyr will send an email to Jefferson County explaining that Barry Baker has been directed by the Commission to gather more information. Commissioner Nilssen recommended that Barry talk to one of the first PLDD Commissioners that lives near the proposal, Jim Laker.

7.d. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr shared that he prepared a draft amendment to the table prepared by Gray & Osborne. The draft table includes hot links to documents associated with the improvements on the inventory. He asked for direction on the concept to flush out the format going forward. The Commissioners commended the work. Barry Baker encouraged the Commission to continue with the revised table and noted that the level of detail Chair Rygmyr is supplying would have been very costly to the District if Gray & Osborne prepared the table. There was consensus that Chair Rygmyr will take the lead and continue to work on the table and bring it back for review when it is about 98% complete.

7.e. REVIEW OF RESOLUTION 2202-02 TO CHANGE THE LOCATION OF REGULAR MEETINGS AND REVIEW AND AMENDMENT TO THE FACILITY USE AGREEMENT BETWEEN THE PORT LUDLOW DRAINAGE DISTRICT AND THE LUDLOW MAINTENANCE COMMISSION TO USE THE GALLERY ROOM FOR REGULAR MEETINGS AND THE BEACH CLUB ST THE ADDRESS TO FILE CLAIMS AND DISCUSSION OF INSURANCE: Commissioner Dean provided an information report about communications with the District's insurance agent Enduris and the means to provide coverage for use of the Beach Club for regular meetings. He reported that

there would be a supplemental cost but probably not more than \$50.

MOTION: Commissioner Nilssen moved to approve Resolution 2022-02 with the deletion of the last Whereas mentioning the Fire Hall and moved to approve the Amended Facility Use Agreement with a change to Item 3 to note that the Beach Club could be used for delivery of any public records request or for official communications. Commissioner Cole seconded. Motion passed unanimously.

7.f. EXPIRATION OF CONTRACT FOR MAINTENANCE (DECEMBER 2023): Commissioner Cole reported that he contracted Andrew Tsoming at the District's law firm to understand why the prior Commissioners passed a resolution to stop the Small Works Roster. He explained that a semi-retired lawyer worked with the District on the resolution, and it was not clear why the District passed the resolution. Commissioner Cole reported that Andrew Tsoming suggested that it might be a good idea to re-establish the roster. Barry Baker, District consulting Engineer supplied background on the public works Small Works Roster and some of the pros and cons of using and not using the system. It was the consensus of the Commissioners to table the discussion until March or April of 2023.

7.g. DISCUSSION OF WEB-BASED PUBLIC INQUIRY FORM AND STRATEGIES TO PROVIDE A HISTORICAL RECORD FOR FUTURE COMMISSIONERS AND THE PUBLIC. Commissioner Cole shared a sample drainage complaint form and log. Commissioner Nilssen recommended deleting the email summary and establishing a dedicated folder for complaint with the districtadmin@pldd.org email address. Commissioner Cole and the Administrative Coordinator were directed to complete the form using recent property owner complaints and report on any recommended adjustments.

8. NEW BUSINESS:

8.a. DISCUSSION OF THE PORT LUDLOW DRAINAGE DISTRICT WEB SITE AND BUSINESS CARDS: Commissioner Nilssen explained that he requested the topic to be placed on the agenda. He suggested identical business cards for the Commissioners with their names. Commissioner Dean was directed to collect prices and prepare a template to review at the next meeting. Commissioner Nilssen reported that some of the information on the District web site is outdated such as the election results. There was discussion of a future workshop. It was the consensus of the Commission that as a first step all Commissioners and the Administrative Coordinator should review the six tabs on the web site and supply a list of suggested comments for the applicable section to the Administrative Coordinator. The comments will be compiled into a simple summary to help a discussion about the framework of the content and administrative procedures at the meeting. Commissioner Cole suggested a quarterly review of the web page that was supported by the Commissioners.

8.b. ANNUAL BUDGET DISCUSSION:

REPORTS: Commissioner Nilssen reported that he will send out sections of the budget for each Commissioner to review in relation to the responsibilities of each Commissioner.

(e.g., Field Engineering and Capital Improvements to Chair Rygmyr) and all should review Professional Services. He will be making recommended changes for the budget, so it is easier for the bookkeeper to prepare ongoing reports.

9.a. REPORT OF FINANCIAL ACTIVITIES: Commissioner Nilssen reported that he has worked with the Bookkeeper to review the format of the monthly Statement of Financial Income & Expense Budget Performance. The revised template eliminates some of the net revenue information that was on the bottom of page and adds a running budget total.

Commissioner Nilssen reported that he contacted MRSC to inquire about State requirements to set up reserves for maintenance of capital improvement projects. He explained the State does not have a requirement, but the State Auditor has a Financial Policy Toolkit to develop a reserve policy. He noted that most of the PLDD infrastructure improvements have a 50-year life, but the District does not have a policy and financial documentation to address long term maintenance. He said he would research the toolkit and report back to the Commission and there was support from the Commission.

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.

11. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 12:15 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

Commissioner 3, Michael Nilssen

Date

T

*The Port Ludlow Drainage District (PLDD)
Meeting minutes are recorded and posted on the website.*

Certificate Of Completion

Envelope Id: 4CC684298B7B4353996A97E4AFF248B7

Status: Delivered

Subject: Please DocuSign: 5.b Voucher Attach #0293 22 07 14.docx, 2022 Amendment FacilityUsageAgreement7...

Source Envelope:

Document Pages: 4

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Mary Paxton

AutoNav: Enabled

1205 Jackman St

Enveloped Stamping: Enabled

Port Townsend, WA 98368

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

recordsclerk@pldd.org

IP Address: 24.113.172.221

Record Tracking

Status: Original

Holder: Mary Paxton

Location: DocuSign

7/18/2022 7:56:12 PM

recordsclerk@pldd.org

Signer Events**Signature****Timestamp**

Brian Belmont

beachclub@olympus.net

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 7/19/2022 6:59:43 AM

ID: 3aa4b94e-1133-42c8-8549-638d3dc2c2ee

Sent: 7/18/2022 8:04:47 PM

Viewed: 7/19/2022 6:59:43 AM

Dean Cole

Commissioner2@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


903253C1DE1745D...

Sent: 7/18/2022 8:04:46 PM

Viewed: 7/22/2022 11:29:28 AM

Signed: 7/22/2022 11:31:05 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.113.157.41

Electronic Record and Signature Disclosure:

Accepted: 12/14/2021 10:57:38 AM

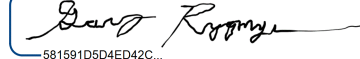
ID: d4d2b5c5-662e-48a8-894e-f51558b42c9e

Gary Rygmyr

Commissioner1@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


581591D5D4ED42C...

Sent: 7/18/2022 8:04:46 PM

Viewed: 7/19/2022 10:19:10 AM

Signed: 7/19/2022 10:19:55 AM

Signature Adoption: Drawn on Device

Using IP Address: 24.113.175.231

Electronic Record and Signature Disclosure:

Accepted: 12/13/2021 12:00:42 PM

ID: 97b4ea50-96ff-4a8c-aa2f-a559e940265f

Michael Nilssen

Commissioner3@pldd.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:


5DA5EDD4B162409...

Sent: 7/18/2022 8:04:47 PM

Viewed: 7/19/2022 10:17:47 AM

Signed: 7/19/2022 10:18:21 AM

Signature Adoption: Pre-selected Style

Using IP Address: 24.113.149.193

Electronic Record and Signature Disclosure:

Accepted: 12/12/2021 9:58:37 AM

ID: b9d52c57-3f32-496b-9481-783f02abba9f

In Person Signer Events**Signature****Timestamp**

Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/18/2022 8:04:47 PM
Certified Delivered	Security Checked	7/19/2022 10:17:47 AM
Signing Complete	Security Checked	7/19/2022 10:18:21 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Port Ludlow Drainage District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Port Ludlow Drainage District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: recordsclerk@pldd.org

To advise Port Ludlow Drainage District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at recordsclerk@pldd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Port Ludlow Drainage District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to recordsclerk@pldd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port Ludlow Drainage District

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to recordsclerk@pldd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.



By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Port Ludlow Drainage District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port Ludlow Drainage District during the course of your relationship with Port Ludlow Drainage District.

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING #0293
 PLDD Voucher Summary for Fund #695 001 010

Date

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-041	Mary Paxton – Employee Payroll Hours worked June and correction	8925	53150.10.0010	\$481.26	\$481.26
22-042	Dean Cole June Meeting Attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.98	\$104.98
22-043	Michael Nilssen June Meeting Attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	117.88
22-044	Gary Rygmyr June Meeting Attendance	9227	53150.10.0020 Commission 53150.41.0000 Meetings	117.90	117.90
<i>Payroll Subtotal \$822.02</i>					\$822.02
22-041	Mary Paxton reimbursement Adobe subscription March thru June \$16.35/month		53150.31.0020	\$65.40	\$65.40
22-044	Gary Rygmyr Reimbursement for purchase of two district laps tops for Commissioners 1 and 2	9227	53150.31.0020	\$1,117.18	\$1,117.18
22-045	Falge Financial, Inc. June Bookkeeping (\$250) and May 12-31 State Audit Report (\$173)	9022	53150.41.0150	\$423.00	\$423.00
22-046	Gray & Osborne, Inc. General Engineering May 22 through June 18	3041	53150.41.0010	\$736.96	\$736.96
22-047	Yarddogs Landscaping, Inc Maintenance June 2022	8781	53150.31.0030	\$1,829.02	\$1,829.02
<i>Vouchers for supplies and services subtotal \$</i>					\$4171.56
22-048	Employment Security Department WAPFML Q2	2338-695	53150.20.0020	\$598.20	\$598.20
22-049	United States Treasury FICA Q2	9032	53150.20.0010	\$12.87	\$12.87
22-050	WA State Department of Labor & Industries Q2	9038	53150.20.0020	\$19.14	\$19.14
<i>Vouchers for taxes subtotal \$</i>					\$630.21
TOTAL					\$5623.79

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS __14 th DAY OF JULY 2022	Commissioners Signatures	
	DocuSigned by:  581591D5D4ED42C...	DocuSigned by:  303253C1DE1745D...

<p>DocuSigned by: <i>[Signature]</i> 7/19/2022</p>	<p>DocuSigned by: <i>Michael Nilssen</i></p>
<p>584504D5D4ED42C... APPROVED Port Ludlow Drainage District</p>	<p>5DA5EDD4B162409...</p>

Audited By _____
Date: _____

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	7/18/2022	7/1/2022	V22-041	8925		0 MARY PAXTON	M PAXTON JUNE PAYRO	546.66	69500589	589400	546.66
1	7/18/2022	7/1/2022	V22-042	9255		0 DEAN COLE	JUNE MEETING	104.98	69500589	589400	104.98
1	7/18/2022	7/1/2022	V22-043	9228		0 MICHAEL NILSSEN	JUNE MEETING	117.88	69500589	589400	117.88
1	7/18/2022	7/1/2022	V22-044	9227		0 GARY RYGMYR	JUNE MEETING & REIMB	1235.08	69500589	589400	1235.08
1	7/18/2022	6/30/2022	V22-045	9022		0 FALGE BOOKKEEPING SERVICES	JUNE BOOKKEEPING & 5,	423	69500589	589400	423
1	7/18/2022	6/20/2022	1-V22-046	3041		0 GRAY AND OSBORNE INC	ENGINEERING SERV 5/22	736.96	69500589	589400	736.96
1	7/18/2022	7/2/2022	202207-V22-047	8781		0 YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1829.02	69500589	589400	1829.02
1	7/18/2022	7/1/2022	V22-048	2338		0 EMPLOYMENT SECURITY DEPAR	Q2 PAID FAMILY MEDIC, Q2 FICA FEDERAL WITHHOLDING US TREASURY INTERNAL MEDICARE & SOCIAL SECURITY	598.2	69500589	589400	598.2
1	7/18/2022	7/1/2022	V22-049	9032	695	REVENUE SERVICE		12.87	69500589	598400	12.87
1	7/18/2022	7/1/2022	V22-050	9038		0 WA STATE DEPT OF LABORY & IN	Q2 WA DEPT L&I WITHH	19.14	69500589	598400	19.14

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 AVAILBLE 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.

JULY TOTAL WARRANT AM 5623.79
MONTH

DocuSigned by:
Gary Rygmyr
CHAIRMAN, COMMISSIONER

DocuSigned by:
Dean Cole
COMMISSIONER, MEMBER

DocuSigned by:
Michael Nilssen
COMMISSIONER, MEMBER

Empty lines for additional text or signatures.

Port Ludlow Drainage District (PLDD)
June 9, 2022
Board of Commissioners Meeting - #0292
Zoom Meeting – Revised Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0292 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Port Ludlow Fire District meeting room.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.

GUESTS: Katie Smith, Tom Alexander, unknown caller.

3. **PUBLIC COMMENT:** There were no comments from the public.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda and mentioned he would like to introduce an item for future discussion: He also noted that the Port Ludlow Fire Hall meeting room still has restrictions for public meeting attendance but that the public can join the meetings by ZOOM audio or telephone.

MOTION: Commissioner Rygmyr moved to approve the Agenda with the addition of a new informational item, communications from Jefferson County about the proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019) and Commissioner Nilssen seconded. Motion carried unanimously.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the May 12, 2022, Meeting #0291 and the #0292 Voucher Summary numbers 22-033 through 22-040 totaling \$4,386.16 with \$1,044.93 for payroll and \$3,341.23 for supplies and services.

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

6. **COMMUNICATIONS:** Commissioner Nilssen reported that he had explored the cost for use of the Beach Club smaller 30-person capacity conference room (The Gallery) for an alternative meeting location. The room can be used at a cost of \$50/hour with a \$25 set-up fee for a virtual meeting system.

7. OLD BUSINESS:

- 7.a. **PRESENTATION OF DRAFT AMENDMENTS FOR MAINTENANCE AT LUDLOW COVE II “COTTAGES”, EBB TIDE COURT AND WATERHOUSE LANE.** Chair Rygmyr reported on the status of the review of amendments to maintenance. He stated that he was still waiting for improvement plans mentioned in the recorded agreement for Ludlow Cove II from Cliff O’Brien. He said that he talked to Russ Lowry of

Yard Dogs Landscaping about the status of the Task Order 2022-01 for one-time maintenance at Ebb Tide Court. There had been early delay due to illness, but Russ told him that the project should be completed well before the end of August. Chair Rygmyr reported that there are no recent changes or issues to report related to Waterhouse Lane.

Chair Rygmyr recommended moving the discussion of Agenda Item New Business 8.a. Review of Proposed plantings at 121 Machias Loop Road forward. There was consensus with the Commission.

8.a. NEW BUSINESS 8.A. REVIEW OF PROPOSED PLANTINGS AT 121 MACHIAS LOOP. The Commission reviewed the landscaping plan because part of the vegetation would cover an existing Port Ludlow Drainage easement. District Consulting Engineer Barry Baker of Gray and Osborne explained that structures are not allowed on the easement and that although plants are not structures it is prudent to limit large vegetation in the event the plants need to be removed for future maintenance of the easement. The property owner, Tom Alexander, and Commissioner Nilssen both shared that Russ Lowry of Yard Dogs Landscaping (District maintenance contractor) reviewed the plan and did not identify any issues. Mr. Alexander explained that the plants conformed with the Greenbelt Committees approved plant list. There was consensus that the landscape plans were acceptable.

7.b. REPORT ON PORT LUDLOW DRAINAGE DISTRICT RECORDS MANAGEMENT SYSTEMS INCLUDING A BUDGET FOR PURCHASE OF DISTRICT OWNED LAPTOPS FOR COMMISSIONER'S USE AND SECURE CLOUD-BASED FILE SHARING: The Commissioner's reviewed the specifications for laptops in the agenda packet. There was consensus that personal computers should not be used for District business and that the District owned laptops could supply cloud sharing of files. Topics pinpointed to flush out included security subscriptions, carrying cases, Microsoft subscriptions for multiple users and accessories. It was noted that there were cost savings in 2022 because an election was not held.

MOTION: Commissioner Nilssen moved to approve a not to exceed amount of \$1500.00 for the purchase of two laptops with necessary accessories. Chair Rygmyr seconded. The motion passed unanimously.

7.c. 201 MONTGOMERY COURT. Chair Rygmyr reported that follow-up communication per direction from the May 12, 2022 meeting was sent to the property owner and no further action is called for. He noted that a Public Records Request was received from the property owner. Administrative Coordinator Mary Paxton reported that most of the materials have been provided to Ms. Scott. She explained that project files at the State Archives should be available by the end of the week.

8. NEW BUSINESS:

8.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: The Commissioners reviewed a draft update. Barry Baker, District contract engineer from

Gray & Osborne reported that the draft documents were beginning to align the 2017 Inventory with the 2018 Maintenance Contract along with the following notable items; 1) the draft maps reflect direction from the Commission including additions of Waterhouse Lane and Ebb Tide Court; and 2) numbering was developed to be consistent with the current Maintenance Contract.

Commissioner Nilssen recommended placing 2022 in the fourth column of the inventory of the Maintenance Draft. Commissioner Cole suggested changing the table to reflect the time and cost for maintenance tasks. Barry Baker and the Commission reviewed the status of the work order with Gray & Osborne in relation to the cost of collecting and adding maintenance costs information to the table. Barry Baker explained that it was beyond the scope of the work order. It was the consensus of the Commission to do the following to assure final review of the inventory at the August meeting: 1) each Commissioner provide comments to Barry Baker, District by June 23rd.; 2) the Commission will work with Russ Lowry of Yard Dogs Landscaping, Inc to pin down the costs for maintenance of the facilities on the inventory with an average of visits per year and hours per visit and provide the information to Gray & Osborne for the table.

8.c. DISCUSSION OF LOCATION FOR COMMISSIONER MEETINGS: The Commissioners discussed the possibility of holding regular meetings at the small conference room (The Gallery) at the Beach Club. Benefits mentioned included the following: 1) The location is more central to the residents of the PLDD; 2) provides a service back to the community with better access to meetings and location; 3) the current meeting room is free but is not guaranteed in the event of an emergency which almost occurred in May and there is disruptive ambient noise from routine operations of a Fire Station.

Katie Smith suggested that the Commission review PLDD Resolution 2018-02 and the Revised Code of Washington (RCW) to assure that changing the meeting venue follows District adopted practices, state law and adequate insurance. Commissioner Cole was directed to investigate the process.

8.d. EXPIRATION OF CONTRACT FOR MAINTENANCT (DECEMBER 2022): Barry Baker recommended the Commission review the process in the MRSC for a new contract. He explained one possibility could be contract solicitation with public notice and another could be the Small Works Roster. There was public comment from Katie Smith. She shared that the Public Works Roster could not be used because the adoption of Resolution 2020-04 ended use of the Small Works Roster process. She also questioned the expiration date of the contract – 2023 vs. 2022. The Commission directed Commissioner Cole and the Administrative Coordinator to review the contract timeline and start any necessary contract renewal process.

8.e. DISCUSSION OF WEB-BASED PUBLIC INQUIRY FORM AND STRATEGIES TO PROVIDE A HISTORICAL RECORD FOR FUTURE COMMISSIONERS AND THE PUBLIC. Commissioner Cole shared a sample drainage complaint form from Manderville Louisiana. The Commissioners emphasized the importance of keeping the form simple

and accessible e.g., online access and submittal with paper. The Commission recommended that Commissioner Cole work with the Administrative Coordinator to develop an indexed filing system to provide a historical record for future Commissioners and the public with the following: 1) Case number; 2) Address; 3) Brief description of the complaint and outcome; and 4) Organization of all documents relevant to the complaint/inquiry including the PLDD response. The Commissioners expressed a desire to post the information on the District's web site.

REPORTS:

- 9.a. Report of Financial Activities:** Commissioner Nilssen reported that the following:
- ✓ There was an error with a \$41.20 overpayment on Mary Paxton's May paycheck that will be corrected with the July payroll.
 - ✓ Falge Financial has developed a record keeping monthly Compensation Sheet that Mary Paxton will complete to document Commissioner meeting attendance and hours worked.
 - ✓ A new document was received from the Jefferson County Auditor's Office. Commission Nilssen reported he will go meet with the Auditor to find out more about the report.
 - ✓ At the end of May the District had a cash balance of \$79,886, Receipts of \$6,936, Disbursements of close to \$3,600 and an Ending Cash Balance of about \$83,000. He noted that receipts of property payments are on par with the same time last year.
 - ✓ There was a question for the Bookkeeper related to the Rent payment on the Statement of Financial Income and Expenses that he will follow-up with the Bookkeeper.

The Commissioners noted that the District expenses are on track with the budget for 2022 but commented that it is a budget that builds in deficit spending. The Commissioners expressed a desire to develop a budget in 2023 without deficit spending.

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.

11. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 11:50 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

Commissioner 3, Michael Nilssen

Date

T

*The Port Ludlow Drainage District (PLDD)
Meeting minutes are recorded and posted on the website.*

Port Ludlow Drainage District (PLDD)
August 4, 2022
Board of Commissioners Special Meeting - #0294
Zoom/In Person Special Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Special Meeting #0294 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. No absences. Administrative Coordinator Mary Paxton and Brian Belmont, General Manager, Ludlow Maintenance Commission were also present.

GUESTS: Unidentified caller.

3. **PUBLIC COMMENT:** There were no comments from the public.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Commissioner Nilssen moved to approve the agenda with the addition of a closed session legal matter to the agenda. Commissioner Cole seconded the motion. The motion passed unanimously.

5. **NEW BUSINESS:**

5.a. REVIEW OF CHANGES TO THE PORT LUDLOW DRAINAGE DISTRICT WEB SITE AND PROCEDURES FOR ONGOING UPDATES

Chair Rygmyr recommended that updates to the web site be placed on every agenda. There was consensus from the Commission. Chair Rygmyr said that he had spoken with Jason Earrame of SeaWing Designs, the District's website consultant. They discussed that there may be a couple of hours beyond the scope of the contract to update the website with changes. The Commissioner's supported the additional cost by consensus.

The Commissioners proceeded with reviewing the District website. One issue that was identified for further consideration is the best place to locate the District maps on the web site. There was consensus to simplify the web site. The Commission agreed by Consensus on the following changes:

Home Tab.

- ✓ Announcements - Protocols of Jefferson County Health, the Ludlow Maintenance Commission (LMC), and MRSC should be reviewed for Covid information
- ✓ Alter meeting information to state the following: 1) meetings are in person/hybrid 2) time and date (e.g., second Thursday of the month at 10:00 am 3) no mention

of location but a statement that agendas will be posted on the web site at least 24 hours before the meeting. Protocols of Jefferson County, the Ludlow Maintenance Commission (LMC), and MRSC should be reviewed for

- ✓ Election Results: No changes
- ✓ Inspection of Beach Outfalls – replace Commissioner contact information with a link to the inspection report.

Budget: Remove the Budget information from the Home page. It will be provided under the Records tab under the Finance Header. There was consensus that the ‘Report of Account Balances and Changes’ be removed from the financial page. Looking for Something Else? There was a question whether this section was needed with so many cross tabs. It was recommended to ask Jason of SeaWing Design of the reason for the cross references.

ABOUT Tab

First three paragraphs: Delete links to maps (they are already on the page) and the Commissioners. Keep the MRSC links.

District Maps: The maps will be replaced after the review of the Maintenance table and associated Map with maintenance areas is completed. Direct the District Engineer to put color on the updated maps.

Press: The Administrative Coordinator said that Jason provided her a copy of historic information that was deleted from the web site. It was agreed that Chair Rygmyr would review historic information that was deleted from the web site

History of Commissioners: Delete the link to the Jefferson County Commissioner Worksheet.

MEETINGS Tab:

Simplify the information. Delete the meeting schedule and simply state that meetings are on the second Thursday of the month at 10:00 a.m.

Post the agenda packet under the meetings tab instead of the Agenda and Agenda Packet.

Add information about Executive Sessions and the criteria.

The Commission stopped the review of the website the Meeting Tab and directed that the topic be placed on the August 11th agenda for meeting 0295.

Commissioner Nilssen moved to suspend Port Ludlow Meeting #2094 at 11:08 a.m. in order to go into Executive Session to discuss a legal matter. Commissioner Cole seconded the motion.

6, EXECUTIVE SESSION: The Commissioners discussed a legal matter.

Commissioner Nilssen moved to resume Special Meeting #0294 to regular session at 11:48 a.m.

7. **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.

8. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded. The Motion carried. The meeting adjourned at 11:50 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

_____	_____
Commissioner 1, Gary Rygmyr, Chair	Date
_____	_____
Commissioner 2, Dean Cole	Date
_____	_____
Commissioner 3, Michael Nilssen	Date

*The Port Ludlow Drainage District (PLDD)
Meeting minutes are recorded and posted on the website.*

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	8/15/2022	8/1/2022	V22-051		8925	0 MARY PAXTON	M PAXTON PAYROLL JULY	829.61	69500589	589400	829.61
1	8/15/2022	8/1/2022	V22-052		9255	0 DEAN COLE	JULY MEETING	104.99	69500589	589400	104.99
1	8/15/2022	8/1/2022	V22-053		9228	0 MICHAEL NILSSEN	JULY MEETING	117.88	69500589	589400	117.88
1	8/15/2022	8/1/2022	V22-054		9227	0 GARY RYGMYR	JULY MEETING	117.9	69500589	589400	117.9
1	8/15/2022	7/31/2022	3612-V122-055		9022	0 FALGE BOOKKEEPING SERVICES	JULY 2022 BOOKKEEPING	250	69500589	589400	250
1	8/15/2022	7/15/2022 & 8/15/2022	ET 1000 & 202208-V		8781	0 YARD DOG LANDSCAPING INC	JULY MAINT & EBB TIDE T	5303.94	69500589	589400	5303.94
1	8/15/2022	7/29/2022	R23-371-1-V22-057		2354	0 ENDURIS	INSURANCE RENEWAL 20	5212	69500589	589400	5212
								11936.32			11936.32

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.

AUGUST TOTAL WARRANT AMOUNT: 11936.32
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD meeting number 0295
 PLDD Voucher Summary for Fund #695 001 010
 Date: August 11, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-051	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$704.,17	\$704.17
22-052	Dean Cole – July Meeting attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-053	Michael Nilssen - July Meeting attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
21222-054	Gary Rygmyr- July Meeting attendance	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.90	\$117.90
				<i>Payroll Subtotal \$</i>	\$1,044.94
22-051	Mary Paxton Reimbursement for subscriptions: Adobe \$16.35 & MS365 Family \$109.09	8925	53150.31.0020	\$125.44	\$125.44
22-055	Falge Financial, Inc. Inv. 3612 Bookkeeping July 2022	9022	53150.41.0150	\$250.00	\$250.00
22-056	Yarddogs Landscaping, Inc Maintenance thru July 2022 \$1,829,02 Invoices 202208 and ET 1000 Task Order 2022-01 Ebb Tide \$3,474.92	8781	53150.31.0030	\$5,303.94	\$5,303.94
22-057	Enduris Insurance	2354	53150.46.0000	\$5,212.00	\$5,212.00
				<i>Total Equipment, Services and Supplies \$</i>	\$10,891.38
				<i>TOTAL</i>	\$11,936.32

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS __11 th Day of August 2022 <hr/> APPROVED Port Ludlow Drainage District		Commissioners Signatures	

Audited By _____

Date: _____

585109 PGS:5 AGR

07/22/2014 12:18 PM \$76.00 DWAYNE WILCOX
Jefferson County WA Auditor's Office - Donna Eldridge, Auditor

NAME & RETURN ADDRESS

DWAYNE WILCOX
271 MOUNTOMOERY LN
PT HUDLOW WA 98265

Please print neatly or type information

DOCUMENT TITLE

Stormwater Management Facility Maintenance
Agreement

REFERENCE NUMBERS (S) OF RELATED DOCUMENTS

Additional Reference #'s on page _____

GRANTOR (S) (Last, First and Middle Initial)

DIANA BRADLAND
PT HUDLOW ASSOCIATES

Additional grantor on page _____

GRANTEE (S) (Last, First and Middle Initial)

PT HUDLOW DRAINAGE DIST
A

Additional grantee on page _____

LEGAL DESCRIPTION (Abbreviated i.e. lot,block,plat or section,township,range,quarter/quarter)

N.E. QTR SEC 17 T2N R1EAS1 W1M HUDLOW COVE II
Additional legal on page _____

ASSESSOR'S PROPERTY TAX PARCEL/ACCOUNT NUMBER

968800102
Additional parcel #'s on page _____

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

**STORMWATER MANAGEMENT FACILITY
MAINTENANCE AGREEMENT**

This MAINTENANCE AGREEMENT is made this 8th day of July, 2014 by Port Ludlow Associates LLC., hereinafter GUARANTOR and Port Ludlow Drainage District hereinafter GUARANTEE.

1.0 RECITALS

1.1 GUARANTOR is the owner of certain real property in the NE Quarter of Section 17, Township 28 North, Range 1 East, W.M., Jefferson County, Washington; identified as Ludlow Cove Division 1 Phase 1 Tract E, Future Phase aka Ludlow Dover Division 2 and further identified as Assessor's parcel Number 968800102 and referred to in this Agreement as the PROPERTY.

1.2 In conjunction with the GUARANTOR'S development of the PROPERTY under Jefferson County Master Land Use Application MLA07-00593, GUARANTEE has required and GUARANTOR has agreed to construct a storm water management facility which includes collection, conveyance, treatment, infiltration, and/or detention facilities. The storm water management facility is described and shown on a construction drawing for GUARANTOR'S development of the PROPERTY that is on file with the appropriate agency, division, employee, or representative of Port Ludlow Drainage District.

1.3 As a condition of development approval, GUARANTOR has agreed to enter into this Maintenance Agreement ensuring that the stormwater management facility will be constructed and maintained in accordance with the approved plans.

2.0 CONSTRUCTION AND MAINTENANCE

2.1 GUARANTOR agrees to construct and maintain a stormwater management facility as shown on the construction drawing described above. The stormwater management facility shall be maintained and preserved by GUARANTOR until such time as GUARANTOR, its heirs, successors, or assigns and GUARANTEE Agree that the facility should be dismantled, altered, abandoned or removed.

2.2 Roads, expanded bios wale and additional rain gardens will be the Responsibility of the South Bay Homeowners Association.

2.3 GUARANTEE will see that such stormwater facility stays free from unwanted vegetation and any accumulated debris.

3.0 NO REMOVAL

No part of the storm water management facility shall be dismantled, altered or removed except as necessary for maintenance, repair or replacement.

4.0 DISPUTE RESOLUTION

If a dispute arises between the parties to this Agreement regarding the stormwater management facility, GUARANTOR shall attempt to negotiate an appropriate resolution with GUARANTEE. If the dispute cannot be resolved that level, GUARANTOR may file an appeal with the Jefferson County Hearing Examiner as provided for in the Jefferson County United Development Code.

5.0 ENFORCEMENT

This Agreement may be enforced by GUARANTEE in law or equity against GUARANTOR, its heirs, successors and assigns.

6.0 SUCCESSORS AND ASSIGNS

This Agreement shall run with the PROPERTY and be binding on GUARANTOR, its heirs, successors and assigns.

7.0 NOTICE

GUARANTOR shall file this Agreement with the Jefferson County Auditor.

DATED this 8th day of July 2014.

Ariana Imeland
 GUARANTOR

STATE OF WASHINGTON)(

COUNTY OF JEFFERSON)(

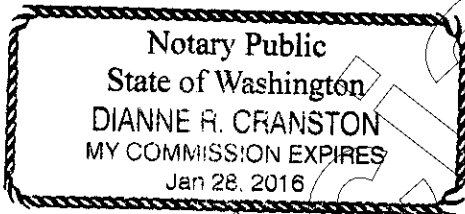
On this day personally appeared before me Diana Smeland to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the purposes therein mentioned.

GIVEN under my hand and official seal this 8th day of July 2014.

Diane R. Cranston

Notary Public in and for the State of Washington
Residing at Port Ludlow, WA

MY COMMISSION EXPIRES JANUARY 28, 2016.



STATE OF WASHINGTON)(

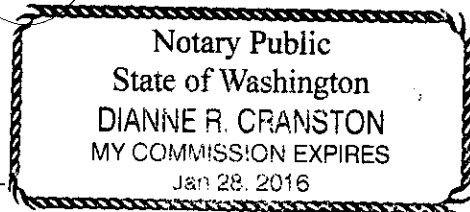
COUNTY OF JEFFERSON)(

On this day personally appeared before me DWAYNE WILCOX,
ALLEN UYEDA and BOYER to me known to
be the individuals described in and who executed the foregoing instrument and
acknowledged that they signed the same as their free and voluntary act and deed,, for the
uses and purposes therein mentioned.

GIVEN under my hand and official seal this 10th day of July,
2014.

Dianne R. Cranston
NOTARY PUBLIC in and for the State of Washington
Residing at Port Ludlow, WA

MY COMMISSION EXPIRES: January 28, 2016



ACCEPTED for PORT LUDLOW DRAINAGE DISTRICT by:

Dwayne Wilcox
DWAYNE WILCOX

Allen Uyeda
ALLEN UYEDA

Jim Boyer
JIM BOYER

Stormwater Management Facility
Maintenance Agreement

H

The Port Ludlow Drainage District (PLDD) is a Jefferson County Special Purpose District that is tasked with resolving storm water drainage problems on common property within the North Bay area of Port Ludlow on the Olympic Peninsula in Washington State. The PLDD mission is to alleviate storm water conveyance problems on community property, such as the Ludlow Maintenance Commission greenbelts. There have been 18 Capital Improvement Projects undertaken and completed by PLDD that have contributed to the improvement of storm water flow within North Bay of Port Ludlow. These improvements have addressed community safety, preservation of property and water quality for the benefit of residents.

Maintenance of these project infrastructures is the ongoing responsibility and has become the main focus of PLDD. The District contracts with a professional maintenance crew which works year-round to ensure that the conveyance facilities are functioning as designed even in the rainiest of conditions.

The district is governed by a three-member board of commissioners which is elected by owner(s) of land located in the District who are qualified voters of the District.



photo courtesy Katie Smith

This phase of the Oak Bay Road Conveyance System Repair Project was completed in 2004, and was functioning well on December 15, 2015, 11.5 years later, during what has been described as 'torrential' rain.

Announcements / News

COVID PUBLIC MEETING RESTRICTIONS

~~Since March of 2020 The PLDD has been adheres to Guidelines provided by the office of Governor Inslee which included the suspension of in-person meetings March of 2020i. Effective June 1, 2022 meetings subject to the Open Public Meetings Act (OPMA) are no longer required to be held remotely All regular and special meetings of the District are now open to the public with the option to join remotely. Links and telephones to join meetings remotely will be posted with the agenda. have been telephonic only with no provision for a public speaker phone. The PLDD will continue to operate under Governor's Emergency Proclamation Covid and Health Protection for Healthy Washington Plan. Until such time as in-person meetings are mandated, PLDD will continue to meet telephonically with no public speaker phone made available by PLDD staff. The call-in number to join the meetings is 1-848-777-1212 with call code 37246.~~

Election Results - No Election

The week of December 13-17, 2021 was the Candidate Filing Period for the February 2022 Special District General Election. Three positions were open: Position No. 1 for the remaining four years of a term ending

February 2026; Position No.2 for the remaining two years of a term ending Feb-2024, Position No. 3 for a term of six years, ending Feb-2028.

All three candidates that filed were unopposed, therefore per RCW 85.38.115, no election was held and the single candidate for each position was considered to have been elected to the position.

INSPECTION OF BEACH OUTFALLS

Engineer Nancy Lockett conducted an inspection of the District's 4 beach outfalls on April 1, 2021. She was joined by Brian Belmont, LMC General Manager; Deborah Helleson, former PLDD Commissioner 3; and Russ Lowry, maintenance contractor for PLDD. This inspection is held every four years and was last conducted in 2017. Engineer Lockett noticed little or no change to the condition of the beach outfalls from the previous inspection. All outfalls are in good condition and functioning as designed. Here is a copy of the report [LINK](#) from this inspection can be requested by contacting the commissioners at commish@pldd.org.

Budget

~~Port Ludlow Drainage District 2022 operating budget, [Resolution 2021-05](#), was ratified at Special Meeting #0285, held November 18, 2021. The 2022 assessment was set at \$60,000. The same amount as the 2021.~~

t

TASK: Check with Jason at SeaWing Designs to assess need for cross references.

Looking for something else?

Looking for [Minutes & Agenda](#) or [Resolutions](#)? Open the Records Menu.

Also, look under [About PLDD](#). You'll find the [Assessment System](#) there.

Want to get on the Small Works Roster? [Download Application](#) - you can also get an application on the [Documents & Forms](#) page.

If you are looking for information on how to make a Public Records Request, you'll also find that on the Documents & Forms page. [Resolution & Form](#).

Founding documents and Comprehensive Plan are under [History](#).

See [Projects](#) for information on district activity and for project-specific documents & photos.

ABOUT

About the PLDD

The **Port Ludlow Drainage District (PLDD)** is a Jefferson County Special Purpose District that is tasked with resolving storm water drainage

problems on common property within the North Bay area of Port Ludlow on the Olympic Peninsula in Washington State ([see maps](#)).

The Port Ludlow Drainage District was established in 2000 under the authority of [RCW 85.38](#). A three-member board of [Commissioners](#) is elected by owner(s) of land located in the District who are qualified voters of the District. [RCW 85.38.105](#)

The District levies an assessment to fund District activities that is authorized by Jefferson County ordinance. [RCW 85.38.160](#) requires the Jefferson County Board of Commissioners (BoCC) to hold a public hearing to review the District assessment system every four years and approve an assessment system on or before September 1st of that year. [View details](#).

TASK: REVIEW BEST LOCATION FOR MAPS ON WEBSITE– UPDATE AFTER REVIEW OF MAINTENCE TABLE AND MAPS

District Maps

Click on any of the images for an enlargement or click on the text to download a PDF of the map.



[download PDF](#)



[download PDF](#)



[download PDF](#)

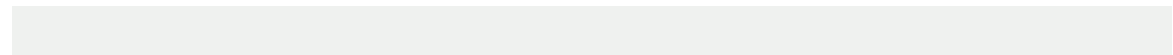
Below are drawings from the **District Inventory** showing current and potential areas; color coded by: Red=Facilities Installed by the District, Green=Other Area Maintenance Activities (facilities installed by others), Blue=Areas to Watch (facilities installed by others)



[download PDF](#)



[download PDF](#)



[download PDF](#)

History & Documents

2021

Election Results

Commissioners 2 and 3 resigned in August and September of 2021. The Commissioner 1 position was vacant since the end of 2019. The County filled the Commissioner 1, 2 and 3 positions with appointments between August and October to serve as interim Commissioner until the February 8, 2022 Election. The week of December 13-17, 2021 was the Candidate Filing Period for the February 2022 Special District General Election. Three positions were open: Position No. 1 for the remaining four years of a term

ending February 2026; Position No.2 for the remaining two years of a term ending Feb-2024, Position No. 3 for a term of six years, ending Feb-2028. The interim Commissioners - Gary Rygmyr, Commissioner 1, Dean Cole, Commissioner 2 and Michael Nilssen, Commissioner 3 all filed papers to run for the February 8, 2022 Election. All three candidates were unopposed, therefore per RCW 85.38.115, no election was held and the single candidate for each position was considered to have been elected to the position.

2020

2019

2018

2017

2014

2010 and previous

-
-
-
-
-

TASK: Assess history that was removed from web site for reposting.

Press

The following articles were originally published in the *Port Ludlow Voice* unless noted otherwise.

Commissioners History

- [History of Commissioners](#)
- ~~[Jefferson County worksheet](#)~~ for PLDD elected officials past and present
- [Jefferson County BOCC minutes](#), Nov 27, 2000



Port Ludlow Drainage District
P.O. Box 65261
Port Ludlow WA 98365

sitemap

Terms of Use

<https://pldd.org>

District Meetings

[View Agenda](#) for upcoming meeting. **JUST INCLUDE THE AGENDA PACKET INSTEAD OF POSTING THE AGENDA AND THE PACKET**

Regular Board of Commissioners meetings are held at 10 AM the 2nd Thursday of each month **at 10:00 a.m.** in the Training Room of the Port Ludlow Fire Hall at 7650 Oak Bay Road, Port Ludlow. Port Ludlow Drainage District Follows Governor Inslee's Guidelines for safe, Public Gatherings during the Covid 19 Pandemic and recommendations from Jefferson County Health Care and MRSC. Currently hybrid meetings will be held with the option for remote attendance posted with the agenda. It is recommended that the public attending in person follow masking and social distance guidelines recommend by the Jefferson County Health Care based on the level of risk in the County [Face Coverings | Jefferson County, WA](#) County. Remote meetings will be held as necessitated for public safety.

Special Meetings are scheduled on as needed basis, notice will be provided in accordance with the provisions or RCW 42.30.080.

All District meetings are open to the public.

Executive Sessions may be held during a Regular or Special Meeting to pursuant to RCW 42.30.110 for matters such as acquisition of real estate, personnel matters, or legal matters related to potential litigation. Executive Sessions are not open to the public.

Any member of the public interested in receiving a copy of the monthly and special meeting agendas is asked to email districtadmin@pldd.org.

2022 Meeting Schedule

~~Port Ludlow Drainage District Follows Governor Inslee's Guidelines for safe, Public Gatherings during the Covid 19 Pandemic. Remote meetings will be held as necessitated for public safety. The following schedule will be adjusted as needed.~~

Minutes, Agendas

PLDD meeting minutes are organized in sections by year. All documents are PDFs. [more...](#)

[Open all years](#) | [Close all](#)

2022

-
-
-
-
-
-

-
-
-

2021

-
-
-
-
-
-
-
-
-
-
-
-
-

Resolutions

PLDD Resolutions are listed in chronological order. All are in PDF format and open in a new window or tab for your convenience.

- [Resolution 2022-01](#) Repealing and replacing resolution 2020-01 to replace the quarterly regular meeting schedule with monthly meetings
- [Resolution 2021-05](#) Repealing and replacing approval of 2022 budget
- [Resolution 2021-04](#) Approving the 2022 annual budget

- [Resolution 2021-03](#) Amendment to 2021 operating budget
- [Resolution 2021-02](#) Proposed Suspension of operation
- [Resolution 2021-01](#) Establishing guidelines for payment of commissioner compensation
- [Resolution 2020-05](#) Approve and adopt the 2021 budget
- [Resolution 2020-4](#) Clarifying Public Works Contracting Procedures
- [Resolution 2020-3](#) Combine Two District Investment Accounts into a Single Account
- [Resolution 2020-2](#) Use of Electronic Signatures for Approval of Documents
- [Resolution 2020-1](#) **MEETING SCHEDULE** *Replaces Resolution 2018-2 April 12, 1218*
- [Resolution 2019-2 Dec 12, 2019](#) **DELEGATION OF ADMINISTRATIVE AUTHORITY**
- [Resolution 2019-1 Oct 10, 2019](#) **2020 BUDGET**
- [Resolution 2018-6 Oct 11, 2018](#) **2019 BUDGET**
- [Resolution 2018-5 Aug 09, 2018](#) **COMMISSIONER COMPENSATION** *updates 2017-6*
- [Resolution 2018-4 Aug 09, 2018](#) **COMMISSIONER COMPENSATION SCHEDULE** *replaced by 2021-01*
- [Resolution 2018-3 Jun 14, 2018](#) **AUDIO RECORDINGS OF MEETINGS AND RETENTION** *replaces 2004-1*
- [Resolution 2018-2 Apr 12, 2018](#) **MEETING PLACE**, *supersedes #2 2001 and 2002-1, replaced by 2020-1*
- [Resolution 2018-1 Feb 08, 2018](#) **PUBLIC RECORDS POLICY**, *replaces 2017-5* [View Form](#)

- [Resolution 2017-7 Oct 12, 2017](#) **2018 BUDGET**
- [Resolution 2017-6 Oct 12, 2017](#) **COMMISSIONER COMPENSATION**, updated by 2018-05; updates Dec-2016 Motion and 2016-4
- [Resolution 2017-5 Apr 13, 2017](#) **PUBLIC RECORDS POLICY & OFFICER**, replaced by 2018-1; previously together with 2017-4, replaced #10, 2003
- [Resolution 2017-4 Apr 13, 2017](#) **PUBLIC RECORDS EXCLUSION**, together with 2017-5, replaces #10, 2003
- [Resolution 2017-3 Mar 09, 2017](#) **AGENT TO RECEIVE CLAIMS FOR DAMAGES**, replaces #5, 2007 [View Form](#)
- [Resolution 2017-2 Mar 09, 2017](#) **CONSENT AGENDA**
- [Resolution 2017-1 Mar 09, 2017](#) **COMMISSIONER COMPENSATION SCHEDULE** replaced by 2018-4
- [Resolution 2016-4 Nov 10, 2016](#) **COMMISSIONER COMPENSATION**, replaced by 2017-6; previously replaced by Motion Dec-2016 and updated Motion Feb-2010
- [Resolution 2016-3 Nov 10, 2016](#) **2017 BUDGET CLERICAL CORRECTION**
- [Resolution 2016-2 Oct 13, 2016](#) **2017 BUDGET**
- [Resolution 2016-1 Aug 11, 2016](#) **2016 BUDGET EMERGENCY INCREASE**
- [Resolution 2015-3 Nov 12, 2015](#) **2016 BUDGET**
- [Resolution 2015-2 Oct 20, 2015](#) **2016 BUDGET**
- [Resolution 2015-1 Jul 9, 2015](#) **CONDOMINIUM OWNERS**
- [Resolution 2014-1 Nov 26, 2014](#) **2015 BUDGET**
- [Resolution 2012-1 May 10, 2012](#) **CAPITAL IMPROVEMENT PROJECT #18**
- [Resolution #13 Dec 9, 2010](#) **NATURAL HAZARDS MITIGATION PLAN**, replaces #13, 2004
- [Resolution #5 Mar 08, 2007](#) **AGENT TO RECEIVE CLAIMS**, replaced by #2017-3

- [Resolution 2004-4 Nov 16, 2004](#) **BUDGET INCREASE**
- [Resolution #13 Jul 8, 2004](#) **NATURAL HAZARDS MITIGATION PLAN**, replaced by #13, 2010
- [Resolution 2004-2 Jan 22, 2004](#) **COMPREHENSIVE STORMWATER MGMT PLAN**
- [Resolution 2004-1 Jan 22, 2004](#) **TAPED RECORDINGS**, replaced by 2018-3
- [Resolution #10 Oct 9, 2003](#) **PUBLIC RECORDS**
- [Resolution #9 Mar 13, 2003](#) **WGEP FOR INSURANCE**
- [Resolution #8 Oct 24, 2002](#) **PLDD-LMC INTERLOCAL AGREEMENT**
- [Resolution 2002-1 Mar 13, 2002](#) **MEETING TIME**, replaced by 2018-2; updates #2 2001
- [Resolution #7 Dec 19, 2001](#) **AUTHORIZE \$30,000 LINE OF CREDIT**
- [Resolution #3 2001](#) **ADOPT DOE STORMWATER MANAGEMENT**
- [Resolution #2 Jul 11, 2001](#) **MEETING PLACE & TIME**, replaced by 2018-2; updated by 2002-1
- [Resolution 2001-1 Feb 14, 2001](#) **INTERIM FUND BUDGET**

Financials

Budget

Port Ludlow Drainage District 2022 operating budget, Resolution 2021-05, was ratified at Special Meeting #0285, held November 18, 2021. The 2022 assessment was set at \$60,000. The same amount as the 2022

2022

- ~~Report of Account Balances and Changes for April 2022~~
- Statement of Financial Income & Expense Budget Performance January 2022
- Statement of Financial Income & Expense Budget Performance February 2022
- Statement of Financial Income & Expense Budget Performance March 2022
- Statement of Financial Income & Expense Budget Performance April 2022
- Statement of Financial Income & Expense Budget Performance May 2022
- Statement of Financial Income & Expense Budget Performance June 2022

2021

- 2021 12/31 13th month Statement of Financial Income & Expenses
- 2021 Report of Account Balances and Changes
- Q1 Report of Account Balances and Changes
- Q2 Report of Account Balances
- Q3 Report of Account Balances
- Q4 Report of Account Balances

2020

- [Q1 End of Month Summary](#)
- [Q2 End of Month Summary](#)
- [Q3 End of Month Summary](#)
- [Q4 End of Month Summary](#)

Documents and Forms

- [Property Owner's Tree Cutting Identification Form](#)
- [Public Records Request](#)
- [Claim Form for Damages \(includes instructions\)](#)
- [Property Owner Issues Concerns Form](#)

Looking for agent and [process](#) to report a claim for damages? See [Agent](#)

Looking for public records and procedures? See [Attachment A](#)

Looking for the founding documents and other historical documents or the Comprehensive Plan? See [History](#).

Looking for project-specific documents (including media such as photos)? See [Projects](#).

You may also wish to visit the Port Ludlow Archives: <http://www.plarchive.org/>.



Port Ludlow Drainage District
 P.O. Box 65261
 Port Ludlow WA 98365

√ Q & A

Here are answers to some of the common questions we get. If you have a question which is not addressed here, let us know. Come to a meeting, contact us electronically (see [Commissioners](#)), or send us a letter; our mailing address is on the bottom of the page.

Who is responsible for maintaining Driveway Culverts?

Driveway culverts are the responsibility of the homeowner to maintain, clean, and replace. For more, see *Port Ludlow Voice*, March 2018, [pages 34-35](#) or *Port Ludlow Voice*, December 2018 [pages 28-29](#).

Are there potential culvert replacements required to protect fish habitat within the boundaries of PLDD?

The only fish bearing stream within the boundaries of PLDD that is identified by Jefferson County is Ludlow Creek. The Washington State Fish and Wildlife Fish Passage Barrier inventory does not identify Ludlow Creek as a fish bearing stream and does not indicate any fish passage barriers within the boundaries of PLDD.

Is the PLDD part of the LMC?

No. The PLDD is a special purpose district, tasked with resolving storm water drainage problems on common property within the North Bay area of Port Ludlow.

Considering removal of brush or trees?

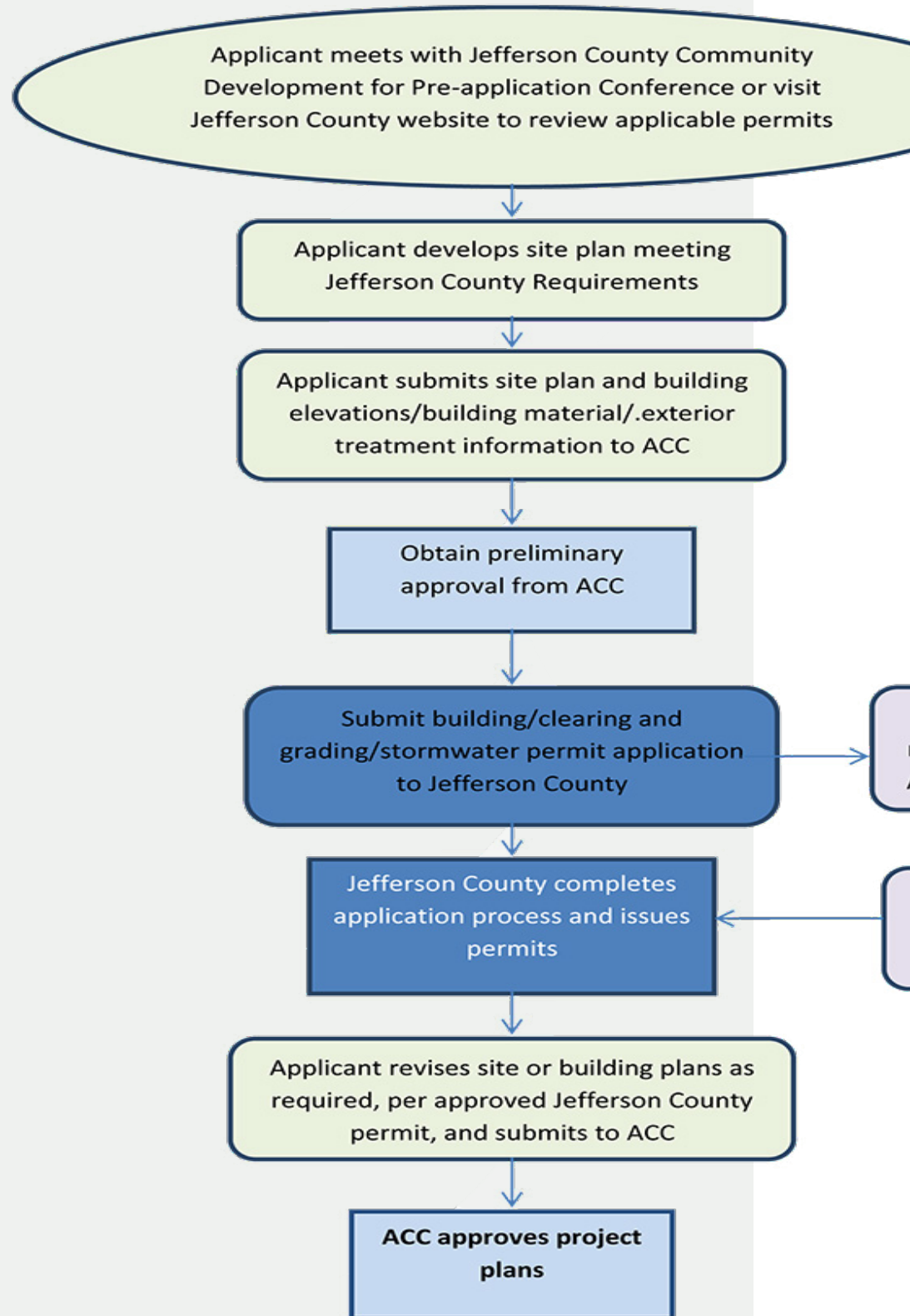
The PLDD has developed an outline of Best Management Practices (BMP), which may be a helpful reference if you are considering tree or brush removal. [Read Guidelines.](#)

Do I need a drainage plan to build?

PLDD does not have authority over issuing drainage plan approvals. ~~The County requests District review of drainage plans in an advisory capacity.~~ Builders should work with Jefferson County regarding permit approval for their project. See the website for the Community Development office in Jefferson County: [the Permit Portal.](#)

Recommend deleting the Planning for Construction within LMC of Port Ludlow on the following page because the PLDD no longer conducts review.

Planning for Construction within LMC of Port Ludlow



[download pdf of flowchart](#)

Port Ludlow Drainage District

P.O. Box 65261

Port Ludlow WA 98365

Case Number: 2022-01

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

Issues and Concern Form: This form should be used to submit issues and concerns to the Port Ludlow Drainage District. Maps of the PLDD boundaries and infrastructure can be found on the District's website at <https://www.pldd.org/about/index.php> or on the District's Bulletin Board located near the Beach Club office, 121 Marina View Drive, Port Ludlow.

Contact Information:

Date: _____

Name:
Valerie Scott

Address:
201 Montgomery Court

Phone and Email
Valscott1@gmail.com

Complaint Information:

Location/Address of Issue or Concern

201 Montgomery Court

PLDD Facility that is the subject of the inquiry

Foster Lane

Brief Description of the Drainage Issue. Please feel free to provide photos or maps.

See attached Memo.

Brief Description of when the problem was first observed, frequency and duration of problem?

First reported to Jefferson County Public Works April 2022

Have you contacted the Port Ludlow Drainage District Previously? If so please explain the reason and outcome?

Prior inquiry circa 2018

Summary Log of PLDD Response to Complaint:**Conclusions:**

The problem is shallow groundwater, not surface water. The problem is outside the purview of the District.

Drainage patterns for the basin remain the same since the time Oak Bay Road was originally constructed. The PLDD has not altered any drainage that would impact 201 Montgomery Court. Recommend the property owner engage a qualified geologist, hydrogeologist, and/or geotechnical engineer to address the groundwater and slope stability issues that may be present.

Site Visits

Date	Attendees to Site Visit
	Commissioner Nilssen conducted a site visit
	Chair Rygmyr conducted a site visit
	District Engineer Barry Baker conducted a site visit

Complaint Considered at Board of Commissioner Meeting

Date/Meeting Number	Summary Discussion and Action from the Meeting (s)
04/14/2022 #0290	Chair Rygmyr explained that he has communicated via phone calls and email with resident Valerie Scott of 201 Montgomery Court after a referral from Commissioner Nilssen. He reported that he had reviewed plat maps for the property and conditions of approval from the development. Commissioner Nilssen reported that he conducted a site visit but did not enter the residence. There was consensus with the Commission that it is important to obtain a clear understanding of the drainage problem, areas of responsibility and solutions. It was determined that Chair Rygmyr will follow-up with Monte Reinders, P.E. Public Works Director of Jefferson County, Barry Baker, PLDD District Engineer, and the homeowner to identify some next steps for developing solutions and what entity(s) is/are responsible for the resolving the problem.
5/12/20212 #0291	Chair Rygmyr reported he met with Ms. Scott and walked the property with Barry Baker, the District consulting Engineer. There was a discussion of the District storm water facilities in the area, the topography, the building permit history, and earlier inquiries with the Port Ludlow Drainage District. Barry Baker explained that the homeowner's problem is shallow groundwater, not drainage and the problem is outside of the authority of the District. The challenge is the topographical location of the residence and naturally occurring shallow ground water pressure from the area. He mentioned from an engineering perspective a

Case Number: 2022-01

	solution for the homeowner would be install a curtain with a french drain below the foundation of the house to divert groundwater from the home. Groundwater issues are outside the authority of the District. Barry Baker was directed to prepare a comprehensive summary memo of the official findings from the District's investigation that can be sent to Ms. Smith.
06/09/2022 #0292	Chair reported memo had been sent. There was discussion of a May public records request from Ms. Scott.

Log of Written Communications

Date	From:	To:	Subject
5/25/2022	Barry Baker, Gray & Osborne Enginner	201 Montgomery Court	Background, Summary of Complaint, Conclusions

Attachments:

Photos, Maps, Written Communications.



MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT
FROM: BARRY BAKER, P.E.
DATE: MAY 25, 2022
SUBJECT: 201 MONTGOMERY COURT DRAINAGE
COMPLAINT
PORT LUDLOW DRAINAGE DISTRICT,
JEFFERSON COUNTY, WASHINGTON
G&O #22429.02

As requested by the Port Ludlow Drainage District (District) at the May 12, 2022 District Commissioner meeting, we have reviewed the correspondence, related projects, and history of the District involvement in the immediate drainage basin upstream of 201 Montgomery Court. This memorandum is a summary of our findings.

BACKGROUND

In 2002 the District was formed and in 2003 a Comprehensive Stormwater Management Plan developed. Part of the scope of the Comprehensive Stormwater Management Plan was to provide detailed topographic information and an inventory of drainage basins and problem areas within the District that were located within easements or public drainage ways. The subject property is located in a 9 acres basin identified as Basin C2 in the Comprehensive Stormwater Management Plan.

In November 2005, a building permit for a single-family house and garage was issued by Jefferson County and a Stormwater Review completed by the County on November 14, 2005 for Lot 8, Port Ludlow No. 5. Inspections for the construction, including the foundation footings and stem wall were completed in 2006.

CURRENT COMPLAINT

On April 15, 2022, Jefferson County Assessor Jeff Chpaman notified Jefferson County Public Works and the District of an appeal of the value of the Parcel 9909000008 due to "...structural damage due to PLDD drainfield discharge directed to the structure" and "...county easement w/damaged culvert alongside foundation." Jefferson County Engineer Monte Reinders responded to the comments of damaged culvert and responsibilities of the property owner based on the original permit review.



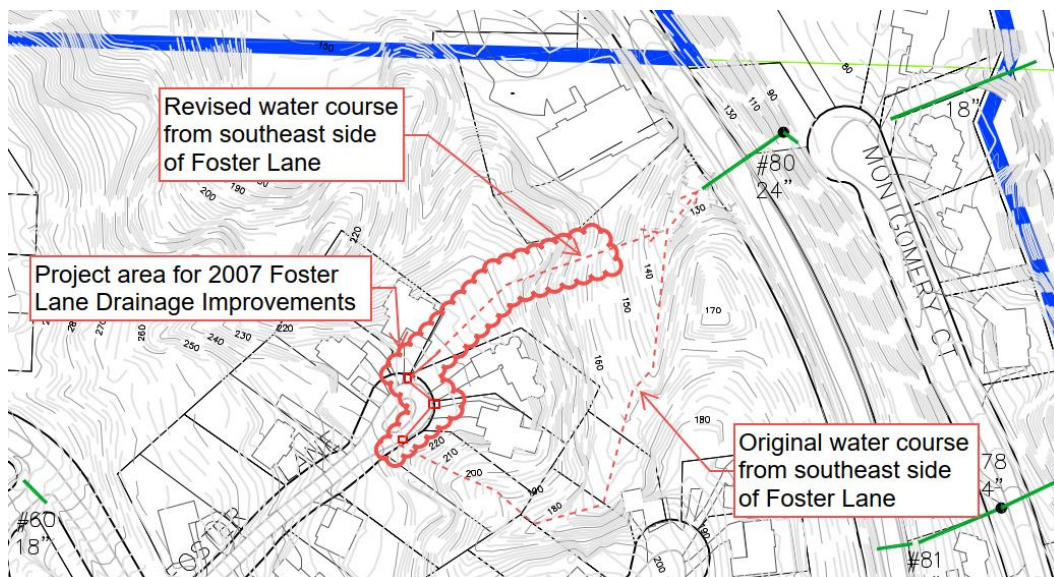
May 25, 2022
Page 2

On May 9, 2022 the District received an email as follow to previous correspondence with the County and District stating in part.

“My concern with drainage issues that the PLDD does have jurisdiction over, is the water discharging from the Foster Lane Drain & Jackson-Foster French Drain, built to "direct surface drainage to the north." ... Agreements that the homeowner would be responsible for drainage on the property were made without the county disclosing the material condition of the culvert joint alongside the foundation & BEFORE the PLDD put in 2 drainfields directing surface drainage to the north, to a trench & basin, at an elevation directly above the back of my house.”

The District and Jefferson County jointly completed a project in 2007 called “Foster Lane Drainage Improvements.” The purpose of those improvements was to collect water from the Foster Lane public right-of-way and direct to an existing catch basin and drainage swale, provide rock check dams to reduce velocity of flow during high events in an existing drainage swale, and improve the outfall discharge to prevent erosion over and into a steep ravine. An 18-inch pipe and rock energy dissipation pad were installed at the steep slope and bottom of the ravine to protect the slopes from erosion but no “drainfields” or other means of infiltrating surface water were a part of the project.

Additionally, as can be seen in the figure below, the discharge directs water to the same location as before the project was completed and did not revise the overall drainage patterns of Basin C2. The Foster Lane Drainage Improvement project would have made no change in the drainage patterns of the area east of Oak Bay Road. A copy of the plan and profile of the project are attached to this memo.





May 25, 2022
Page 3

CONCLUSION

Drainage patterns for the basin remain the same since the time Oak Bay Road was originally constructed. The PLDD has not altered any drainage that would impact 201 Montgomery Court. We recommend the property owner engage a qualified geologist, hydrogeologist, and/or geotechnical engineer to address the groundwater and slope stability issues that may be present.

BB/sc
Encl.

PORT LUDLOW DRAINAGE DISTRICT FOSTER LANE DRAINAGE IMPROVEMENTS

CONSTRUCTION PLANS

VERTICAL DATUM: NGVD 29
HORIZONTAL DATUM: NAD 83/81

LIST OF DRAWINGS	
SHEET	DESCRIPTION
COVER	VICINITY MAP, LOCATION MAP & SURVEY CONTROL
1	FOSTER LANE DRAINAGE PLAN & PROFILE
2	TESC & GENERAL DETAILS
3	STORM DRAINAGE & TYPICAL DETAILS

PROJECT PROPONENT/APPLICANT

PORT LUDLOW DRAINAGE DISTRICT
CONTACT: LEE AMUNDSON
PHONE: (360) 437-0766

HORIZONTAL/VERTICAL CONTROL TABLE				
CONTROL POINT (G.P.) NO.	COORDINATES		ELEVATION	DESCRIPTION (SEE LOCATION MAP)
	NORTHING	EASTING		
10	347229.893	1185900.601	236.22	MONUMENT IN CASE, 1 5/8" BRASSIE/PUNCH IN CONC; INTERSECTION OF PIONEER & JACKSON; DOWN 0.3'
11	347309.601	1185671.141	257.54	MONUMENT IN CASE, CONC; INTERSECTION OF PIONEER AND HARMS; DOWN 0.2'
12	347679.356	1185796.448	232.37	MONUMENT IN CASE, 1 1/2" BRASSIE/PUNCH IN CONC. SOUTHEASTERLY OF E. OF FOSTER LANE @ PROJECTED NORTHERLY LINE OF DRIVEWAY TO HOUSE #41
13	347942.889	1185975.639	208.21	HUB/TACK; ±35' @ N16°W FROM 12" PVC CULVERT INLET



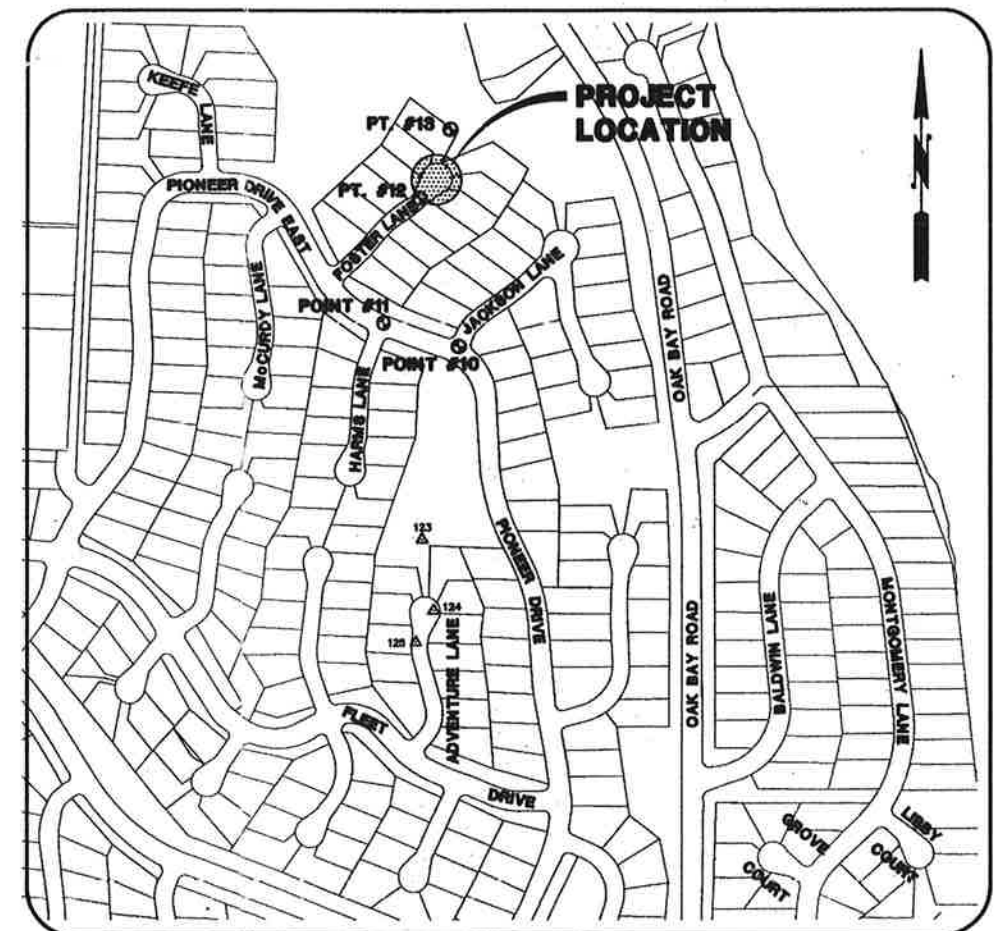
VICINITY MAP
NOT TO SCALE

PROJECT LOCATION: SECTION 9, TOWNSHIP 28 N,
RANGE 1 E, JEFFERSON COUNTY, WASHINGTON

ENGINEERING CONSULTANT

GRAY & OSBORNE, INC.
701 DEXTER AVENUE NORTH, SUITE 200
SEATTLE, WASHINGTON 98109

CONTACT: BARRY BAKER, P.E.
PHONE: (206) 284-0860



LOCATION MAP
SCALE: 1"=250'

DATE: MAR 2007	SCALE: NOTED	DRAWN: K.W.S.	CHECKED: B.P.B.	APPROVED: B.P.B.
----------------	--------------	---------------	-----------------	------------------

NO.	REVISION	DATE	APPD.

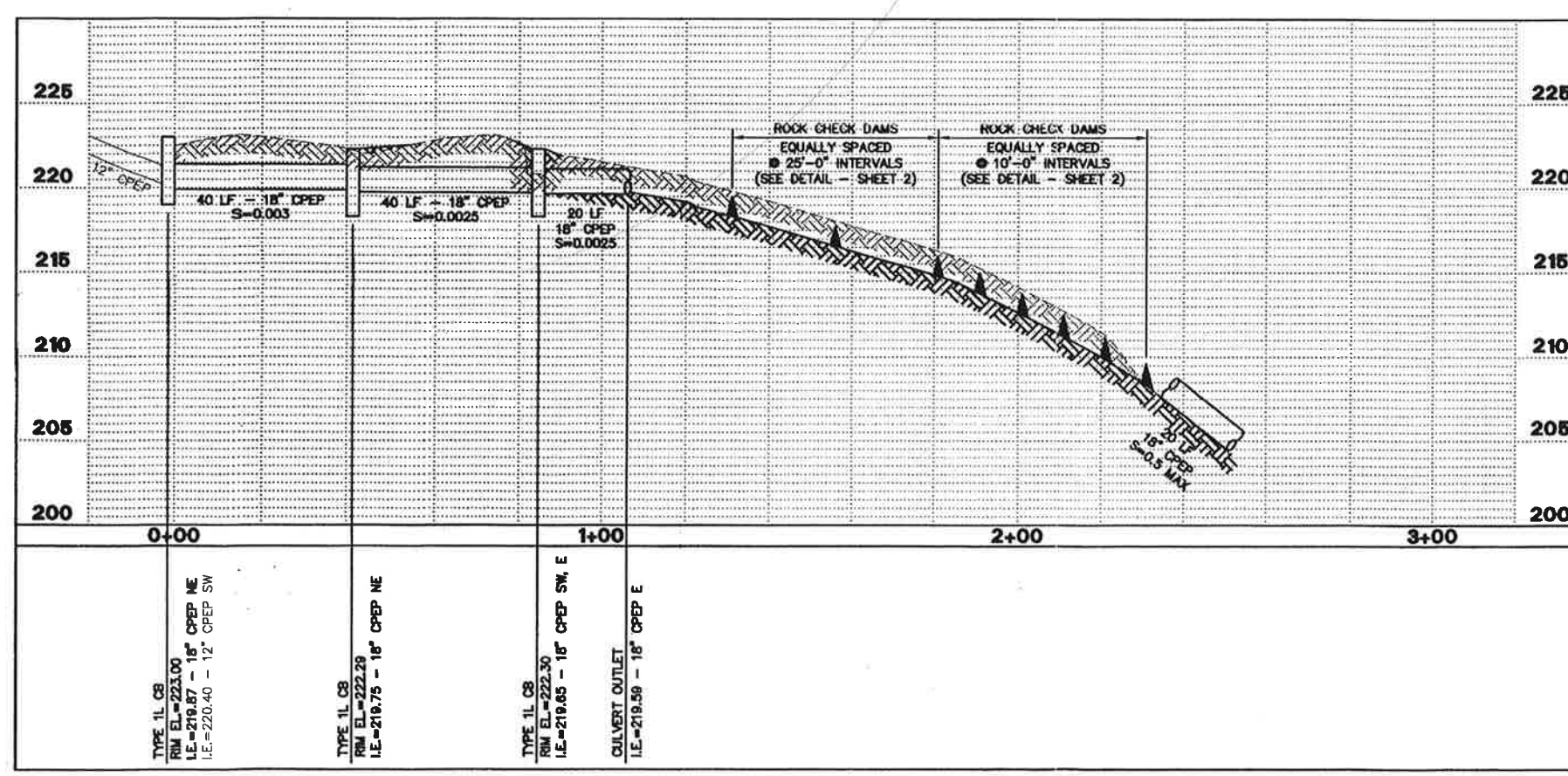
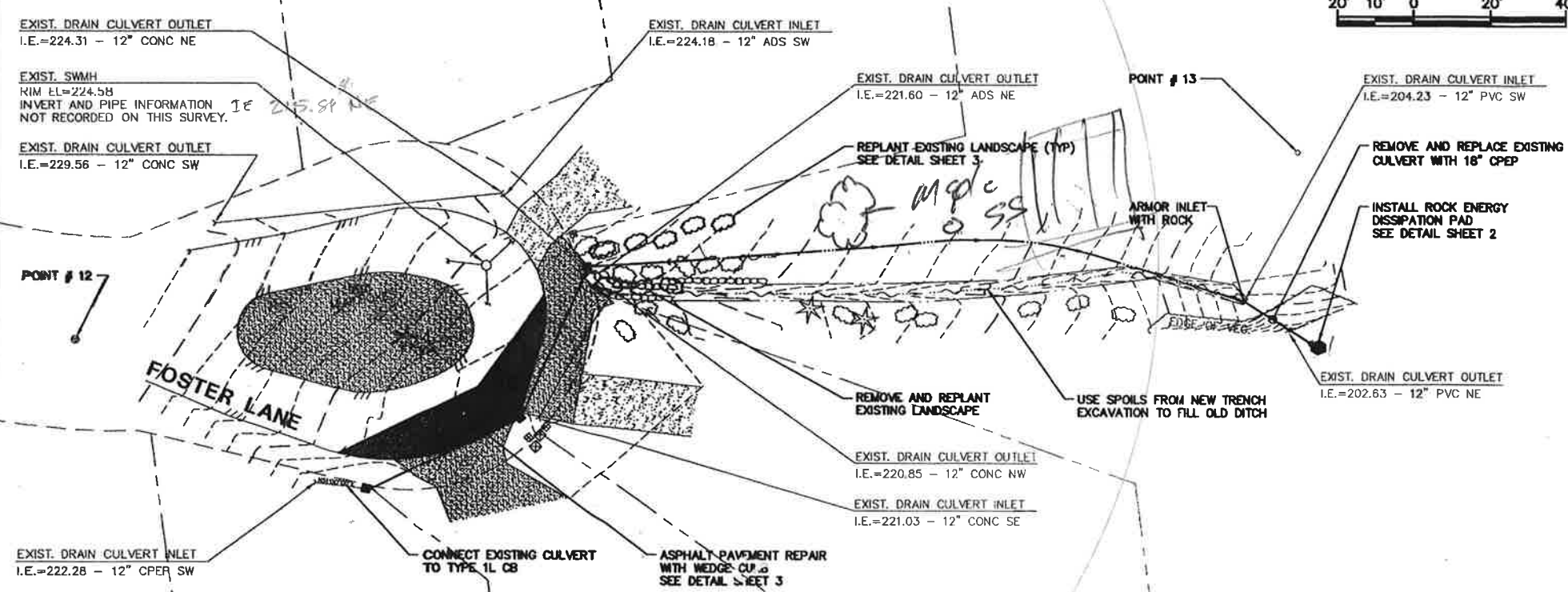


PORT LUDLOW DRAINAGE DISTRICT
 WASHINGTON
 JEFFERSON COUNTY
FOSTER LANE DRAINAGE IMPROVEMENTS
 PLAN AND PROFILE

SHEET: 1
OF: 3
JOB NO.: 08413.05
DWG: PLAN.dwg

SYMBOL LEGEND

EXISTING	PROPOSED	DESCRIPTION
		ASPHALT PAVEMENT
		GRAVEL SURFACING
		CONCRETE SURFACING
		RIGHT-OF-WAY LINE
		PROPERTY LINE
		PERMANENT EASEMENT LINE
		TEMPORARY EASEMENT LINE
		CONTOUR LINE
		BURIED ELECTRICAL
		BURIED TELEPHONE
		WATER MAIN (SIZE AS NOTED)
		GAS MAIN
		SANITARY SEWER
		STORM DRAIN (SIZE AS NOTED)
		DITCH
		CULVERT (SIZE & TYPE AS NOTED)
		FENCE (TYPE AS NOTED)
		FENCE (WITH GATE)
		MANHOLE OR DRYWELL (AS NOTED)
		CLEANOUT
		TYPE 1 CATCH BASIN OR CURB INLET
		TYPE 2 CATCH BASIN
		JUNCTION BOX (AS NOTED)
		GATE VALVE
		WATER METER
		FIRE HYDRANT
		CAP/PLUG
		MAIL BOX (NOTED)
		SIGN
		RIP RAP
		EMBANKMENT
		TREE (CONIFER)
		TREE (DECIDUOUS)
		SHRUBS
		BUILDINGS
		ROCK WALL
		ELEVATION POINT
		MONUMENT
		ANGLE POINT / CONTROL POINT
		OWNERSHIP TIE
		DETAIL NUMBER
		REFERENCE SHEET



DATE: MAR 2007	SCALE: NOTED	DRAWN: K.W.S.	CHECKED: B.P.B.	APPROVED: S.P.B.
----------------	--------------	---------------	-----------------	------------------

NO.	REVISION	DATE	APPROVED



PORT LUDLOW DRAINAGE DISTRICT
 WASHINGTON
 JEFFERSON COUNTY
FOSTER LANE DRAINAGE IMPROVEMENTS
 TESC AND GENERAL DETAILS

SHEET: 2
OF: 3
JOB NO.: 08413.05
DWG: DETAIL

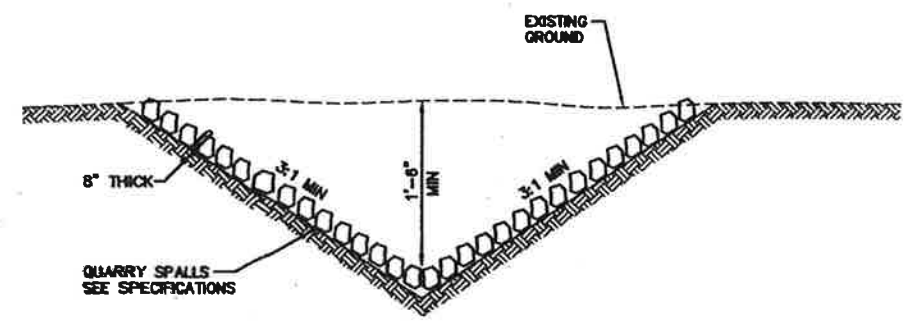
STANDARD EROSION AND SEDIMENT CONTROL (ESC) PLAN NOTES

- APPROVAL OF THIS EROSION AND SEDIMENTATION CONTROL (ESC) PLAN DOES NOT CONSTITUTE AN APPROVAL OF PERMANENT ROAD OR DRAINAGE DESIGN (E.G., SIZE AND LOCATION OF ROADS, PIPES, RESTRICTORS, CHANNELS, RETENTION FACILITIES, UTILITIES, ETC.).
- THE IMPLEMENTATION OF THESE ESC PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS APPROVED.
- THE BOUNDARIES OF THE CLEARING LIMITS SHOWN ON THIS PLAN SHALL BE CLEARLY FLAGGED BY A CONTINUOUS LENGTH OF SURVEY TAPE (OR FENCING, IF REQUIRED) PRIOR TO CONSTRUCTION. DURING THE CONSTRUCTION PERIOD, NO DISTURBANCE BEYOND THE CLEARING LIMITS SHALL BE PERMITTED. THE CLEARING LIMITS SHALL BE MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF CONSTRUCTION.
- THE ESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED PRIOR TO OR IN CONJUNCTION WITH ALL CLEARING AND GRADING SO AS TO ENSURE THAT THE TRANSPORT OF SEDIMENT TO SURFACE WATERS, DRAINAGE SYSTEMS, AND ADJACENT PROPERTIES IS MINIMIZED.
- THE ESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND MODIFIED TO ACCOUNT FOR CHANGING SITE CONDITIONS (E.G., ADDITIONAL SUMP PUMPS, RELOCATION OF DITCHES AND SILT FENCES, ETC.).
- THE ESC FACILITIES SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND MAINTAINED TO ENSURE CONTINUED PROPER FUNCTIONING. WRITTEN RECORDS SHALL BE KEPT OF WEEKLY REVIEWS OF THE ESC FACILITIES DURING THE WET SEASON (OCT. 1 TO APRIL 30) AND OF MONTHLY REVIEWS DURING THE DRY SEASON (MAY 1 TO SEPT. 30).
- ANY AREAS OF EXPOSED SOILS, INCLUDING ROADWAY EMBANKMENTS, THAT WILL NOT BE DISTURBED FOR TWO DAYS DURING THE WET SEASON OR SEVEN DAYS DURING THE DRY SEASON SHALL BE IMMEDIATELY STABILIZED WITH THE APPROVED ESC METHODS (E.G., SEEDING, MULCHING, PLASTIC COVERING, ETC.).
- ANY AREA NEEDING ESC MEASURES THAT DO NOT REQUIRE IMMEDIATE ATTENTION SHALL BE ADDRESSED WITHIN FIFTEEN (15) DAYS.
- THE ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A MONTH OR WITHIN FORTY EIGHT (48) HOURS FOLLOWING A STORM EVENT.
- AT NO TIME SHALL MORE THAN ONE (1) FOOT OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A CATCH BASIN. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PAVING. THE CLEANING OPERATION SHALL NOT FLUSH SEDIMENT-LADEN WATER INTO THE DOWNSTREAM SYSTEM.
- WHERE STRAW MULCH FOR TEMPORARY EROSION CONTROL IS REQUIRED, IT SHALL BE APPLIED AT A MINIMUM THICKNESS OF 3 INCHES.
- PRIOR TO BEGINNING OF THE WET SEASON (OCT. 1), ALL DISTURBED AREAS SHALL BE REVIEWED TO IDENTIFY WHICH ONES CAN BE SEEDING IN PREPARATION FOR THE WINTER RAINS. DISTURBED AREAS SHALL BE SEEDING WITHIN ONE WEEK OF THE BEGINNING OF THE WET SEASON. A SKETCH MAP OF THOSE AREAS TO BE SEEDING AND IN THOSE AREAS TO REMAIN UNCOVERED SHALL BE SUBMITTED TO THE INSPECTOR. THE INSPECTOR CAN REQUIRE SEEDING OF ADDITIONAL AREAS IN ORDER TO PROTECT SURFACE WATERS, ADJACENT PROPERTIES, OR DRAINAGE FACILITIES.

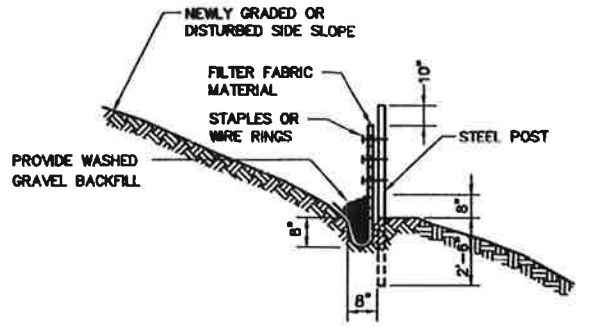
CONSTRUCTION SEQUENCE

A DETAILED CONSTRUCTION SEQUENCE IS NEEDED TO ENSURE THAT EROSION AND SEDIMENT CONTROL MEASURES ARE APPLIED AT THE APPROPRIATE TIMES. A RECOMMENDED CONSTRUCTION SEQUENCE IS PROVIDED BELOW:

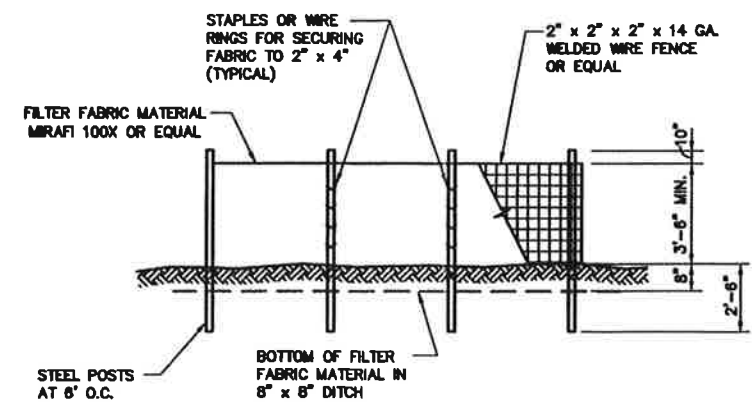
- HOLD THE PRE-CONSTRUCTION MEETING.
- FLAG OR FENCE CLEARING LIMITS.
- POST A SIGN WITH THE NAME AND PHONE NUMBER OF THE ESC SUPERVISOR AND JEFFERSON COUNTY PUBLIC WORKS.
- INSTALL PERIMETER PROTECTION (FILTER FENCE, BRUSH BARRIER, ETC.).
- CONSTRUCT SURFACE WATER CONTROLS (INTERCEPTOR DIKES, PIPE SLOPE DRAINS, ETC.) SIMULTANEOUSLY WITH CLEARING AND GRADING FOR PROJECT DEVELOPMENT.
- MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH JEFFERSON COUNTY STANDARDS AND MANUFACTURER'S RECOMMENDATIONS.
- RELOCATE SURFACE WATER CONTROLS OR EROSION CONTROL MEASURES, OR INSTALL NEW MEASURES SO THAT AS SITE CONDITIONS CHANGE, THE EROSION AND SEDIMENTATION CONTROL IS ALWAYS IN ACCORDANCE WITH THE JEFFERSON COUNTY EROSION AND SEDIMENT CONTROL STANDARDS.
- COVER ALL AREAS THAT WILL BE UNWORKED FOR MORE THAN SEVEN DAYS DURING THE DRY SEASON OR TWO DAYS DURING THE WET SEASON WITH STRAW, WOOD FIBER MULCH, COMPOST, PLASTIC SHEETING, OR EQUIVALENT.
- STABILIZE ALL AREAS WITHIN SEVEN DAYS OF REACHING FINAL GRADE.
- SEED ANY AREAS TO REMAIN UNWORKED FOR MORE THAN 30 DAYS.
- UPON COMPLETION OF THE PROJECT, STABILIZE ALL DISTURBED AREAS AND REMOVE BMPs IF APPROPRIATE.



DRAINAGE DITCH DETAIL
NOT TO SCALE

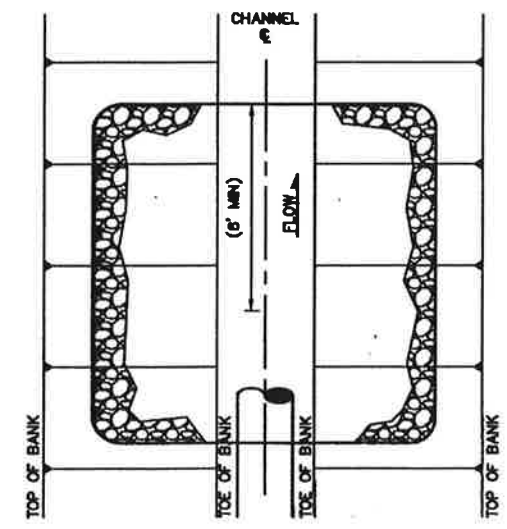


CROSS SECTION

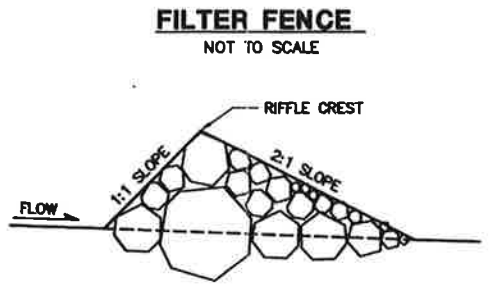


ELEVATION

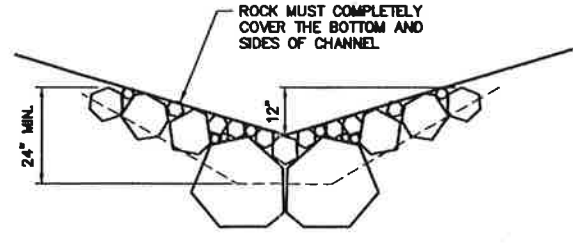
- NOTES:
- WHERE POSSIBLE, MAINTAIN NATURAL VEGETATION FOR EROSION CONTROL.
 - TEMPORARY CHECK DAM TO BE CONSTRUCTED BY PLACING FILTER FABRIC FENCES ACROSS SWALES UTILIZING FILTER SYSTEM PRIOR TO DISCHARGE.
 - ALL TEMPORARY EROSION CONTROL SHALL BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL SUCH TIME THAT CLEARING AND/OR CONSTRUCTION IS COMPLETED AND SURFACE RESTORATION HAS BEEN COMPLETED.
 - RETURN EROSION CONTROL AREAS TO ORIGINAL GROUND CONDITIONS.



PLAN
NTS

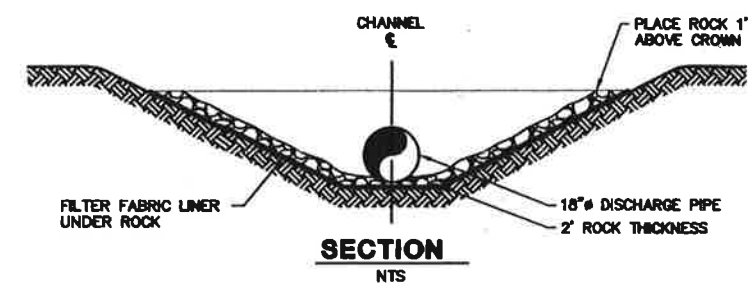


FILTER FENCE
NOT TO SCALE



- CONSTRUCTION NOTES:
- BUILD RIFFLE CRESTS ACROSS CHANNEL WITH 2 inch DIA. MIN. BOULDERS KEYED 1 inch MIN. INTO SLOPE AND CHANNEL BOTTOM. BACKUP W/ 1 inch DIA. MIN. STONE DOWNSTREAM. FILL VOIDS W/ QUARRY SPALLS AS NECESSARY TO COMPLETE CHECK DAM. SEE SPECIFICATIONS.
 - V-SHAPE CREST 1 inch DOWN TOWARDS CENTER OF CHANNEL.

CHECK DAM DETAIL
NOT TO SCALE



DISCHARGE ROCK EROSION PROTECTION
NTS

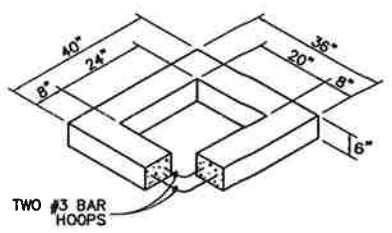
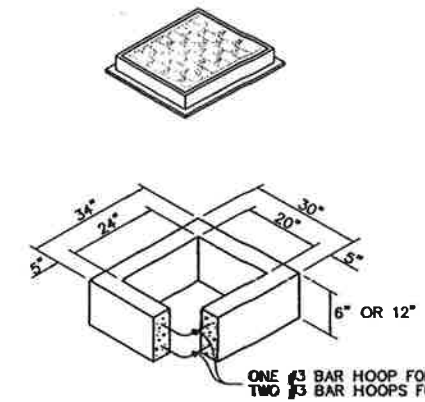
DATE: MAR 2007	SCALE: NOTED	DRAWN: K.W.S.	CHECKED: B.P.B.	APPROVED: B.P.B.
----------------	--------------	---------------	-----------------	------------------

	DATE	APPD
	REVISION	
	No.	



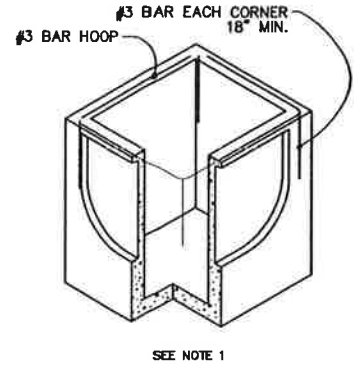
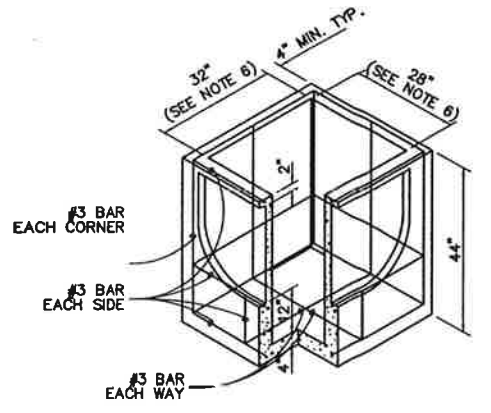
PORT LUDLOW DRAINAGE DISTRICT
 WASHINGTON
 JEFFERSON COUNTY
FOSTER LANE DRAINAGE IMPROVEMENTS
 STORM DRAINAGE AND TYPICAL DETAILS

SHEET: 3
OF: 3
JOB NO.: 06413.05
DWG: DETAIL-2



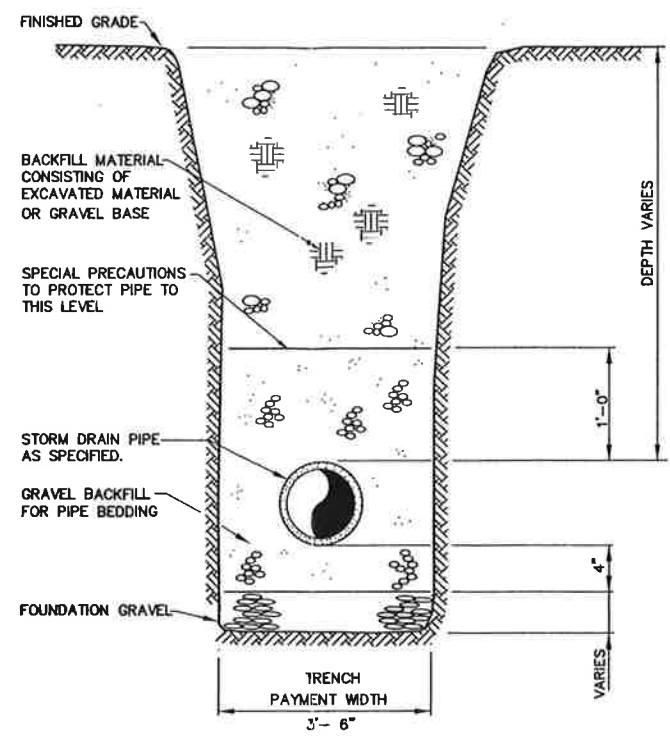
PIPE ALLOWANCES	
PIPE MATERIAL	MAX. LD.
REINFORCED OR PLAIN CONCRETE	18"
ALL METAL PIPE	21"
OPSSP* (STD. SPEC. 9-05.20)	18"
SOLID WALL PVC (STD. SPEC. 9-05.12(1))	21"
PROFILE WALL PVC (STD. SPEC. 9-05.12(2))	21"

*CORRUGATED POLYETHYLENE STORM SEWER PIPE

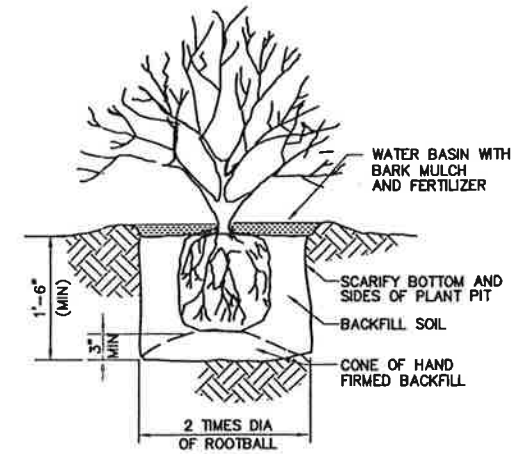


- AS ACCEPTABLE ALTERNATIVES TO THE REBAR SHOWN IN THE PRECAST BASE SECTION, FIBERS (PLACED ACCORDING TO THE STANDARD SPECIFICATIONS), OR WIRE MESH HAVING A MINIMUM AREA OF 0.12 SQUARE INCHES PER FOOT SHALL BE USED WITH THE MINIMUM REQUIRED REBAR SHOWN IN THE ALTERNATIVE PRECAST BASE SECTION. WIRE MESH SHALL NOT BE PLACED IN THE KNOCKOUTS.
- THE KNOCKOUT DIAMETER SHALL NOT BE GREATER THAN 26". KNOCKOUTS SHALL HAVE A WALL THICKNESS OF 2" MINIMUM TO 2.5" MAXIMUM. PROVIDE A 1.5" MINIMUM GAP BETWEEN THE KNOCKOUT WALL AND THE OUTSIDE OF THE PIPE. AFTER THE PIPE IS INSTALLED, FILL THE GAP WITH JOINT MORTAR IN ACCORDANCE WITH STANDARD SPECIFICATION 9-04.3.
- THE MAXIMUM DEPTH FROM THE FINISHED GRADE TO THE LOWEST PIPE INVERT SHALL BE 5".
- THE FRAME AND GRATE MAY BE INSTALLED WITH THE FLANGE UP OR DOWN. THE FRAME MAY BE CAST INTO THE ADJUSTMENT SECTION.
- THE PRECAST BASE SECTION MAY HAVE A ROUNDED FLOOR, AND THE WALLS MAY BE SLOPED AT A RATE OF 1:24 OR STEEPER.
- THE OPENING SHALL BE MEASURED AT THE TOP OF THE PRECAST BASE SECTION.
- ALL PICKUP HOLES SHALL BE GROUTED FULL AFTER THE BASIN HAS BEEN PLACED.

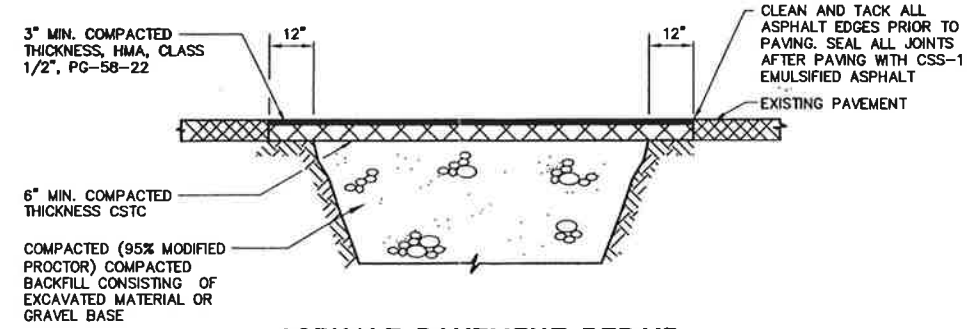
CATCH BASIN TYPE 1L
 NOT TO SCALE



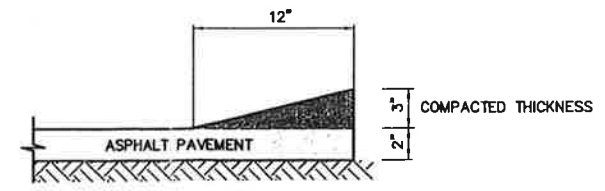
STORM DRAIN PIPE TYPICAL TRENCH SECTIONS
 NOT TO SCALE



SHRUB AND SMALL TREE PLANTING DETAIL
 NOT TO SCALE



ASPHALT PAVEMENT REPAIR WITHOUT OVERLAY
 NOT TO SCALE



ASPHALT WEDGE CURB DETAIL
 NOT TO SCALE



Case Number: 2202-03

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

Issues and Concern Form: This form should be used to submit issues and concerns to the Port Ludlow Drainage District. Maps of the PLDD boundaries and infrastructure can be found on the District's website at <https://www.pldd.org/about/index.php> or on the District's Bulletin Board located near the Beach Club office, 121 Marina View Drive, Port Ludlow.

Contact Information:

Date: 8/4/2022

Name:

Deb & Mark Heavey

Address:

20 Olympic Way, Admiralty One Condos

Phone and Email

dheavy@hotmail.com

Complaint Information:

Location/Address of Issue or Concern

Condo next to 20 Olympic Way

PLDD Facility that is the subject of the inquiry

N/A – private property neighbor issue

Brief Description of the Issue/Concern. Please feel free to provide photos or maps.

Neighbor removed gutters without a permit. All rainwater now flows to one side of the building. We not only have standing water under the building and sink holes in the lawn, but a sinking foundation, sinking deck, cracked interior walls and a cracked chimney stack. The adjacent patio pavement is also sinking away from the building.

Two companies have been out to provide foundation repair estimates to address the saturated piers and perform leveling. They do not manage gutter installations or repairs which appear to be the root cause. There

Case Number: 2202-03

are also high humidity levels which they have indicated in their assessment as posing health hazards.

Brief Description of when the problem was first observed, frequency and duration of problem?

Have you contacted the Port Ludlow Drainage District Previously? If so please explain the reason and outcome?

Summary Log of PLDD Response to Complaint:

Conclusions:

Replied by suggesting that the matter be referred to Jefferson County Building Department and Code Enforcement Department and the Condo Homeowners Association. [suggested response]

Site Visits

Date	Attendees to Site Visit

Complaint Considered at Board of Commissioner Meeting

Date/Meeting Number	Summary Discussion and Action from the Meeting (s)

Log of Written Communications

Date	From:	To:	Subject

Case Number: 2202-03

--	--	--	--

Attachments:
Photos, Maps, Written Communications.

Port Ludlow Drainage District
Statement of Financial Income & Expense Budget Performance
 July 2022

08/09/22

Accrual Basis

	Jul 22	Budget	\$ Over Budget	Jan - Jul 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	202.35			515.06			
368.00 · Special Assessment Capital (SA)	146.12			33,680.97			
Total Income	348.47			34,196.03			
Gross Profit	348.47			34,196.03			
Expense							
5000 · Personnel							
10.0010 · Administrative Personnel	569.25	759.00	-189.75	4,026.82	5,313.00	-1,286.18	9,108.00
10.0020 · Commissioner Meetings/District	370.00	0.00	370.00	1,935.98	2,220.00	-284.02	4,440.00
20.0010 · Federal Taxes							
FICA Expense	71.85			456.15			
FUTA Expense	5.63			-18.46			
20.0010 · Federal Taxes - Other	0.00	63.00	-63.00	0.00	626.00	-626.00	1,125.00
Total 20.0010 · Federal Taxes	77.48	63.00	14.48	437.69	626.00	-188.31	1,125.00
20.0020 · State Taxes							
L&I Expense	2.82			19.82			
SUTA Expense	0.04			0.12			
WAPFML Expense	0.00			15.98			
20.0020 · State Taxes - Other	0.00	17.00	-17.00	0.00	169.00	-169.00	304.00
Total 20.0020 · State Taxes	2.86	17.00	-14.14	35.92	169.00	-133.08	304.00
Total 5000 · Personnel	1,019.59	839.00	180.59	6,436.41	8,328.00	-1,891.59	14,977.00
5001 · Field Expenses							
31.0020 · Temporary Labor	1,182.58	360.00	822.58	1,182.58	1,800.00	-617.42	2,520.00
31.0030 · Drainage Maintenance Operation	1,829.02	1,830.00	-0.98	10,973.14	12,810.00	-1,836.86	21,960.00
Total 5001 · Field Expenses	3,011.60	2,190.00	821.60	12,155.72	14,610.00	-2,454.28	24,480.00
5002 · Engineering							
41.0010 · General District Engineering	736.96	1,030.00	-293.04	4,741.86	7,210.00	-2,468.14	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	2,660.00	-2,660.00	4,560.00
Total 5002 · Engineering	736.96	1,410.00	-673.04	4,741.86	9,870.00	-5,128.14	17,950.00
5003 · Engineering - Capital Projects							
41.0015 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
Total 5003 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00

Port Ludlow Drainage District
Statement of Financial Income & Expense Budget Performance
 July 2022

08/09/22

Accrual Basis

	Jul 22	Budget	\$ Over Budget	Jan - Jul 22	YTD Budget	\$ Over Budget	Annual Budget
5004 · Commissioners Mileage & Expense							
43.0010 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	125.00	200.00	-75.00	400.00
Total 5004 · Commissioners Mileage & Expense	0.00	0.00	0.00	125.00	200.00	-75.00	400.00
5005 · Miscellaneous/Office Expenses							
31.002B · Supplies	0.00			592.22			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	105.00	-105.00	180.00
44.0000 · Advertising	0.00	15.00	-15.00	0.00	105.00	-105.00	180.00
45.0010 · Rent	0.00	600.00	-600.00	810.60	600.00	210.60	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	0.00	370.00	-370.00	720.00	1,110.00	-390.00	1,480.00
49.0000 · Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	200.00	-200.00	200.00
Total 5005 · Miscellaneous/Office Expenses	0.00	1,100.00	-1,100.00	2,122.82	2,120.00	2.82	7,810.00
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	0.00	0.00	0.00	299.63	12,200.00	-11,900.37	12,200.00
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	1,065.20	5,145.00	-4,079.80	8,820.00
41.0150 · Accounting Clerk	423.00	260.00	163.00	2,149.00	1,820.00	329.00	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	423.00	995.00	-572.00	3,214.20	6,965.00	-3,750.80	15,940.00
Total Expense	5,191.15	6,534.00	-1,342.85	29,095.64	59,293.00	-30,197.36	103,757.00
Net Ordinary Income	-4,842.68	-6,534.00	1,691.32	5,100.39	-59,293.00	64,393.39	-103,757.00
Net Income	-4,842.68	-6,534.00	1,691.32	5,100.39	-59,293.00	64,393.39	-103,757.00

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

Account	January ¹	February ²	March	April	May	June ³	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	\$ 67,198.92	\$ 79,886.00	\$ 83,211.10	\$ 79,246.44							
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ 421.50	\$ 338.35							\$ 34,224.29
GF Disbursements	\$ (9,337.57)	\$ (5,729.31)	\$ (3,746.27)	\$ (5,872.75)	\$ (3,615.48)	\$ (4,386.16)	\$ (5,623.79)							\$ (38,311.33)
GF Ending Cash Balance	\$ 68,869.14	\$ 67,862.31	\$ 67,198.92	\$ 79,886.00	\$ 83,211.10	\$ 79,246.44	\$ 73,961.00							
GF Investment Pool														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00							
GF Investment Pool Gross Interest	\$ 11.42	\$ 12.27	\$ 28.32	\$ 49.36	\$ 88.43	\$ 122.67	\$ 202.35							\$ 514.82
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)	\$ (2.47)	\$ (4.42)	\$ (6.13)	\$ (10.12)							\$ (25.98)
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23							\$ 488.84
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00							
GF Receipts Breakdown														
Special Assessment Revenue	\$ 152.24	\$ 4,710.82	\$ 3,055.98	\$ 18,512.94	\$ 6,852.15	\$ 250.72	\$ 146.12							\$ 33,680.97
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23							\$ 488.84
Transfers & Other Activity	\$ -	\$ 0.24	\$ -	\$ -	\$ -	\$ 54.24	\$ -							\$ 54.48
<i>GF Receipts</i>	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ 421.50	\$ 338.35							

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.

3.) \$54.24 Transfer & Other Activity: This is an Internal Revenue Service refund for the Federal Unemployment Tax paid in prior periods which was deemed unnecessary.

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
695	PT LUDLOW DRAINAGE DIST FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
69500589 AGENCY DISBURSEMENTS									
69500589	589400 EXPENDITURES	0	0	0	28,984.96	.00	-28,984.96	100.0%	
	TOTAL AGENCY DISBURSEMENTS	0	0	0	28,984.96	.00	-28,984.96	100.0%	
	TOTAL PT LUDLOW DRAINAGE DIST FUND	0	0	0	28,984.96	.00	-28,984.96	100.0%	
	TOTAL EXPENSES	0	0	0	28,984.96	.00	-28,984.96		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	0	0	0	28,984.96	.00	-28,984.96	100.0%	

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