

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

Agenda for Board of Commissioners' Special Meeting # 0298

October 20, 2022 at 5:30 PM

**PUBLIC HEARING REGARDING THE PORT LUDLOW DRAINAGE DISTRICT
2023 BUDGET**

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/82800940514?pwd=YUYxS3djbHBLN0pzTG5BU2JWSCtBU
T09](https://us06web.zoom.us/j/82800940514?pwd=YUYxS3djbHBLN0pzTG5BU2JWSCtBU
T09)

Meeting ID: 828 0094 0514 Passcode: 495831

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. Welcome from the Chair:**
- 2. Call to Order:**
- 3 Roll Call:**
- 4. Agenda Approval:**
- 5. Staff Overview of the 2023 Budget and Assessment**
- 6. General Public Testimony:** This Public Hearing allows members of the public to comment, limited to three minutes each, on the Port Ludlow Drainage District 2023 Budget and Assessment. 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 public hearing. After hearing all comments from the public, the Chair will

close the Public Hearing.

7. Discussion of the Pay Raise for the Administrative Coordinator, the Letter of Engagement from Falge Financial for Bookkeeping Services and Discussion of the 2023 Port Ludlow Drainage District Budget and Assessment.

Recommended Actions: The Commission will approve a motion to do the following:

1. Increase the hourly rate of pay for the Administrative Coordinator from \$24.75 to \$27.29 with the number of hours in per month from 31 to 35.
2. Approve the letter of engagement with Falge Financial for bookkeeping services.
3. Adopt Resolution 2022-03 approving the District 2023 budget with an assessment \$70,000 as part of a five-year rolling budget increase at approximately \$10,000.00 annually between 2023 and 2028 to bring the actual budget to balance with expected revenues and expenses.

8. 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.

9. MEETING ADJOURNMENT.

October 11, 2022

Commissioner Michael Nilssen
 Port Ludlow Drainage District (PLDD)
 P.O. Box 65621
 Port Ludlow, WA 98365

Dear Mike,

We appreciate the opportunity of providing you a proposal for Bookkeeping Services. To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. Ben Falge and Tristan Hefley will be the contact people for this engagement.

What We'll Do

General Bookkeeping Services to include: regular payroll preparation; all quarterly payroll filings; annual payroll filings, including Form 940 and Forms W-2 and W-3; annual contractor filing, including Forms 1099 and 1096; recording in dummy Quickbooks checking account of expenses paid on behalf of the Port Ludlow Drainage District by the Jefferson County Auditor; monthly reporting on expenses as requested.

What We Won't Do

We will make no attempt to adjust the records to reflect generally accepted accounting principles (GAAP). We will make no audit or other verification of the data you submit. We may provide reports which contain portions of financial information; these reports are for internal management use only. We will not provide any financial statements (other than those used for internal management purposes and subject to interpretation by your CPA or tax professional for tax purposes) and will not perform any compilation, review or audit of any of the financial information. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

What We Need from You

In order to complete the service, we will need to obtain information on a timely and periodic basis from your organization. This information includes payroll timesheets, voucher summaries, account trial balance report (sent by the State on PLDD behalf), checks for quarterly payroll tax payments, additional information as requested.

When We'll Do It

This engagement is made on an annual, pro-rated flat monthly fee basis.

Fees

Our fee for these services will be a flat monthly fee of \$250. Additional requirements beyond the scope of services in this letter will be billed at \$70.00 per hour for bookkeeping, and \$100.00 per hour for tax or business consulting. We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely yours,

Ben Falge
 Falge Financial, Inc.

Acknowledged:

 Signature

 Date

RESOLUTION #2022-03

**Port Ludlow Drainage District
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365**

Approving the 2023 Annual Budget

WHEREAS the Port Ludlow Drainage District (PLDD) is a Special Purpose District formed under RCW 85.38 for the purpose of operating a drainage district in Jefferson County; and,

WHEREAS the PLDD under RCW 85.38.170 is required to prepare and approve an annual budget to be used by the Jefferson County legislative authority and treasurer to impose a special assessment to properties within the PLDD pursuant to its Assessment System Calculation Method, approved by the Jefferson County Board of Commissioners by ordinance 06-0817-20, August 17, 2020; and,

WHEREAS the PLDD Board of Commissioners (PLDD Commissioners) have determined that a five-year rolling budget increase at no less than \$10,000.00 annually between 2023 and 2028 for the District provides appropriate revenue planning efforts in bringing the actual budget to balance with expected revenues and expenses; and,

WHEREAS the PLDD Commissioners have determined that it is in the best interests of the public and the properties served by PLDD to approve the 2023 budget, attached hereto as Exhibit A, and incorporate herein by this reference as presented in an Open Public Meetings held October 13 and 20, 2022.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the PLDD Commissioners approve and adopt the 2023 budget presented in Exhibit A in the amount of \$107.190, with an assessment of \$70,000, for calendar year 2023.

PASSED at Special Meeting #0298 of the Port Ludlow Drainage District Board Commissioners on Thursday, October 20, 2022.

Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Commissioner 2

Michael Nilssen, Commissioner 3

EXHIBIT A
PLDD 2023 Budget

Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2021 .
2. Maintenance Contract with Yard Dogs. Equal Payment of \$1,830 (includes WSST every month).
3. Assume all service providers increase 3% cost of living increase.

Surplus/Deficit from 2022 (estimated)	\$ 205,098
Investment Account + Interest (Account 010)	Included above
Cash Balance Forward	Included above
Capital Reserve + Interest (Account 040)	Included above
Assessment	\$ 70,000
Total Expenses	\$ 107,190
Estimated Year End Balance	\$ 167,908

Expenses	Rounded with 5% Contingency													
	Total		January	February	March	April	May	June	July	August	September	October	November	December
Personnel	\$ 19,770	\$ 19,770	\$ 1,466	\$ 1,465	\$ 1,873	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,873	\$ 1,873	\$ 1,465	\$ 1,465
5535210 Administrative Personnel	\$ 12,040	\$ 12,040	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05
5535230 Commissioner Meetings/District Business	\$ 5,830	\$ 5,830	\$ 370	\$ 370	\$ 740	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 740	\$ 740	\$ 370	\$ 370
5535220 FWH & FICA	\$ 1,490	\$ 1,490	\$ 111.00	\$ 110.00	\$ 140.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 140.00	\$ 140.00	\$ 110.00	\$ 110.00
5535221 WA - ESD	\$ 410	\$ 410	\$ 30.00	\$ 30.00	\$ 38.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 38.00	\$ 38.00	\$ 30.00	\$ 30.00
Field Expenses	\$ 25,710	\$ 25,710	\$ 1,830	\$ 1,830	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 1,830	\$ 1,830	\$ 1,830
5535030 Misc Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535040 Drainage Maintenance Operations	\$ 23,060	\$ 23,060	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830
5535018 Temporary Labor	\$ 2,650	\$ 2,650	\$ -	\$ -	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ -	\$ -	\$ -
Engineering	\$ 18,860	\$ 18,860	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 2,440	\$ 1,410	\$ 1,410
5535140 General District Engineering including Meetings	\$ 12,980	\$ 12,980	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030
5535141 Assessment Roll & Certification	\$ 1,090	\$ 1,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030	\$ -	\$ -
5535142 Project Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535143 Unanticipated Engineering Costs	\$ 4,790	\$ 4,790	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380
5594144 Engineering - Capital Projects	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
5535145 Miscellaneous Design Project	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Commissioners Meeting, Mileage & Expenses	\$ 420	\$ 420	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
5535340 Mileage/Travel Expense	\$ 420	\$ 420	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
Miscellaneous/Office Expenses	\$ 13,600	\$ 13,600	\$ 871	\$ 2,241	\$ 366	\$ 611	\$ 241	\$ 241	\$ 1,311	\$ 5,741	\$ 366	\$ 736	\$ 241	\$ 240
5535341 Rent-LMC Room & Storage, PO BOX	\$ 2,470	\$ 2,470	\$ 285	\$ 125	\$ 250	\$ 125	\$ 125	\$ 125	\$ 725	\$ 125	\$ 250	\$ 250	\$ 125	\$ 125
5535342 Postage/Mailings	\$ 210	\$ 210	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 15
5535343 Advertising	\$ 190	\$ 190	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
5535331 Supplies 5% increase	\$ 1,080	\$ 1,080	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
5535344 Insurance	\$ 5,780	\$ 5,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -
5535345 Web Site Maintenance & Renewal	\$ 3,660	\$ 3,660	\$ 370	\$ 2,000	\$ -	\$ 370	\$ -	\$ -	\$ 370	\$ -	\$ 370	\$ -	\$ -	\$ -
5535346 Miscellaneous Filing/Recording Fee	\$ 210	\$ 210	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments/County Fees/Elections	\$ 1,260	\$ 1,260	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535348 Election Cost - Jefferson County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535347 State Auditor	\$ 1,260	\$ 1,260	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan Payments/Transfers to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5591570 Replace Reserve moneys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5592580 PWTF Loan Principal Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5592580 Loan Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 17,070	\$ 17,070	\$ 995	\$ 1,295	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995
5535442 Budget Assistance	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -
5535443 Legal	\$ 9,270	\$ 9,270	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735
5535444 Accounting Clerk	\$ 3,600	\$ 3,600	\$ 260	\$ 560	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260
5535445 Recording Secretary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SubTotal Expenses	\$ 107,190	\$ 107,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585640 Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585641 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107,190	\$ 107,190	\$ 6,901	\$ 9,913	\$ 12,531	\$ 7,005	\$ 6,616	\$ 6,721	\$ 7,740	\$ 12,391	\$ 12,531	\$ 8,268	\$ 6,238	\$ 6,342

**2023 BUDGET REQUEST
JEFFERSON COUNTY**

FUND 695: P L DRAINAGE DIST

Account Number	Name	2022 BUDGET	2023 REQUEST
Revenues			
695001010.36800.00.0000	SPECIAL ASSESSMENT REVENUE	60,000	70,000
695001010.36111.00.0000	INVESTMENT INTEREST		-
695001040.36111.00.0000	INVESTMENT INTEREST		-
Total Revenues		60,000	70,000

Expenditures

Old Account Numbers	Description		
695001010.53120.78.0010	PWTF LOAN PAYMENT	-	-
695001010.53120.82.0000	INTEREST ON LOAN REPAYMENT	-	-
695001010.53150.10.0010	ADMISTRATIVE PERSONNEL	9,570	12,040
695001010.53150.10.0020	COMMISSIONER MEETINGS	4,670	5,830
695001010.53150.20.0010	FWH & FICA	1,190	1,490
695001010.53150.20.0020	WA-L&I/ESD	320	410
695001010.53150.31.0020	OFFICE SUPPLIES	1,060	1,080
695001010.53150.31.0030	FIELD EXP-DRAINAGE MAINT OPER	23,060	23,060
695001010.53150.31.0031	FIELD TEMPORARY LABOR	2,650	2,650
695001010.53150.41.0010	ENGINEERING - GENERAL DISTRICT	12,980	12,980
695001010.53150.41.0015	ENGINEERING-CAPITAL PROJECTS	10,500	10,500
695001010.53150.41.0025	FOSTER LANE ENGINEERING	-	-
695001010.53150.41.0020	ENGINEERING- BUDGET ASSISTANCE	4,200	4,200
695001010.53150.41.0030	ASSESSMENT ROLL PREPARATION	1,909	1,090
695001010.53150.41.0050	PROJECT REVIEW	-	-
695001010.53150.41.0060	UNATICP. ENGINEERING COSTS	4,790	4,790

695001010.53150.41.0100	LEGAL	9,270	9,270
695001010.53150.41.0150	PROF. SERVICES - CLERK	3,280	3,600
695001010.53150.41.0160	RECORDING SECRETARY	-	-
695001010.53150.42.0010	POSTAGE	190	210
695001010.53150.43.0010	COMMISSIONER TRAVEL EXPENSE	420	420
695001010.53150.44.0000	ADVERTISING	190	190
695001010.53150.45.0010	RENT	630	2,470
695001010.53150.46.0000	INSURANCE	5,430	5,780
695001010.53150.47.0000	WEB SITE RENEWAL	1,560	3,660
695001010.53150.48.0040	STATE AUDITOR	1,260	1,260
695001010.53150.49.0000	MISCELLANEOUS	210	210
695001010.53150.48.0020	ELECTION COSTS	11,550	
695001010.59431.60.0000	CAPITAL OUTLAY		-
695001010.59431.60.0020	WWTP DITCH IMPROVEMENTS		-
695001040.58810.00.0000	PRIOR PERIOD CORRECTION		-
Total Expenditures			107,190

Note: This worksheet is provided as a courtesy. Please attach this to the district' resolution approving the 2022 Budget. This documentation must be to the Jefferson County Board of County Commissioners by November 30, 2021, per RCW.

Please provide a copy to the Jefferson County Assessors and Auditor at the same time.