

Agenda for Board of Commissioners' Meeting #0300

December 8, 2022 at 10:00 AM

ZOOM and In Person Meeting

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

You can join us in person, 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/85968052386?pwd=NXVuT2QzWmt2c k9VeW10N05FVTRhZz09>

Meeting ID: 859 6805 2386

Passcode: 709148

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. Commissioner Communications:

5. Agenda Approval:

6. 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.*

6.a. Minutes November 10, 2022 Meeting #0299.

6.b. 300 Voucher Summary: numbers 22-087 through 22-094 totaling \$6,048.82 with \$609.06 for payroll and \$5439.76 for supplies and services.

7. New Business

7.a District Bylaws.

Recommended Action: Commissioners will review draft bylaws for the Port Ludlow Drainage District and make any recommended changes.

8. Old Business:

8.a. Public Inquiries

8.a.1. 125 Wells Ridge Drive

8.a.2. Seafarer Lane

8.b. Port Ludlow Drainage District Inventory Review:

Recommended Action: Commissioners will review receive an update on the Draft Inventory of PLDD Facilities and Draft Maintenance Table from Chair Rygmyr.

8.c. Web site.

Recommended Action: Commissioners will receive a report from Commissioner Cole on the web site review at the January meeting.

9. Reports:

9.a. Financial Reports and 2022 Budget Status

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

9.b. Informational Report on the pros and cons of using the Small Works Roster for the 2023 Maintenance Contract.

Recommended Action: Receive the informational report.

9.c. Commissioner Reports/Future agenda items:

Recommended Action: The Commission will receive reports from Commissioners and discuss recommendations for future agenda items.

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)
November 10, 2022
Board of Commissioners Special Meeting - #0299
Zoom/In Person Meeting - Minutes

1. **CALL TO ORDER:** Interim Chair Michael Nilssen called Meeting #0299 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 absent. Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. District Engineers Barry Baker and Kerri Sidebottom, and Administrative Coordinator Mary Paxton were present.

CALL IN: Katie Smith.

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

4. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen asked Barry Baker, consulting engineer from Gray & Osborne Engineering Inc. (G&O) to introduce Kerri Sidebottom. Mr. Baker reported that he will be retiring at the end of the year. He said that Kerri will replace him as the PLDD consulting engineer. He explained that she has been working behind the scenes for the District on projects such as the 2023 budget and other items.

5 **AGENDA APPROVAL:** Interim Chair Nilssen introduced the agenda.

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

6. **CONSENT AGENDA:** Interim Chair Nilssen introduced the consent agenda.

MOTION: Commissioner Cole moved to approve the consent agenda including the minutes of the October 13, 2022 Meeting #0297, the minutes of the October 20, 2022 Special Meeting #0299 and Voucher Summary numbers 22-077 through 22-086 totaling \$6,598.77 with \$1,181.25 for payroll and \$5,417.52 for supplies and services. Commissioner Nilssen seconded. The motion passed unanimously.

7. **REPORTS:**

7.a. **PUBLIC INQUIRIES: 104 Wells Ridge Court and Mr. Corey Bushman.**

It was noted that Chair Rygmyr contacted Mr. Bushman after the October 20, 2022 Special Meeting #0298. The item will be continued to the December 8, 2022 Meeting #300. Interim Chair Nilssen reported that he would be meeting with the consulting Engineers from G&O after the meeting and that he would provide a report at the December 8th meeting regarding 104 Wells Ridge Court.

7.b. FINANCIAL REPORTS AND 2022 BUDGET STATUS:

Interim Chair Nilssen reported that revenues from payment of assessments collected by Jefferson County are close to the budgeted 2022 assessment of \$60,000. There is \$148,000 in the Investment Pool. Total expenses for the month of October were \$3,3334.52. The District is way under the projected 2022 costs of \$140,000. He noted the District increased the annual assessment to \$70,000 for 2023 with an estimated budget of \$103,000.

MOTION: Commissioner Cole moved to accept the Financial report and Interim Chair Nilssen seconded. The motion passed.

Interim Chair Nilssen expressed a desire to include on the December 8, 2022 agenda consideration of adoption of bylaws that formalize the budget process, election of officers and how to run meetings.

Barry Baker provided the Commissioners with updated 11x17 and large-scale draft maps of the District maintenance areas. The Commissioners noted the map will be reviewed in greater detail with the maintenance table at the December meeting.

9. **SIGNING OF THE DOCUMENTS** will be done by the Commissioners via Docu-Sign within 5 business days of the approval as provided for in Resolution 2020-01 and 2020-02.

10. MEETING ADJOURNMENT:

MOTION: Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 10:17 a.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

ABSENT

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

Commissioner 3, Michael Nilssen

Date

*The Port Ludlow Drainage District (PLDD)
minutes and meeting recordings are 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	11/14/2022	11/2/2022	V22-077	8925		0 MARY PAXTON	M PAXTON OCT PAYROLI	835.71	69500589	589400	835.71
1	11/14/2022	11/2/2022	V22-078	9255		0 DEAN COLE	OCT 13 & 20 MEETINGW	209.97	69500589	589400	209.97
1	11/14/2022	11/2/2022	V22-079	9228		0 MICHAEL NILSSEN	OCT 13 & 20 MEETING	235.77	69500589	589400	235.77
1	11/14/2022	11/2/2022	V22-080	9227		0 GARY RYGMYR	OCT 13 & 20 MEETINGS	235.77	69500589	589400	235.77
1	11/14/2022	11/2/2022	3731-V22-081	9022		0 FALGE BOOKKEEPING SERVICES	OCT BOOKKEEPING	250	69500589	589400	250
1	11/14/2022	10/10/2022	3-V22-082	3041		0 GRAY AND OSBORNE INC	7/17 THRU 8/13 ENG SEF	2714.24	69500589	589400	2714.24
1	11/14/2022	10/19/2022	4959-V083	4574		0 LUDLOW MAINTENANCE COMM	OCT 13 & OCT 20 RM REN	190.93	69500589	589400	190.93
1	11/14/2022	10/14/2022	V22-084	5604		695 OFFICE DEPOT	BUSINESS CARDS	43.68	69500589	589400	43.68
1	11/14/2022	10/14/2022	201953-V22-085	4386		695 THE LEADER	PUB NOTICE OCT 20 MTC	52	69500589	589400	52
1	11/14/2022	11/2/2022	202211-V22-086	8781		0 YARD DOG LANDSCAPING INC	OCTOBER MAINTENANC	1830.7	69500589	589400	1830.7
								6598.77			6598.77

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.

NOVEMBER MONTH TOTAL WARRANT AMOUNT: 6598.77

CHAIRMAN, COMMISSIONER

DocuSigned by:

Dean Cole

COMMISSIONER, MEMBER

DocuSigned by:

Michael Nilssen

COMMISSIONER, MEMBER

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ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0299
 PLDD Voucher Summary for Fund #695 001 010
 NOVEMBER 10, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-077	Mary Paxton – Employee Payroll Hours worked in October	8925	53150.10.0010	\$499.74	\$499.74
22-078	Dean Cole -October 13, 2022 & October 20, 2022 meetings	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-079	Michael Nilssen – October 13, 2022 & October 20, 2022 meetings	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-080	Gary Rygmyr – October 13, 2022 & October 20, 2022 meetings	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
<i>Payroll Subtotal \$</i>					\$1,181.25
22-077	Mary Paxton Reimburse – mailing labels, Ink, Annual Adobe subscription and months of Aug, Sept.	8925	53150.31.0020	\$335.97	\$335.97
22-081	Falge Financial, Inc. Inv. 3731 Bookkeeping Services for month of October	9022	53150.41.0150	\$250.00	\$250.00
22-082	Gray & Osbourn Engineering services 7/17 – 8/13 (\$974.65) & 9/11 – 10/08 (\$1,739.59)	3041	53150.41.0010	\$2,714.24	\$2,714.24
22-083	Ludlow Maintenance Commission Inv. 4959 Gallery Room Rental 10/13/2022 & 10/20/2022	4574	53150.45.0010	\$190.93	\$190.93
22-084	Office Depot printing of business cards	5604	53150.31.0020	\$43.68	\$43.68
22-085	The Leader October 20 2022 Public Notice #201953	4386	53150.44.0000	\$52.00	\$52.00
22-086	Yarddogs Landscaping, Inc Inv. 202211 Maintenance thru month of October	8781	53150.31.0030	\$1830.70	\$1830.70
<i>Vouchers for supplies and services subtotal</i>					\$5,417.52
TOTAL					\$6,598.77

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 __10th DAY OF November, 2022

Commissioners Signatures	
DocuSigned by: <i>Dean Cole</i>	11/13/2022
<small>903253C1DE1745D...</small>	
DocuSigned by: <i>Michael Nilssen</i>	11/11/2022
<small>5DA5EDD4B162409...</small>	

Michael Nilsson

11/11/2022

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APPROVED

Port Ludlow Drainage District

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	12/12/2022	11/30/2022	V22-087		8925	0 MARY PAXTON	M PAXTON NOV PAYROLI	500.65	69500589	589400	500.65
1	12/12/2022	11/30/2022	V22-088		9255	0 DEAN COLE	NOV MEETING ATTEND	104.99	69500589	589400	104.99
1	12/12/2022	11/30/2022	V22-089		9228	0 MICHAEL NILSSEN	NOV MEETING ATTEND	117.9	69500589	589400	117.9
1	12/12/2022	11/30/2022	3766-V22-090		9022	0 FALGE BOOKKEEPING SERVICES	NOV BOOKKEEPING	250	69500589	589400	250
1	12/12/2022	11/8/2022	4-V22-091		3041	0 GRAY AND OSBORNE INC	ENG SERVICES OCT 9 - NC	2144.23	69500589	589400	2144.23
1	12/12/2022	11/10/2022	4971-V22-092		4574	0 LUDLOW MAINTENANCE COMM	NOV ROOM RENTAL	54.55	69500589	589400	54.55
1	12/12/2022	12/1/2022	1250-V22-093		7001	0 SEA WING DESIGNS	1ST QTR 2023 RENEWAL I	1045.8	69500589	589400	1045.8
1	12/12/2022	12/1/2022	202212-V22-094		8781	0 YARD DOG LANDSCAPING INC	NOVEMBER MAINTENAN	1830.7	69500589	589400	1830.7
								6048.82			6048.82

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.

DECEMBER TOTAL WARRANT AM 6048.82
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting #0300
 PLDD Voucher Summary for Fund #695 001 010
 December 8, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-087	Mary Paxton – Employee Payroll - November	8925	53150.10.0010	\$386.17	\$386.17
22-088	Dean Cole November meeting attendance	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$104.99	\$104.99
22-089	Michael Nilssen November meeting attendance	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.90	\$117.90
<i>Payroll Subtotal</i>					<i>\$609.06</i>
22-087	Mary Paxton Reimburse for ZOOM renewal	2354	53150.46.0000	\$144.48	\$114.48
22-090	Falge Financial, Inc. Invoice 3766 Bookkeeping November 2022	9022	53150.41.0150	\$250.00	\$250.00
22-091	Gray & Osborne, Inc. Inv. 4 General Engineering and project review Oct 9-Nov 5	3041	53150.41.0010 53150.41.0050	\$2144.23	\$2,144.23
22-092	Ludlow Maintenance Commission Inv. 4971 November Gallery Room rental	4574	53150.45.0010	\$54.55	\$54.55
22-093	Seawings Design Inv. 1250 1 st quarter 2023 maint; Domaine name renewal, Rackspace email	7001	53150.47.0000	\$1045.80	\$1,045.80
22-094	Yarddogs Landscaping, Inc Maintenance thru November 2022	8781	53150.31.0030	\$1830.70	\$1,830.70
<i>Vouchers for supplies and services subtotal</i>					<i>\$5,439.76</i>
TOTAL					6,048.82

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.</p> <p>SUBSCRIBED THIS 8th DAY OF \December, 2022</p> <hr style="border: 0.5px solid black;"/> <p>APPROVED Port Ludlow Drainage District</p>		<p style="text-align: center;">Commissioners Signatures</p>
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Audited By _____
 Date: _____

BYLAWS

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

Implemented XX/XX/20XX

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

Districts authorized—Powers—Management. Any portion of a county, requiring drainage, which contains five or more inhabitants and freeholders therein may be organized into a drainage district, and when so organized such district and the board of commissioners hereinafter provided for shall have and possess the power herein conferred or that may hereafter be conferred by law upon such district and board of commissioners, and said district shall be known and designated as drainage district No. (here insert number), of the county of (here insert the name of the county), of the state of Washington, and shall have the right to sue and be sued by and in the name of its board of commissioners hereinafter provided for, and shall have perpetual succession, and shall adopt and use a seal. The commissioners hereinafter provided for and their successors in office shall, from the time of the organization of such drainage district, have the power, and it shall be their duty, to manage and conduct the business and affairs of the district, make and execute all necessary contracts, employ and appoint such agents, officers and employees as may be required, and prescribe their duties, and perform such other acts as hereinafter provided, or that may hereafter be provided by law. The Port Ludlow Drainage District has quasi-judicial authority.

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

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

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

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

The PLDD shall have such other duties and powers as heretofore have been or hereafter may be conferred upon the commission by District resolutions.

ENTER RESOLUTION

SECTION 4 - OFFICERS: Officers of the PLDD shall be chair **and vice chair**. Candidates for chair and **vice chair** shall be nominated and elected annually at the first regular meeting in January from among its active members.

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

SECTION 6 – FURTHER DUTIES OF THE COMMISSIONERS: The Commissioners shall select Chief Administrative Officer, Chief Construction/Maintenance Officer, and Chief Financial Officer.

List duties

SECTION 7s – ADMINISTRATIVE COORDINATOR: The Administrative Coordinator (AC) shall be provided by the PLDD. The AC's duties shall be to record the proceedings of all Commission meetings. (1) prepare for future meetings with the chair, (2) distribute agendas for meetings and workshops, (3) assist with administrative duties and the preparation of the annual budget, (4) account for and process expenditures, (5) notify members by email of workshops, and (6) act in any other manner deemed necessary by the PLDD.

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

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

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

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

Emails between members addressing matters before the PLDD could be construed to be a public meeting, particularly if there was any response to such communication. Therefore, all emails related to matters before the PLDD should be forwarded to the AC at districtadmin@pldd.org for appropriate distribution.

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

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

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

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

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

SECTION 12 - BUDGET: A preliminary budget for the Planning Commission shall be prepared by the Chief Financial Officer, Administrative Coordinator and the District Engineering staff. An itemized estimate of expenditures for the ensuing calendar year shall be included in the preliminary budget.

The preliminary budget shall be prepared and distributed to the Commissioners in advance of the September Commissioner meeting and reviewed by **assessed members in the District** annually at the annual budget meeting the second Thursday in September so the members may express any limitations in the budget and make a recommendation at the budget public hearing meeting in October

The budget shall become final at the November Commissioner meeting without further review by the Public unless there is a substantial change. The budget and any amendments thereof shall be prepared in accordance with requirements established by the Jefferson County Ordinance 06-0817-20, Auditor, Treasurer and the PLDD.

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

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

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

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

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

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

SECTION 17 - ADOPTION: These bylaws, as amended, are hereby adopted this _____ day of 202X.

Port Ludlow Drainage District

, Chair

Date

Mary Paxton, Administrative Coordinator

Report of Account Balances and Changes
 For November 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	\$ 73,961.00	\$ 62,530.19	\$ 59,933.93	\$ 76,008.05			
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ 421.50	\$ 338.35	\$ 505.51	\$ 2,782.61	\$ 19,831.27	\$ 4,018.82			\$ 61,362.50
GF Disbursements	\$ (9,337.57)	\$ (5,729.31)	\$ (3,746.27)	\$ (5,872.75)	\$ (3,615.48)	\$ (4,386.16)	\$ (5,623.79)	\$ (11,936.32)	\$ (5,378.87)	\$ (3,757.15)	\$ (6,598.77)			\$ (65,982.44)
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	\$ 62,530.19	\$ 59,933.93	\$ 76,008.05	\$ 73,428.10			
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	\$ 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	\$ 282.19	\$ 311.41	\$ 381.54	\$ 456.69			\$ 1,946.65
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)	\$ (2.47)	\$ (4.42)	\$ (6.13)	\$ (10.12)	\$ (14.11)	\$ (15.57)	\$ (19.08)	\$ (22.83)			\$ (97.57)
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84	\$ 362.46	\$ 433.86			\$ 1,849.08
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	\$ 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	\$ 237.43	\$ 2,486.77	\$ 19,468.81	\$ 3,584.96			\$ 59,458.94
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84	\$ 362.46	\$ 433.86			\$ 1,849.08
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	\$ 505.51	\$ 2,782.61	\$ 19,831.27	\$ 4,018.82			

- 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.

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

12/05/22
 Accrual Basis

	Nov 22	Budget	\$ Over Budget	Jan - Nov 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	456.69			1,946.89			
368.00 · Special Assessment Capital (SA)	3,584.96			59,458.94			
Total Income	<u>4,041.65</u>			<u>61,405.83</u>			
Gross Profit	4,041.65			61,405.83			
Expense							
5000 · Personnel							
10.0010 · Administrative Personnel	544.50	759.00	-214.50	7,047.26	8,349.00	-1,301.74	9,108.00
10.0020 · Commissioner Meetings/District	740.00	0.00	740.00	3,899.98	3,330.00	569.98	4,440.00
20.0010 · Federal Taxes							
FICA Expense	98.26			829.05			
FUTA Expense	7.70			10.78			
20.0010 · Federal Taxes - Other	0.00	63.00	-63.00	0.00	970.00	-970.00	1,125.00
Total 20.0010 · Federal Taxes	<u>105.96</u>	<u>63.00</u>	<u>42.96</u>	<u>839.83</u>	<u>970.00</u>	<u>-130.17</u>	<u>1,125.00</u>
20.0020 · State Taxes							
L&I Expense	2.70			39.14			
SUTA Expense	0.08			0.35			
WAPFML Expense	0.00			15.98			
20.0020 · State Taxes - Other	0.00	17.00	-17.00	0.00	262.00	-262.00	304.00
Total 20.0020 · State Taxes	<u>2.78</u>	<u>17.00</u>	<u>-14.22</u>	<u>55.47</u>	<u>262.00</u>	<u>-206.53</u>	<u>304.00</u>
Total 5000 · Personnel	<u>1,393.24</u>	<u>839.00</u>	<u>554.24</u>	<u>11,842.54</u>	<u>12,911.00</u>	<u>-1,068.46</u>	<u>14,977.00</u>
5001 · Field Expenses							
31.0020 · Temporary Labor	0.00	0.00	0.00	1,182.58	2,520.00	-1,337.42	2,520.00
31.0030 · Drainage Maintenance Operation	1,830.70	1,830.00	0.70	21,769.18	20,130.00	1,639.18	21,960.00
Total 5001 · Field Expenses	<u>1,830.70</u>	<u>1,830.00</u>	<u>0.70</u>	<u>22,951.76</u>	<u>22,650.00</u>	<u>301.76</u>	<u>24,480.00</u>
5002 · Engineering							
41.0010 · General District Engineering	2,714.24	1,030.00	1,684.24	8,235.82	11,330.00	-3,094.18	12,360.00
41.0030 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	1,030.00	-1,030.00	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	4,180.00	-4,180.00	4,560.00
Total 5002 · Engineering	<u>2,714.24</u>	<u>1,410.00</u>	<u>1,304.24</u>	<u>8,235.82</u>	<u>16,540.00</u>	<u>-8,304.18</u>	<u>17,950.00</u>
5003 · Engineering - Capital Projects							
41.0015 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
Total 5003 · Engineering - Capital Projects	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>	<u>10,000.00</u>

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

12/05/22
 Accrual Basis

	Nov 22	Budget	\$ Over Budget	Jan - Nov 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	300.00	-175.00	400.00
Total 5004 · Commissioners Mileage & Expense	0.00	0.00	0.00	125.00	300.00	-175.00	400.00
5005 · Miscellaneous/Office Expenses							
31.002B · Supplies	379.65			1,097.31			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	165.00	-165.00	180.00
44.0000 · Advertising	52.00	15.00	37.00	52.00	165.00	-113.00	180.00
45.0010 · Rent	190.93	0.00	190.93	1,356.11	600.00	756.11	600.00
46.0000 · Insurance	0.00	0.00	0.00	5,212.00	5,170.00	42.00	5,170.00
47.0000 · Website Maint. & Renewal	0.00	0.00	0.00	1,080.00	1,480.00	-400.00	1,480.00
49.0000 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	200.00	-200.00	200.00
Total 5005 · Miscellaneous/Office Expenses	622.58	30.00	592.58	8,797.42	7,780.00	1,017.42	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	4,000.00	-4,000.00	4,000.00
41.0100 · Legal	0.00	735.00	-735.00	1,605.20	8,085.00	-6,479.80	8,820.00
41.0150 · Accounting Clerk	250.00	260.00	-10.00	3,149.00	2,860.00	289.00	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	250.00	995.00	-745.00	4,754.20	14,945.00	-10,190.80	15,940.00
Total Expense	6,810.76	5,104.00	1,706.76	57,006.37	97,326.00	-40,319.63	103,757.00
Net Ordinary Income	-2,769.11	-5,104.00	2,334.89	4,399.46	-97,326.00	101,725.46	-103,757.00
Net Income	-2,769.11	-5,104.00	2,334.89	4,399.46	-97,326.00	101,725.46	-103,757.00