

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

Agenda for Board of Commissioners' Meeting # 0289

March 10, at 10:00 AM

ZOOM Open Meeting

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

March 10, 2022, at 10:00 AM

ZOOM Open Meeting

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

Port Ludlow Drainage District

<https://zoom.us/j/91670899547?pwd=R0ZpMVhYc2tUTGkzUVJHQ1VRR0s3dz09>

Meeting ID: 916 7089 9547 Passcode: 328854

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

Audio-only: Dial 1 (253) 215-8782 **Meeting ID: 916 7089 9547 Passcode: 328854**

This option will allow you to listen to the meeting live. **If you wish to provide public comment press *9 to “raise your hand”**. Participation will be up to the Chair of the meeting.

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

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

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

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.*

- a. Minutes February 17, 2022, Special meeting 0288.
- b. Minutes March 3, 2022, Workshop W2022-1
- c. 289 Voucher Summary: numbers 22-007 through 22-013 totaling \$3,746.13 with \$528.14 for payroll and \$3,28.13 for goods and services.

6. COMMISSIONER COMMUNICATIONS:**7. OLD BUSINESS**

7.a. Follow-Up With Agreements for Maintenance At Ludlow Cove II "Cottages", Ebb Tide Court And Waterhouse Lane.

Recommended Action: Receive an update from the Chair and the District's Consulting Engineer, Barry Baker of Gray & Osborne, Inc. and identify next steps.

7.b. Report on Information Technology and progress with the recently purchased laptop.

Recommended Action: Receive a report from Chair Rygmyr.

8. NEW BUSINESS:

8.a. Review of Resolution 2018-04 A Resolution of the Board of Commissioners of the Port Ludlow Drainage District Revising the Schedule for Payment of Commissioner Compensation and Resolution 2018-05 A Resolution of the Board of Commissioners of the Port Ludlow Drainage District, Revising Commissioner Compensation and Establishing an Effective Date.

Recommended Action: Consider preparation of a resolution to revise the Commissioner Compensation so that it is equitable for elected Commissioners and review the schedule for payment of Commissioners for meeting attendance and the schedule for submitting requests for reimbursements.

8.b. Discussion of March 3, 2022, Workshop W2202-1 and identification of future workshop topics (protocols for communication, information technology, records management).

Recommended Action: Discuss the workshop and identify next steps.

9. REPORTS:**9.a. Report of Financial Activities**

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

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

11. MEETING ADJOURNMENT.

Port Ludlow Drainage District (PLDD)
February 17, 2022
Board of Commissioners Special Meeting - #0288
Zoom Meeting - Draft Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called the Special Meeting of the Port Ludlow Drainage District to order at 10:00 a.m.

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

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

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

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

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the January 20, 2022, Special Meeting #0287 and the #0288 Voucher Summary numbers 22-001 through 22-006 totaling \$5,729.31 with \$494.095 for payroll and \$5,235.26 for goods and services. Commissioner Nilssen noted the need to correct the misspelling of the word 'draft' for item 8.a. on page two of the Minutes.

MOTION: Chair Rygmyr moved to approve the Minutes with the correction noted by Commissioner Nilssen and the Consent Agenda. Commissioner Cole seconded. Motion carried unanimously.

6. **COMMISSIONER COMMUNICATIONS:** Commissioner Cole reported that he toured the District facilities with the District's Maintenance Contractor, Russ Lowry of Yard Dogs Landscaping, Inc. He requested a copy of the maps of the maintenance areas. Barry Baker, consulting Engineer with Gray and Osborne offered to provide copies.

7. **OLD BUSINESS:**

7.a. **FOLLOW-UP WITH AGREEMENTS FOR MAINTENANCE AT LUDLOW COVE II "COTTAGES", EBB TIDE COURT AND WATERHOUSE LANE.** The scope of work for reviewing possible amendments to the Maintenance contract at Ludlow Cove II "Cottages", Ebb Tide Court and Waterhouse Lane subdivisions was shared via zoom. Barry Baker, consulting Engineer with Gray and Osborne explained that the \$15,005 cost was conservative. Maintenance needs will be reviewed with respect to the level and frequency of demand for light and heavy tasks. Chair Rygmyr shared that he thought the scope of work for review of

maintenance at the three developments was adequate based on the review of recorded documents and maintenance he has observed.

County Commissioner Greg Brotherton was asked for input. He said he could not speak from a legal perspective but supported partnerships with the District. He suggested re-initializing review of storm water plans for homes with a plan for cost-sharing that does not burden the District. He reiterated a desire for partnerships.

It was noted during the course of discussion that when some prior developments occurred, assumptions were made about the maintenance responsibilities of the District but the District may not have been involved with formalizing agreements for maintenance responsibilities. The scope of work on the agenda could help clear-up ambiguities, clarify the scope of District responsibilities and expectation with the County and to develop agreements with Home Owner Associations. County Commissioner Brotherton supported a participation in a joint meeting with the District consulting engineer Barry Baker, County Development Director Brent Butler, the County Public Works Director, and Chair Rygmyr as part of the review of the maintenance agreements and possible amendments to the District contract for maintenance services. It was noted that any future agreement will need legal review.

MOTION: Commissioner Rygmyr moved to approve the Scope of Work from Gray & Osborne, Inc. to review maintenance needs at Ludlow Cove II “Cottages”, EBB Tide Court and Water House Lane. Commissioner Cole seconded. Motion passed unanimously.

7.b. REVIEW OF DRAFT ADMINISTRATIVE CALENDAR: The Commissioners reviewed the Draft Administrative Calendar. The Administrative Coordinator was directed to add quarterly informational updates to the content on District website to the calendar. There was discussion of purchasing a subscription for a program similar to Adobe Acrobat to facilitate combining files into PDFs and posting agenda packets on the District home page along with the agenda. Commissioner Nilssen requested that agenda materials be shared so the public can see the agenda materials during ZOOM meetings.

7.c. REPORT ON CONSIDERATION OF THE PURCHASE OF A LAPTOP TO REPLACE THE EXISTING DISTRICT LAPTOP USED BY THE ADMINISTRATIVE COORDINATOR. Chair Rygmyr recommended allocating up to \$1,000 for the purchase of laptop to replace the current District laptop. He noted that the District will still need to review the whole information technology system for the organization (e.g. email, cloud storage, the web site and records management). There was discussion of purchasing a subscription for a program similar to Adobe Acrobat to facilitate combining files into a PDF and posting agenda packets on the District home page along with the agenda.

MOTION: Chair Rygmyr moved to authorize the expenditure of up to \$1,000 to purchase a replacement laptop with needed software. Commissioner Cole second the motion and it carried unanimously.

7.d. FOLLOW-UP ON WHETHER TO INITIATE A REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES OR CONTINUE SERVICE WITH OGDEN, MURPHY WALLACE, PLLC (OMW). Commissioner Cole reported that he visited the offices of OMW and met with Scott

Snyder (80% retired) and Andrew Tsoming. He explained they have represented the District since 2017 and the firm has a division that specializes in municipal law. The hourly rate will be increasing from \$305/hour for a senior partner to \$425/hour.

MOTION: Commissioner Cole moved to continue legal services with OMW for continuity, history and qualifications and to not pursue a Request for Qualifications for legal services. Commissioner Nilssen seconded the motion and it carried unanimously.

8. NEW BUSINESS: There was no new business.

9. REPORTS:

9.a. REPORT OF FINANCIAL ACTIVITIES. Commissioner Nilssen provided a financial informational report on the following:

- ✓ State Audit: He recommended retaining Falge Financial to complete the required Annual Audit for the District with the BARS at a rate of \$60/hour with about two hours for report preparation and two hours for training. There was Commission consensus to support the recommendation.
- ✓ Reimbursements: Commissioner Nilssen will set up a form for reimbursements for meeting attendance and mileage for auto/ferry expenses based on Resolution 2018-05. He noted the reimbursement rate for 2021 was \$0.56/mile and increased to \$0.58.05 per mile in 2022. The reimbursement rate for the Commissioners will change to \$128 per meeting because all three Commissioners are elected instead of appointed.
- ✓ Each Commissioner needs to complete the Internal Revenue Service Form W-4 and submit a hard copy to Falge Financial, the District Bookkeeper.
- ✓ All reimbursement forms need to be emailed to both the Districtadmin@pldd.org and to Falge Financial.
- ✓ Commissioner Nilssen shared the 2021 year-end financial reports. Jefferson County moved to a 13-month calendar year in 2021 to capture all 2021 expenses that may have been paid in January of 2022. The Finance section of the District web page currently includes the budget and quarterly reports. Commissioner Nilssen suggested adding each month an up to date monthly 'Report of Account Balances and Changes' and a monthly 'Statement of Financial Income & Expense Budget Performance'.
- ✓ Commissioner Nilssen recommended holding a workshop the week before the next District meeting to discuss operations, financial reports. He emphasized the purpose of the workshop would be discussion only and no decisions would be made. There was consensus to hold an in-person workshop on March 3, 2022 at 10:00 a.m. that includes a discussion of the following: financial reports, progress on the review of Maintenance, information technology, and the Port Ludlow Drainage District bulletin board at the Beach Club.

Item 5.a.

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

11. Meeting Adjournment.

MOTION: Chair Rygmyr moved to adjourn the meeting. Commissioner Cole seconded. Motion carried unanimously and the meeting adjourned at 11:42 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

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

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HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	2/22/2022	2/1/2022	V22-001-0288	8925		O MARY PAXTON	M PAXTON PAYROLL JAN	494.05	69500589	589400	494.05
1	2/22/2022	1/31/2022	3333 V22-02-0288	9022		O FALGE BOOKKEEPING SERVICES	JANUARY BOOKKEEPING	250	69500589	589400	250
1	2/22/2022	1/7/2022	V22-003-0288	3041		O GRAY AND OSBORNE INC	DECEMBER ENGINEERING	2499.9	69500589	589400	2499.9
1	2/22/2022	2/2/2022	202202V22-004-022	8781		O YARD DOG LANDSCAPING INC	JANUARY MAINTENANCE	1828.53	69500589	589400	1828.53
1	2/22/2022	1/5/2022	V22-005-0288	3752		O JEFFERSON COUNTY AUDITOR AT	PUBLIC NOTICES FOR 202	299.63	69500589	589400	299.63
1	2/22/2022	21/7/2022	859 911 V22-006-02	5610		695 OGDEN MURPHY WALLACE PLLC	JANUARY LEGAL SERVICE	201.2	69500589	589400	201.2
1	2/22/2022	2/10/2022	V22-007	8117		695 U S POSTMASTER	ANNUAL PO BOX RENTAL	156	69500589	589400	156
								5729.31			5729.31

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.

FEBRUARY MONTH TOTAL WARRANT AM 5729.31

Executed by: *[Signature]* 2/17/2022

COMMISSIONER

[Signature] 2/22/2022

COMMISSIONER MEMBER

Executed by: *[Signature]* 2/20/2022

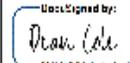
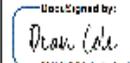
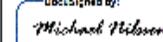
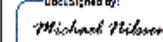
COMMISSIONER MEMBER

Item 5.a.

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ATTACHMENT TO COUNTY CHECK REQUEST 02172022 PLDD288
 PLDD Voucher Summary for Fund #695 001 010
 Meeting #0288 Date: February 17, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-001	Mary Paxton – Employee Payroll Hours worked January 2022	8925	53150.10.0010	\$494.05	\$494.05
				<i>Payroll Subtotal \$494.05</i>	
22-002	Falge Financial, Inc. – January Bookkeeping Services	9022	53150.41.0150	\$250.00	\$250.00
22-003	Gray & Osborne, Inc. General Engineering and project review thru December 31st	3041	53150.41.0010	\$2,499.90	\$2,499.90
			53150.41.0050		
			53150.45.0010		
22-004	Yard Dogs Landscaping Maintenance through January	8781	53150.31.0030	\$1,828.53	\$1,828.53
22-005	Jefferson County Auditor Attn: Elections Public Notices for Feb 2022 Election	3752	53150.51.0020	\$299.63	\$299.63
22-006	Ogden Murphy & Wallace PLLC Legal Services through January	5610-695	53150.41.0100	\$201.20	\$201.20
22-007	Post Office Box Rental	8117-695	53150.45.0010	\$156.00	\$156.00
				<i>Vouchers for supplies and services subtotal \$5,235.26</i>	\$5,235.26
				TOTAL	\$5,729.31

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 <u>17th</u> DAY OF <u>February</u> 2022 DocuSigned by:  2/17/2022 APPROVED Port Ludlow Drainage District	Commissioners Signatures	
	DocuSigned by:  2/17/2022	DocuSigned by:  2/17/2022
	DocuSigned by:  2/22/2022	DocuSigned by:  2/22/2022
	DocuSigned by:  2/20/2022	DocuSigned by:  2/20/2022

Audited By _____
 Date: _____

**Port Ludlow Drainage District (PLDD)
March 3, 2022
Board of Commissioners Workshop #W2022-01
Zoom Meeting - Draft Minutes**

1. **CALL TO ORDER:** Chair Gary Rygmyr called Workshop of the Port Ludlow Drainage District to order at 10:02 a.m.
2. **ROLL CALL:** Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen were all present. District Engineer Barry Baker and Administrative Coordinator Mary Paxton were also present.
3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. He explained that the Workshop was being held for discussion of items on the agenda but there would be no decisions. Decisions will be made at regular or special meetings.
4. **PUBLIC COMMENT:** There were no comments from the public.
5. **DISCUSSION ITEMS:**
 - 5.a. **DISCUSSION OF STATUS REPORT ON REVIEW OF MAINTENANCE AT THE LUDLOW COVE II “COTTAGES”, EBB TIDE COURT AND WATERHOUSE LANE SUBDIVISIONS.**

Barry Baker, Consulting Engineer with Gray & Osborne, Inc. explained that there was a delay with completion of the review of maintenance due to an unexpected resignation of a staff member. Commissioner Nilssen reported that he had received a call from the Jefferson County Development Services Director, Brent Butler, at the direction of County Commissioner Greg Brotherton due to complaints from the public about water issues. There was discussion of the need for a meeting with the County Development Services Director, Commissioner Brotherton, the Public Works Director, the PLDD Chair and Barry Baker of Gray & Osborne. It was noted that it would be helpful for Commissioner Rygmyr to follow-up with Brent Butler.

5.b. DISCUSSION OF FINANCIAL REPORTING SYSTEMS AND CONTENTS.

There was discussion about Jefferson County's 13-month reporting system to assure that all expenses incurred in a calendar year would be invoiced for the specified year. This meant that the first weeks of January vouchers would be for the preceding year and the last week would be for expenses incurred in January.

Commissioner Nilssen reported that he would be meeting with Jefferson County auditor staff to review some financial discrepancies related to assessments collected for the District in 2021. He explained that this could be reconciled in the year-end report for the District rather than the

Item 5.b.

month-to-month report.

He recommended that a monthly update “Report of Account Balances and Changes” that shows that status of expenses in relation to the budget for the year be posted to the District web site’s finance page.

There was discussion about the investment pool and a desire to learn how much the District earns from the pool. Commissioner Nilssen explained that the pool falls within the state’s accounting system and that it is conservative to protect payers of property tax.

Commissioner Nilssen reported that Tristan Hefley of Falge Financial would be available to participate in an April workshop to review District finances.

Commissioner Nilssen shared information from an email he received for legal counsel at Ogen Murphy and Wallace regarding Commissioner’s pay. He outlined prior Resolutions adopted for pay. He explained that Commissioners 1 and 3 receive a rate of \$128 per meeting but Commissioner 2 receives a rate of \$114 because he is serving the remainder of a term. It was noted this could be considered at a regular meeting.

Commissioner Nilssen reported that the newly prepared reimbursement form may be audited and amended. There was discussion of the best day to submit reimbursement requests and it was noted that the last day of the month would be preferable.

There was discussion about the pros and cons a “District” credit card for purchases such as office supplies, annual subscriptions (Microsoft Office, Docu-sign, etc.). Commissioner Nilssen offered to investigate acquisition of a credit card with a local bank.

Commissioner Dean asked for more information about receiving a W2 vs. a 1099 in relation to payment to Commissioners for meetings.

5.c. DISCUSSION OF INTERNET TECHNOLOGY FOR THE PORT LUDLOW DRAINAGE DISTRICT

Chair Rygmyr shared that a HP laptop was purchased for \$592.99 with 11 Windows based on the fact there would be better security and a less laborious process to upgrade from Windows 10 to 11 in the future.

The Commissioners discussed the need for a document management procedure and management process. It was noted that Commissioner Dean could work with the Administrative Coordinator to flush this out.

The Commissioners also identified the need for protocol for communication for emails (internal vs. external) and the type of information that is shared.

There was discussion of the district email accounts, commissioner individual accounts,

comish@pldd.org (the three commissioners); districtadmin@pldd.org (used to receive invoices and share documents) and the newer account (circa October 2019) recordsclerk@pldd.org.

5.d. DISCUSSION OF CONTENTS OF THE PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD AT THE BEACH CLUB.

Former Port Ludlow Drainage District Commissioner Katie Smith provided background about the bulletin board at the Beach Club and explained that placement is included as part of the rent for storage space with the Ludlow Maintenance Commission. The Commissioners discussed viable options for use of the bulletin board including posting meeting agendas and minutes, the annual budget, pictures of Commissioners with contact information.

ADJOURNEMENT : The Workshop was adjourned at 11:56 a.m.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	3/14/2022	2/28/2022	V22-008-289	8925		0 MARY PAXTON	M PAXTON PAYROLL FEB	528.14	69500589	589400	528.14
1	3/14/2022	3/4/2022	V22-009-289	9255		0 DEAN COLE	REIMBURSE TRAVEL TO S	125	69500589	589400	125
1	3/14/2022	2/28/2022	V22-010-289	9022		0 FALGE BOOKKEEPING SERVICES	BOOKEEPING THROUGH F	250	69500589	589400	250
1	3/14/2022	2/24/2022	4777V22-011-289	4574		0 LUDLOW MAINTENANCE COMM	RECORDS STORAGE 2022	654.6	69500589	589400	654.6
1	3/14/2022	3/1/2022	1140-V22-012-289	7001		0 SEA WING DESIGNS	1ST QT WEB SERVICES	360	69500589	589400	360
1	3/14/2022	3/1/2022	202203V22-013-289	8781		0 YARD DOG LANDSCAPING INC	FEBRUARY MAINTENANC	1828.53	69500589	589400	1828.53
											3746.27

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.

MARCH TOTAL WARRANT AM 3746.27
 MONTH

CHAIRMAN, COMMISSIONER GARY RYGMYR

COMMISSIONER 2, MEMBER DEAN COLE

COMMISSIONER 3, MEMBER MICHAEL NILSSEN

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING #0289
 PLDD Voucher Summary for Fund #695 001 010
 March 10, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
V22-008	Mary Paxton – Employee Payroll Hours worked in February 2022	8925	53150.10.0010	\$528.14	\$528.14
			<i>Payroll Subtotal</i>	\$528.14	\$528.14
V22-009	Reimbursement to Dean Cole for travel to Seattle to visit OMW	9229	53150.43.0010 Commissioner Travel Expenses	\$125.00	\$125.00
V22-010	Falge Financial, Inc. Account set-up; October 2020	9022	53150.41.0150	\$250.00	\$250.00
V22-011	Ludlow Maintenance Commission	4574	53150.45.0010	\$654.60	\$654.60
V22-012	Seawings Design	7001	53150.47.0000	\$360.00	\$360.00
V22-013	Yarddogs Landscaping, Inc Maintenance thru 2020	8781	53150.31.0030	\$1,828.53	\$1,828.53
			<i>Total Equipment & Supplies</i>		\$3218.13
			<i>Total Expenses</i>		\$3746.27

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim. SUBSCIBED THIS __10 th DAY OF _MARCH 2022 <hr/> APPROVED Port Ludlow Drainage District		Commissioners Signatures

Audited By _____
 Date: _____

RESOLUTION No. 2018-04

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

**A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT
REVISING THE SCHEDULE FOR PAYMENT OF COMMISSIONER
COMPENSATION**

WHEREAS, the Port Ludlow Drainage District governing body may receive compensation in accordance with RCW 85.38.075; and

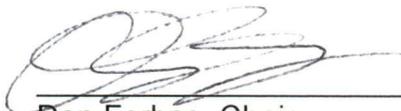
WHEREAS, on March 19, 2017, the Port Ludlow Drainage District Board of Commissioners approved Resolution 2017-01 establishing the timeline for submitting requests for compensation and for approval of payment; and

WHEREAS, the consultant currently processing such payments requires additional time for processing, and the Port Ludlow Drainage District Board of Commissioners wishes to revise the timeline established in Resolution 2017-01 to accommodate the needs of the consultant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners quarterly schedule for payment of commissioner compensation is revised as follows:

Requests for compensation will be scheduled for approval at the Regular Meeting of the month immediately following the end of each calendar quarter for which the request is made (April, July, October and January). All requests for compensation must be submitted no later than Tuesday of the week preceding the meeting in which approval is requested.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 9th day of August, 2018.



Don Forbes, Chair
Port Ludlow Drainage District Commissioner 2



Katie Smith
Port Ludlow Drainage District Commissioner 1



Deborah Helleson
Port Ludlow Drainage District Commissioner 3

**RESOLUTION No. 2018-05
PORT LUDLOW DRAINAGE DISTRICT
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT
LUDLOW DRAINAGE DISTRICT, REVISING COMMISSIONER
COMPENSATION AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, RCW 85.38.075 authorizes compensation for members of a special district governing body spent in actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and

WHEREAS, the Port Ludlow Drainage District commissioners last updated compensation for commissioners under Resolution 2017-06, approved on October 12, 2017; and

WHEREAS, pursuant to RCW 85.38.075 the Washington State Office of Financial Management may adjust the per diem maximum amounts every five years based upon changes in the consumer price index during that time period; and

WHEREAS, the Office of Financial Management recently adjusted the per diem maximum amount from one hundred fourteen dollars (\$114) per day to one hundred twenty-eight dollars (\$128) per day, effective July 1, 2018; and

WHEREAS, the Port Ludlow Drainage District commissioners desire to update the compensation available in the amounts consistent with rates that became effective on July 1, 2018;

NOW, THEREFORE, BE IT HEREBY RESOLVED, as follows:

Section 1. Compensation for Meetings of the Board. The Commissioners of the Port Ludlow Drainage District shall receive per diem compensation at the rate of one hundred twenty-eight dollars (\$128) per regular or special meeting of the board attended for up to two meetings per month.

Section 2. Compensation for Performance of Official Services of the District. The Commissioners may also receive per diem compensation at the rate of one hundred twenty-eight dollars (\$128) for each day a commissioner performs additional official services or duties on behalf of the District for up to five days per commissioner per year without advance approval from the Port Ludlow Drainage District Board of Commissioners. The Board of Port Ludlow Drainage District Commissioners may authorize per diem compensation at the rate of one hundred twenty-eight dollars (\$128) for up to nine (9) additional days per year, in advance, for additional official services or duties performed by any commissioner on behalf of the District.

Item 8.a

Section 3. Effective Date of Compensation. The new rate of compensation adopted under this Resolution for currently serving commissioners shall become effective at such time as the commissioner begins a new term of office. New commissioners appointed by the Jefferson County Board of County Commissioners to fill vacated, unexpired terms of office shall receive compensation at the rate of the commissioner being replaced.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 9th day of August, 2018.



Don Forbes, Chair
Port Ludlow Drainage District Commissioner 2



Katie Smith
Port Ludlow Drainage District Commissioner 1



Deborah Helleson
Port Ludlow Drainage District Commissioner 3

JEFFERSON COUNTY TREASURER

Receivable Summary

Property Assessments - PT Ludlow Drainage District (LUD)

Thru: 12/31/2021

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	0.00	0.00	0.00	0.00	0.00	0.00
2021	60,000.46	307.43	59,800.32	0.00	0.00	200.14
2020	285.81	0.00	263.69	0.00	0.00	22.12
2019	67.10	0.00	67.10	0.00	0.00	0.00
2018	23.38	0.00	23.38	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Total	60,376.75	307.43	60,154.49	0.00	0.00	222.26

JEFFERSON COUNTY TREASURER

Receivable Summary

Totals

Thru: 12/31/2021

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	0.00	0.00	0.00	0.00	0.00	0.00
2021	60,000.46	307.43	59,800.32	0.00	0.00	200.14
2020	285.81	0.00	263.69	0.00	0.00	22.12
2019	67.10	0.00	67.10	0.00	0.00	0.00
2018	23.38	0.00	23.38	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	60,376.75	307.43	60,154.49	0.00	0.00	222.26

JEFFERSON COUNTY TREASURER

Receivable Summary

Property Assessments - PT Ludlow Drainage District (LUD)

Thru: 1/31/2022

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	60,001.04	109.37	109.37	0.00	0.00	59,891.67
2021	200.14	42.87	42.87	0.00	0.00	157.27
2020	22.12	0.00	0.00	0.00	0.00	22.12
2019	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Total	60,223.30	152.24	152.24	0.00	0.00	60,071.06

JEFFERSON COUNTY TREASURER

Receivable Summary

Totals

Thru: 1/31/2022

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	60,001.04	109.37	109.37	0.00	0.00	59,891.67
2021	200.14	42.87	42.87	0.00	0.00	157.27
2020	22.12	0.00	0.00	0.00	0.00	22.12
2019	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	60,223.30	152.24	152.24	0.00	0.00	60,071.06

JEFFERSON COUNTY TREASURER

Receivable Summary

Property Assessments - PT Ludlow Drainage District (LUD)

Thru: 2/28/2022

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	60,001.04	4,710.82	4,820.19	0.00	0.00	55,180.85
2021	200.14	0.00	42.87	0.00	0.00	157.27
2020	22.12	0.00	0.00	0.00	0.00	22.12
2019	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Total	60,223.30	4,710.82	4,863.06	0.00	0.00	55,360.24

JEFFERSON COUNTY TREASURER

Receivable Summary

Totals

Thru: 2/28/2022

	Beginning Year	MTD Receipts	YTD Receipts	MTD Supplements	YTD Supplements	Ending Balance
2022	60,001.04	4,710.82	4,820.19	0.00	0.00	55,180.85
2021	200.14	0.00	42.87	0.00	0.00	157.27
2020	22.12	0.00	0.00	0.00	0.00	22.12
2019	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2016	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.00	0.00	0.00	0.00	0.00	0.00
2014	0.00	0.00	0.00	0.00	0.00	0.00
2013	0.00	0.00	0.00	0.00	0.00	0.00
2012	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.00	0.00	0.00	0.00	0.00	0.00
2010	0.00	0.00	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	60,223.30	4,710.82	4,863.06	0.00	0.00	55,360.24