

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

AMENDED

Agenda for Board of Commissioners' Meeting # 0297
October 13, 2022 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/83749557911?pwd=ZmpLL3gxZlhDcnNVbGhBZEZaNGxndz09>

Meeting ID: 837 4955 7911 **Passcode:** 202085

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 September 22, 2022, Special Meeting #0296.

6.b. 297 Voucher Summary: numbers 22-067 through 22-076 totaling \$3757.15 with \$937.05 for payroll, \$2,244.35 for supplies and services and \$575.25 for payroll withholdings.

7. Old Business:

7.a. 2023 Budget and Resolution Review

Recommended Action: The Commission will review the draft 2023 Budget and draft Resolution 2022-03.

7.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.

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

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

8. Reports:

8.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.

8.b. Renewal Letter of Engagement with Falge Financial for Bookkeeping Services.

Recommended Action: The Commission will consider renewal of the letter engagement with Falge Financial for Bookkeeping Services.

9. **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.

10. **MEETING ADJOURNMENT.**

Port Ludlow Drainage District (PLDD)
September 22, 2022
Board of Commissioners Special Meeting - #0296
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Gary Rygmyr called Meeting #0296 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 (via ZOOM). No absences. District Engineer Barry Baker, Administrative Coordinator Mary Paxton were present,

GUESTS: None

CALL IN: One unidentified caller.

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

4. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that he was ill consequently may not be able to attend the entire meeting.

4 AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

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

5. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda. He noted a correction to the minutes identified by a member of the public, Katie Smith, for item 7.a. on page 2, paragraph 5. The references to the LMC should be replaced with PLA.

MOTION: Chair Rygmyr moved to approve the consent agenda, Commissioner Cole second. Commissioner Nilssen noted the motion did not include the corrections mentioned by Chair Rygmyr. Chair Rygmyr amended the motion to approve the minutes of the August 11, 2022, Meeting #0295 with a correction to page 2, paragraph 5 Item 7.a. of the draft minutes replacing, the references to the LMC with the PLA and the 0296 Voucher Summary numbers 22-058 through 22-066 totaling \$5,378.87 with \$1,317.52 for payroll and \$14,061.35 for supplies and services. Commissioner Cole seconded. The motion passed unanimously.

7. OLD BUSINESS:

7.a. DISCUSSION AND REVIEW OF THE 2023 BUDGET: Commissioner Nilssen recommended a working meeting dedicated just to discussion of the budget next year. Commissioner Nilssen shared a draft budget that was developed in consultation with consulting Engineer Barry Baker of Gray & Osborne and explained his suggested changes are in red type. He asked for input from the Commissioners on any line items.

Commissioner Cole and the Administrative Coordinator noted a possible increase in web services to change the platform. Chair Rygmyr asked about the \$10,500 Capital Improvement – Miscellaneous Engineering Design in the draft budget. District consulting Engineer of Gray & Osborne explained that the item is a placeholder in the event of an unanticipated need for design services for a small project. The Commission discussed the pros and cons of relying on reserves for the \$10,500 line-item vs, keeping it in the budget. It was noted that the budgets for the past few years have been ‘deficit budgets’ It was the consensus of the Commission to leave the Miscellaneous Engineering Design for Capital Improvement in the budget at a reduced amount of \$10,000. Chair Rygmyr stated he was comfortable with line items in the budget. Commissioner Nilssen reported he would like to review line-item questions previously posed by the Administrative Coordinator after the meeting.

There was discussion about the budget approval process and types of public meetings held. Barry Baker, consulting Engineer from Gray & Osborne (GO) explained that in the past special meetings have been held in September or October to review the budget prior to formal adoption but the practice has not been consistent. He said that when there were active capital improvement projects there were more public budget hearings. Barry Baker noted that he will need an approved budget and assessment amount no later than the end of October because GO will then use the information to prepare the parcel specific assessment for properties within the District that must be submitted to Jefferson County no later than November 30, 2022.

Commissioner Nilssen discussed the draft 2023 PLDD Assessment Calculation worksheet emailed to the Commissioners prior to the meeting. He noted that PLDD has approved a deficit budget the last several years with assessments of \$60,000 and costs of \$100,000. He explained if the District increased the assessment in 2023 to the actual costs, there could be a 67% increase to the taxpayers in the District. Commissioner Nilssen recommended an alternative approach to eliminating the deficit budget. He suggested incrementally increasing the assessment by 17% over a five-year period so in 2023 the assessment would increase from \$60,000 to \$70,000. Depending on the Zone of a parcel, the lot size, and pervious and impervious surfaces. The annual individual lot estimated assessment could increase from \$4.43 to \$12. Barry Baker of GO provided an explanation of the zones and explained that the annual assessment is based on the area of a parcel and impervious surfaces. Jefferson County provides building permit information to GO that is used to determine the percentage of the property that is covered with impervious surfaces.

Commissioner Nilssen proposed to prepare language for approval of the 2023 budget and assessment on the October 13, 2022, meeting and recommended holding an in-person (not hybrid) meeting to review the budget and assessment with the public the following week. Commissioner Nilssen also recommended in the future to hold three meetings in October, a working meeting to review the budget, a public meeting to review the budget with the public and a meeting for adoption.

The Commission discussed methods to notify the public about the public meeting in

cooperation with the LMC, properties outside of the LMC area (the Cottages, Ebb Tide Court, the commercial center) and possible newspaper meeting notices. It was consensus of the Commission that the Finance Committee will develop a plan for notifying the public and share it with the Chair.

Prior to the adjournment of the meeting, Barry Baker reported that he just received an E-mail from Jeff Chapmen of Jefferson County asking whether the District would use the July 31 assessment rolls from the County or the July 31 assessment roll along with any building permits issued between July 31st and the end of October. Barry Baker explained that it could cost about \$600-\$800 to incorporate the information on post July building permit issuances. Commissioner Nilssen stated that the assessments from the new building permits (four to five) would not be sufficient to cover the cost for GO time to add the new homes to the assessment roll. It was the consensus of the Commission that the July 31st assessment roll should be used to prepare the 2023 assessments for the budget.

7.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr discussed the maps on the PLDD web site. There are maps that show the District boundaries and three maps with color codes that show the maintenance areas. He explained that he has worked with Barry Baker to develop a map that shows all the maintenance areas that will correlate with the maintenance table that is being updated. He reported that he and Barry are still visiting areas and fine tuning the details. Chair Rygmyr explained that the goal is to replace the three maps on the web site with the updated map and table. He said that the updated information will be helpful the renewal of the contract for maintenance services in 2023. Chair Rygmyr asked for input from the Commissioners. The Commissioners affirmed the progress.

7.c. UPDATE ON CHANGES TO THE DISTRICT WEB SITE: Commissioner Cole reported he and the Administrative Coordinator held a zoom meeting with the Jason Earrame of Sea Wings Designs to review changes to the web site with a focus on making the site more user-friendly and eliminating redundancies. He reported that using a fillable Inquiry form that is being developed by the District could be problematic with the current DreamWorks software (circa. 2008/2009) platform for the website. Commission Cole reported that Jason explained there are email spam issues when fillable forms are used on the DreamWorks platform. Commissioner Cole reported that the DreamWorks platform could be switched to a more user-friendly WordPress platform at a cost of \$2,000-\$3,000 with a timeline of one to two weeks. This platform is more suitable for use of fillable forms and tasks such as posting agendas which could be performed by the Administrative Coordinator.

Commissioner Cole was directed to do the following: 1) Ask for a request for proposal to change the web platform from DreamWorks to WordPress; 2) schedule a working meeting with Jason Earrame of Sea Wings Design and the Commissioners no sooner than December; 3) provide a comparative list of issues and identify platform is more suitable for provide a solution to the issue.

7.d. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT BUSINESS CARDS AND WEB BASED FORM: Commissioner Cole reported that he contacted Office Max, received free mockup business cards, and shared the sample with the Commissioners. He explained that the logo on an older District document was not easily transferable because of the pixel size. Office Max supplied a similar logo on the mockup. He contacted Jefferson County to figure out if the District could use the ~~you~~ this County logo. The County denied the request due to liability concerns and noted that the library and fire district have their own logos.

Commissioner Cole was directed to provide at the October 13th meeting a revised mockup business card, include a business card for the Administrative Coordinators, and costs for 100 business cards with the following information: 1) name and title of the Commissioner; 2) telephone number of each Commissioner with the corresponding card 3) PLDD mailing address; 4) district web site; 5) Commissioner email address (not Commish@pldd.org); 6) delete personal mailing addresses from the business card.

8. NEW BUSINESS

8.a. DISCUSSION OF THE BOND RENEWAL SCHEDULE: Chair Rygmyr reported that he received a request to renew his bond for public office. Commissioner Nilssen reported that he received a similar request and renewed his bond for the term of his office. It was affirmed that bond renewals are a reimbursable expense. It was also noted that Commissioner Cole should receive a renewal notice because he came on the Commission last November. No further action was found from the discussion.

8.B. DISCUSSION OF THE DISTRICT MEETING SCHEDULE FOR THE REMAINDER OF THE YEAR: Chair Rygmyr reported that he will be out of the area the first three ~~months~~ weeks of November. There was consensus that the agenda materials on the regular November 10, 2022, meeting should be limited to the consent agenda (approval of minutes and vouchers).

9. REPORTS

Financial Reports and Budget: Commissioner Nilssen noted that the reports reflect that the PLDD is well with the 2022 budget. He requested to meet with the Administrative Coordinator and Barry Baker the following week to finalize the budget line 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:

MOTION: Chair Rygmyr moved to adjourn the meeting and Commissioner Cole 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.*

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.

DocuSigned by:

9/24/2022

DocuSigned by:
Dean Cole
9/25/2022
002052C1D51745D

DocuSigned by:
Michael Nilssen 9/24/2022

COMMISSIONER, MEMBER NILSSEN

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0296
 PLDD Voucher Summary for Fund #695 001 010
 September 22, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-057	Mary Paxton – Employee Payroll Hours worked	8925	53150.10.0010	\$636.02	\$636.02
22-058	Dean Cole	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$209.97	\$209.97
22-059	Michael Nilssen	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.77	\$235.77
22-060	Gary Rygmyr	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$235.76	\$235.76
<i>Payroll Subtotal \$1,317.52</i>					
22-060	Gary Rygmyr reimbursement for bond renewal	9277	53150.10.0010	\$110.00	\$110.00
22-061	Falge Financial, Inc. Invoice 3649 August Bookkeeping Services	9022	53150.41.0150	\$250.00	\$250.00
22-062	Gray & Osborne, Inc. General Engineering 8/14/2022-9/10/2022	3041	53150.41.0010	\$779.72	\$779.72
22-063	Ludlow Maintenance Commission August Invoice 4928 Meeting Room and OWL 8/4/22 & 8/11/22	4574	53150.45.010	\$190.93	\$190.93
22-064	Ogden Murphy Wallace, Legal services thru July 31 Invoice 866053	5610-695	53150.41.0100	\$540.00	\$540.00
22-065	Seawings Design Invoice 1206 4 th Quarter Maintenance Plan	7001	53150.47.0000	\$360.00	\$360.00
22-066	Yarddogs Landscaping, Inc Invoice 202209 Maintenance thru August	8781	53150.31.0030	\$1,830.70	\$1,830.70
<i>Total Supplies & Services</i>					\$4,061.35
<i>TOTAL</i>					\$5,378.87

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 __22nd DAY OF September 2022

Commissioners Signatures

DocuSigned by:

Gary Rygmyr

581591D5D4ED42C...

DocuSigned by:

Dean Cole

903253C1DE1745D...

DocuSigned by:  9/24/2022	DocuSigned by: 
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	10/17/2022	9/30/2022	22-067	8925		0 MARY PAXTON	M PAXTON PAYROLL SEP1	596.28	69500589	589400	596.28
1	10/17/2022	9/30/2022	22-068	9255		0 DEAN COLE	SEPTY COM MEETING	105	69500589	589400	105
1	10/17/2022	9/30/2022	22-069	9228		0 MICHAEL NILSEN	SEPT COM MEETING	117.88	69500589	589400	117.88
1	10/17/2022	9/30/2022	22-070	9227		0 GARY RYGMYR	SEPT COM MEETING	117.89	69500589	589400	117.89
1	10/17/2022	9/30/2022	3698-22-071	9022		0 FALGE BOOKKEEPING SERVICES	SEPT BOOKKEEPING	250	69500589	589400	250
1	10/17/2022	9/22/2022	4945-22-073	4574		0 LUDLOW MAINTENANCE COMM	SEPTEMER MEETINGS	163.65	69500589	589400	163.65
1	10/17/2022	10/3/2022	202210-22-074	8781		0 YARD DOG LANDSCAPING INC	SEPTEMBER MAINTENAN	1830.7	69500589	589400	1830.7
1	10/17/2022	10/3/2022	22-075	2338		0 EMPLOYMENT SECURITY DEPART	PAID FAMILY MEDICAL LI	19.16	69500589	589400	19.16
							Q3 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	10/17/2022	10/3/2022	22-076	9032	695	REVENUE SERVICE	SECURITY	536.98	69500589	598400	536.98
1	10/17/2022	10/3/2022	22-077	9038		0 WA STATE DEPT OF LABORY & INDUSTRIES		19.61	69500589	598400	19.61

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.

OCTOBER TOTAL WARRANT AMOUNT: 3757.15
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD 0297
 PLDD Voucher Summary for Fund #695 001 010
 OCTOBER 13, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-067	Mary Paxton – Employee Payroll Hours worked in September	8925	53150.10.0010	\$596.28	\$596.28
22-068	Dean Cole – September meeting	9255	53150.10.0020 Commission 53150.41.0000 Meetings	\$105.00	\$105.00
22-069	Michael Nilssen – September meeting	9228	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.88	\$117.88
22-070	Gary Rygmyr – September meeting	9227	53150.10.0020 Commission 53150.41.0000 Meetings	\$117.89	\$117.89
				<i>Payroll Subtotal \$</i>	\$937.05
22-071	Falge Financial, Inc. Inv. 3698 Bookkeeping Services for month of September	9022	53150.41.0150	\$250.00	\$250.00
22-072	Ludlow Maintenance Commission Inv. 4945 Meetings 9/19/2022 & 9/22/2022	4574	53150.45.0010	\$163.65	\$163.65
22-073	Yarddogs Landscaping, Inc Inv. 202210 Maintenance thru month of September	8781	53150.31.0030	\$1830.70	\$1830.70
				<i>Vouchers for supplies and services subtotal</i>	\$2,244.35
22-074	Employment Security Department WAPFML Q3	2338-695	53150.20.0020	\$19.16	\$19.16
22-075	United States Treasury FICA Q3	9032	53150.20.0010	\$536.98	\$536.98
22-076	WA State Department of Labor & Industries Q3	9038	53150.20.0020	\$19.61	\$19.61
				<i>Vouchers for taxes subtotal \$</i>	\$575.75
				<i>TOTAL</i>	\$3,757.15

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 __13 th DAY OF _October, 2022 APPROVED Port Ludlow Drainage District	R	Commissioners Signatures

Audited By _____
Date: _____

Revenue			EXHIBIT A PLDD 2023 Budget	
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	
Personnel			\$	19,770
5535210	Administrative Personnel		\$	12,040
5535230	Commissioner Meetings/District Business		\$	5,830
5535220	FWH & FICA		\$	1,490
5535221	WA - ESD		\$	410
Field Expenses			\$	25,710
5535030	Misc Supplies		\$	-
5535040	Drainage Maintenance Operations		\$	23,060
5535018	Temporary Labor		\$	2,650
Engineering			\$	18,860
5535140	General District Engineering including Meetings		\$	12,980
5535141	Assessment Roll & Certification		\$	1,090
5535142	Project Review		\$	-
5535143	Unanticipated Engineering Costs		\$	4,790
Engineering - Capital Projects			\$	10,500
5594144	Miscellaneous Design Project		\$	10,500
5535145			\$	-
Commissioners Meeting, Mileage & Expenses			\$	420
5535340	Mileage/Travel Expense		\$	420
Miscellaneous/Office Expenses			\$	13,600
5535341	Rent-LMC Room & Storage, PO BOX		\$	2,470
5535342	Postage/Mailings		\$	210
5535343	Advertising		\$	190
5535331	Supplies		\$	1,080
5535344	Insurance		\$	5,780
5535345	Web Site Maintenance & Renewal		\$	3,660
5535346	Miscellaneous Filing/Recording Fee		\$	210
Assessments/County Fees/Elections			\$	1,260
5535347	Election Cost - Jefferson County		\$	-
5535348	State Auditor		\$	1,260
5535349			\$	-
Loan Payments/Transfers to Reserve			\$	-
5591570	Replace Reserve moneys		\$	-
5592580	PWTF Loan Principal Repayment		\$	-
	Loan Interest		\$	-
Professional Services			\$	17,070
5535442	Budget Assistance		\$	4,200
5535443	Legal		\$	9,270
5535444	Accounting Clerk		\$	3,600
5535445	Recording Secretary		\$	-
SubTotal Expenses			\$	107,190
Capital Improvement Plan			\$	-
5585640	Unanticipated Storm Improvement Costs		\$	-
Contingency			\$	-
5585641			\$	107,190

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.

Total	January	February	March	April	May	June	July	August	September	October	November	December	
\$	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
\$	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
\$	5,830	\$ 370	\$ 370	\$ 740	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 740	\$ 740	\$ 370	\$ 370
\$	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
\$	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
\$	25,710	\$ 1,830	\$ 1,830	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 1,830	\$ 1,830	\$ 1,830	\$ 1,830
\$	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
\$	2,650			\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360			
\$	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
\$	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
\$	1,090									\$ 1,030			
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	4,790	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380
\$	10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
\$	10,500			\$ 5,000		\$ -				\$ 5,000			
\$	420	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
\$	420			\$ 100			\$ 100			\$ 100		\$ -	\$ 100
\$	13,600	\$ 871	\$ 2,241	\$ 366	\$ 611	\$ 241	\$ 241	\$ 1,311	\$ 5,741	\$ 366	\$ 736	\$ 241	\$ 240
\$	2,470	\$ 285	\$ 125	\$ 250	\$ 125	\$ 125	\$ 125	\$ 725	\$ 125	\$ 250	\$ 250	\$ 125	\$ 125
\$	210	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 15
\$	190	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
\$	1,080	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85
\$	5,780							\$ 5,500					
\$	3,660	\$ 370	\$ 2,000		\$ 370			\$ 370			\$ 370		
\$	210	\$ 100		\$ -		\$ -		\$ 100		\$ -		\$ -	
\$	1,260	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-		\$ 1,200	\$ -									
\$	1,260												
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-												
\$	-						\$ -	\$ -					
\$	-						\$ -	\$ -					
\$	17,070	\$ 995	\$ 1,295	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995
\$	4,200									\$ 4,000			
\$	9,270	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735
\$	3,600	\$ 260	\$ 560	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-						\$ -	\$ -					
\$	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

Year	2023	2024	2025	2026	2027	2028
EXPENSES						
Personnel Services	\$ 19,770	\$ 20,363	\$ 20,974	\$ 21,603	\$ 22,251	\$ 22,919
Field Expenses	\$ 25,710	\$ 26,481	\$ 27,276	\$ 28,094	\$ 28,937	\$ 29,805
District Engineering	\$ 29,360	\$ 30,241	\$ 31,148	\$ 32,082	\$ 33,045	\$ 34,036
Commissioner Meetings, Mileage, & Travel Expenses	\$ 420	\$ 433	\$ 446	\$ 459	\$ 473	\$ 487
Miscellaneous District Office Expenses	\$ 13,600	\$ 14,008	\$ 14,428	\$ 14,861	\$ 15,307	\$ 15,766
Assessment, Taxes, County Fees & Election Costs	\$ 1,260	\$ 13,579	\$ 1,336	\$ 14,393	\$ 1,416	\$ 15,257
PWTF Loan Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 17,070	\$ 17,582	\$ 18,110	\$ 18,653	\$ 19,212	\$ 19,789
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 107,190	\$ 122,687	\$ 113,717	\$ 130,146	\$ 120,641	\$ 138,059

Future Assessment - Assume 2023 Assessment - no assessment

Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 97,908	\$ (24,778)	\$ (138,495)	\$ (268,641)	\$ (389,282)
Cash Account Surplus (Deficit) end of year	\$ 97,908	\$ (24,778)	\$ (138,495)	\$ (268,641)	\$ (389,282)	\$ (527,341)

Future Assessment - Assume 2023 Assessment - Assessment (you can insert an amount to see result)

Assessment	\$ 70,000	\$ 80,000	\$ 90,000	\$ 100,000	\$ 110,000	\$ 110,000
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 167,908	\$ 125,222	\$ 101,505	\$ 71,359	\$ 60,718
Cash Account Surplus (Deficit) end of year	\$ 167,908	\$ 125,222	\$ 101,505	\$ 71,359	\$ 60,718	\$ 32,659

Future Assessment - Assume 2022 Assessment (assume capital improvement each year (\$10,000) (you can insert amount to see result)

Assessment	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 182,908	\$ 145,222	\$ 116,505	\$ 71,359	\$ 35,718
Cash Account Surplus (Deficit) end of year	\$ 182,908	\$ 145,222	\$ 116,505	\$ 71,359	\$ 35,718	\$ (17,341)

<https://www.pldd.org/minutes-docs/budgets/2021-12-31-13th-month-StatementofFinancialIncome&Expenserev3-8-2022.pdf>

RESOLUTION #2022-XX

**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 21, 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 **\$XXX,000.00** with an assessment of \$70,000.00, for calendar year 2023.

PASSED at Special Meeting **#XXX** of the Port Ludlow Drainage District Board of Commissioners this 21st day of October 2022.

Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Commissioner 2

Michael Nilssen, Commissioner 3

PLDD Inventory and Maintenance

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
1	968800100	479189	1604774	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	Annual	4	See section 11 Storm Water Conveyance and Maintenance & 12 Easements B&D. Easement doc has good survey maps
2	"	"	"	"	"	Outlet structure	Storm pipe/basin inspection/cleaning	Annual	4	"
3	821171015	464018	1604627	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	Bioswale Stormwater Facility	Vegetation clearing	Annual	4	406389
4	"	"		"	Detention pond	Detention pond	"	Annual	4	
5	990500081	?	256622	LMC	East end of Hummingbird Court	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W	Vegetation maintenance	Every 3 Years	1	
6	"	?	256622	"	East end of Wren Court	"	Vegetation maintenance	"	1	
7	"	?	256622	"	East end of Sparrow Lane	"	Vegetation maintenance	"	1	
8	"	?	256622	"	East end of Goldfinch Lane	"	Vegetation maintenance	"	1	
9	"	?	256622	"	East end of Falcon Lane	"	Vegetation maintenance	"	1	
10	"	?	256622	"	East end of Warbler Lane	"	Vegetation maintenance	"	1	See construction docs
11	990400530	646997		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2x/year	2	
12	990404103	589304		LMC	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Light maintenance	1x/year	2	
13	821093001	508252		PLA	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection	6x/Year	12	
14	990600164	?	200294	LMC	South end of Libby Court	Ditch	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	990603236	589305		LMC	West of Oak Bay Road and Baldwin Lane intersection	Upper Baldwin Drainage Improvement	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	990600164	?		LMC	Oak Bay Road to Montgomery Lane south of Baldwin	Ditch	Vegetation maintenance	6x/Year	12	Repair/rehabilitation of rock lining and check dams?
17	990600164	?		LMC	Montgomery Lane north of Libby Ct to beach	Libby Court Outfall	remove sediment from catch basin.	1x/year	2	

PLDD Inventory and Maintenance

[illegible]

PLDD Inventory and Maintenance

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments

Year Total 90

Avg/Mo 8

Permits, surveys, etc.:

<https://gisweb.jeffcowa.us/TaxParcelViewer/>

Assessor & Auditors records

<https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>

Recorded document search

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>

PLDD Inventory and Maintenance

Map. Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
2.32										
2.33										
3.34	?	?	?	?	Oak Bay Road Culverts					PLDD responsibilities??
3.35	?	?	?	?	North end of Montgomery Court	The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems	Inspect & report	1x/year	1	Not on current maint. Contract

Year Total 1

Avg/Mo 0

<https://gisweb.jeffcowa.us/TaxParcelViewer/> - link to Permits, surveys, etc. here

<https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0> – Auditors records

<https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp> - Recorded document search

Report of Account Balances and Changes
For September 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					
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					\$ 37,512.41
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)					\$ (55,626.52)
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					
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					
GF Investment Pool Gross Interest	\$ 11.42	\$ 12.27	\$ 28.32	\$ 49.36	\$ 88.43	\$ 122.67	\$ 202.35	\$ 282.19	\$ 311.41					\$ 1,108.42
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)	\$ (2.47)	\$ (4.42)	\$ (6.13)	\$ (10.12)	\$ (14.11)	\$ (15.57)					\$ (55.66)
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84					\$ 1,052.76
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					
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					\$ 36,405.17
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54	\$ 192.23	\$ 268.08	\$ 295.84					\$ 1,052.76
Transfers & Other Activity	\$ -	\$ 0.24	\$ -	\$ -	\$ -	\$ 54.24								\$ 54.48
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					

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

September 2022

10/10/22

Accrual Basis

	Sep 22	Budget	\$ Over Budget	Jan - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	311.41			1,108.66			
368.00 · Special Assessment Capital (SA)	2,486.77			36,405.17			
Total Income	2,798.18			37,513.83			
Gross Profit	2,798.18			37,513.83			
Expense							
5000 · Personnel							
10.0010 · Administrative Personnel	803.00	759.00	44.00	5,597.07	6,831.00	-1,233.93	9,108.00
10.0020 · Commissioner Meetings/District	740.00	1,110.00	-370.00	3,045.98	3,330.00	-284.02	4,440.00
20.0010 · Federal Taxes							
FICA Expense	109.64			652.79			
FUTA Expense	8.61			-3.04			
20.0010 · Federal Taxes - Other	0.00	155.00	-155.00	0.00	844.00	-844.00	1,125.00
Total 20.0010 · Federal Taxes	118.25	155.00	-36.75	649.75	844.00	-194.25	1,125.00
20.0020 · State Taxes							
L&I Expense	3.43			30.12			
SUTA Expense	0.08			0.23			
WAPFML Expense	0.00			15.98			
20.0020 · State Taxes - Other	0.00	42.00	-42.00	0.00	228.00	-228.00	304.00
Total 20.0020 · State Taxes	3.51	42.00	-38.49	46.33	228.00	-181.67	304.00
Total 5000 · Personnel	1,664.76	2,066.00	-401.24	9,339.13	11,233.00	-1,893.87	14,977.00
5001 · Field Expenses							
31.0020 · Temporary Labor	0.00	360.00	-360.00	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	18,107.78	16,470.00	1,637.78	21,960.00
Total 5001 · Field Expenses	1,830.70	2,190.00	-359.30	19,290.36	18,990.00	300.36	24,480.00
5002 · Engineering							
41.0010 · General District Engineering	779.72	1,030.00	-250.28	5,521.58	9,270.00	-3,748.42	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	3,420.00	-3,420.00	4,560.00
Total 5002 · Engineering	779.72	1,410.00	-630.28	5,521.58	12,690.00	-7,168.42	17,950.00
5003 · Engineering - Capital Projects							
41.0015 · Miscellaneous Design Project	0.00	5,000.00	-5,000.00	0.00	10,000.00	-10,000.00	10,000.00
Total 5003 · Engineering - Capital Projects	0.00	5,000.00	-5,000.00	0.00	10,000.00	-10,000.00	10,000.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

September 2022

10/10/22

Accrual Basis

	Sep 22	Budget	\$ Over Budget	Jan - Sep 22	YTD Budget	\$ Over Budget	Annual Budget
5004 · Commissioners Mileage & Expense							
43.0010 · Commissioner Mileage/Travel Exp	0.00	100.00	-100.00	125.00	300.00	-175.00	400.00
Total 5004 · Commissioners Mileage & Expense	0.00	100.00	-100.00	125.00	300.00	-175.00	400.00
5005 · Miscellaneous/Office Expenses							
31.002B · Supplies	0.00			717.66			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	135.00	-135.00	180.00
44.0000 · Advertising	0.00	15.00	-15.00	0.00	135.00	-135.00	180.00
45.0010 · Rent	190.93	0.00	190.93	1,001.53	600.00	401.53	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	360.00	0.00	360.00	1,080.00	1,110.00	-30.00	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	550.93	30.00	520.93	8,011.19	7,350.00	661.19	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	540.00	735.00	-195.00	1,605.20	6,615.00	-5,009.80	8,820.00
41.0150 · Accounting Clerk	250.00	260.00	-10.00	2,649.00	2,340.00	309.00	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	790.00	995.00	-205.00	4,254.20	8,955.00	-4,700.80	15,940.00
Total Expense	5,616.11	11,791.00	-6,174.89	46,841.09	81,718.00	-34,876.91	103,757.00
Net Ordinary Income	-2,817.93	-11,791.00	8,973.07	-9,327.26	-81,718.00	72,390.74	-103,757.00
Net Income	-2,817.93	-11,791.00	8,973.07	-9,327.26	-81,718.00	72,390.74	-103,757.00

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	46,324.38	.00	-46,324.38	100.0%	
TOTAL AGENCY DISBURSEMENTS	0	0	0	46,324.38	.00	-46,324.38	100.0%	
TOTAL PT LUDLOW DRAINAGE DIST FUND	0	0	0	46,324.38	.00	-46,324.38	100.0%	
TOTAL EXPENSES	0	0	0	46,324.38	.00	-46,324.38		

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	46,324.38	.00	-46,324.38	100.0%	
** END OF REPORT - Generated by Jona Fitch **								

October 8, 2021

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.

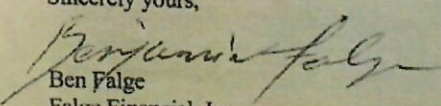
When We'll Do It

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

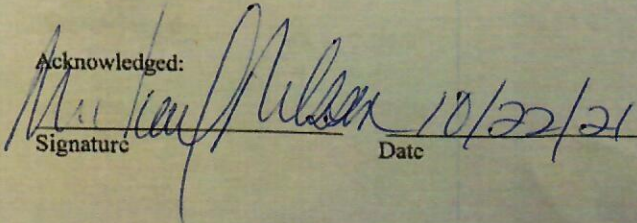
Fees

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 10/22/21