

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

Agenda for Board of Commissioners' Meeting # 0293
July 14, at 10:00 AM

ZOOM Audio Open Meeting

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

COVID-19 NOTICE

- **ANY PERSON ATTENDING THE MEETING MUST WEAR A MASK.**
- **THERE SHALL BE NO CONTACT WITH CREWS AT THE STATION**
- **DISTANCE AS MUCH AS POSSIBLE**

You can join us with this Audio Zoom Link:

<https://us06web.zoom.us/j/85612192455?pwd=anlvSm1tRmxGOVc2c3FwOVRoU3J3UT09>

Meeting ID: 856 1219 2455

Passcode: 548906

Telephone Audio-only: Dial 1 (253) 215-8782 Meeting ID: 856 1219 2455

Passcode: 548906

This option will allow you to listen to the meeting live on your telephone. **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.

1. Call to Order:

2. Roll Call:

3. 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.*

4. Agenda Approval:

5. Consent Agenda:

Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be Removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

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

5.a. Minutes June 9, 2022, meeting #0292.

5.b. 293 Voucher Summary: numbers 22-041 through 22-050 totaling \$5,623.79 with \$822.02 for payroll, \$4,171.56 for supplies and services and \$630.21 for quarterly tax withholdings.

5.c. Correction to the Minutes of May 14, 2022, meeting #0921 (typo: replace the name Smith with Scott)

6. Commissioner Communications:

7. Old Business:

7.a. Update on Draft Amendments for Maintenance At Ludlow Cove II “Cottages” and Ebb Tide Court.

Recommended Action: The Commission will receive an update on draft amendments to the maintenance contract for Ludlow Cove II “Cottages” and Ebb Tide Court.

7.b. Report on Port Ludlow Drainage District (PLDD) Purchase of Laptops and Security for the laptops.

Recommended Action: The Commission will receive a report from Chair Rygmyr on the status of purchase of laptops and associated accessories and security.

7.c. Proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019).

Recommended Action: Receive a report from District Engineer Barry Baker regarding a request from Jefferson County for PLDD review of proposed development of properties at Ranier Lane (APN 990100019) and Seafarer Lane (APN 990100019) near Port Ludlow Drainage District easements.

7.d. Port Ludlow Drainage District Inventory Review:

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

7.e. Review of Resolution 2022-02 to Change the Location of Regular Meetings and Review an Amendment to the Facility Use Agreement between the Port Ludlow Drainage District and the Ludlow Maintenance Commission to Use the Gallery Room for Regular Meetings and the Beach Club as the Address to File Claims and discussion of insurance.

Recommended Action: The Commission will consider approval of Resolution 2022-02 to change the location of regular District meetings from the Port Ludlow Fire Hall to the Beach Club “Gallery” conference room. The Commission will also consider authorizing the Chair to sign an amendment to the Facility Use Agreement with the Ludlow Maintenance Commission to secure the use of the Gallery Room at the Beach Club for Regular and special meetings or workshops as the mailing address to file Claims for damages pursuant to RCSW 4.96.

7.f. Expiration of Contract for Maintenance (December 2023)

Recommended Action: The Commission will receive a report from Commissioner Cole regarding the status of the Maintenance Contract and recommend next steps regarding a possible renewal of the Small Works Roster.

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

Recommended Action: The Commission will receive a presentation from Commissioner Cole of a draft public inquiry/complaint form and log and provide direction on any changes to the draft documents.

8. New Business:

8.a. Discussion of the Port Ludlow Drainage District Web site, business cards.

Recommended Action: The Commission will discuss the PLDD web site and possible changes and the possible purchase of business cards.

8.b. Annual Budget Discussion.

Recommended Action: The Commission will discuss the PLDD annual budget.

9. Reports:

9.a. Finance:

1. Report of Account Balances and Changes for June 2022 – PLDD
2. Statement of Financial Expense Budget Performance for June 2022 and Revised for May– PLDD

3. Jefferson County Receivable Summary June 2022 – PLDD
4. Discussion of finances.

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

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

11. MEETING ADJOURNMENT.

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

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

GUESTS: Katie Smith, Tom Alexander, unknown caller.

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

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

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

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

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

7. OLD BUSINESS:

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

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

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

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

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

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

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

8. NEW BUSINESS:

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

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

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

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

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

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

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

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

REPORTS:

9.a. Report of Financial Activities: Commissioner Nilssen reported that the following:

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

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

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

11. MEETING ADJOURNMENT:

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

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

Commissioner 1, Gary Rygmyr, Chair

Date

Commissioner 2, Dean Cole

Date

Commissioner 3, Michael Nilssen

Date

T

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

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting # 0292 June 9, 2022

PLDD Voucher Summary for Fund #695 001 010

Date: June 9, 2022

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
22-033	Mary Paxton – Employee Payroll Hours worked May	8925	53150.10.0010	\$704.17	\$704.17
22-034	Dean Cole – May Meeting Attendance #0291	9255	53150.10.0020 Meetings	\$105.00	\$105.00
22-035	Michael Nilssen – May Meeting Attendance #0291	9228	53150.10.0020 Meetings	\$117.88	\$117.88
22-036	Gary Rygmyr – May Meeting Attendance #0291	9227	53150.10.0020 Meetings	\$117.88	\$117.88
<i>Payroll Subtotal</i>				<i>\$1,137.25</i>	<i>\$1,044.93</i>
22-037	Falge Financial, Inc. Invoice# 3541 May Bookkeeping \$250 and State Audit Preparation \$223	9022	53150.41.0150	\$473.00	\$473.00
22-038	Gray & Osborne, Inc. General Engineering April 24- May 21 2022 Invoice #3	3041	53150.41.0010	\$679.21	\$679.21
22-039	Sea Wings Quarter 2022 web services	7001		\$360.00	\$360.00
22-040	Yarddogs Landscaping, Inc Maintenance thru May 2022 Invoice 202206	8781	53150.31.0030	\$1829.02	\$1,829.02
<i>Vouchers for services and supplies subtotal</i>				<i>\$</i>	<i>\$3,341.23</i>
<i>TOTAL</i>					<i>\$4,386.16</i>

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 9th DAY OF June 2022

DocuSigned by:


581591D5D4ED42C...

6/9/2022

APPROVED

Port Ludlow Drainage District

Commissioners Signatures

DocuSigned by:


581591D5D4ED42C...

6/9/2022

DocuSigned by:


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6/13/2022

DocuSigned by:


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6/9/2022

Audited By _____

Date: _____

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

I,THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN,THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILBLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

JULY
MONTH

TOTAL WARRANT AM 5623.79

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

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

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

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

APPROVED Port Ludlow Drainage District		

Audited By _____
Date: _____

Port Ludlow Drainage District (PLDD)
May 12, 2022
Board of Commissioners Revised Meeting - #0291
Zoom Meeting - Minutes

1. **CALL TO ORDER:** Chair Gary Rygmyr called Meeting #0291 of the Port Ludlow Drainage District to order at 10:06 a.m. at the Port Ludlow Fire District meeting room.

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

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

4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Chair Rygmyr recommended to amend the agenda order to discuss Item 7.c. Report on Port Ludlow Drainage District Records Management Guidelines and the Washington State Archives [Local Records Grant Program](#) Grant as the first item of business. He noted Commissioner Cole, who would present the agenda item, had an unexpected schedule conflict and would need to leave the meeting early.

MOTION: Commissioner Rygmyr moved to approve the Consent Agenda with the amended order and Commissioner Nilssen seconded. Motion carried unanimously.

5. **CONSENT AGENDA:** Chair Rygmyr introduced the items on the Consent agenda including the Minutes of the April 14, 2022, Meeting #0290 and the #0291 Voucher Summary numbers 22-025 through 22-032 totaling \$3,611.06 with \$841.94 for payroll and \$2769.12 for supplies and services. Commissioner Nilssen stated there should be a correction to the minutes, page 2 Item 8.a. Financial Reports.

MOTION: Commissioner Rygmyr moved to approve the Consent Agenda and Commissioner Cole seconded. The Motion carried. Commissioner Nilssen stated there still needed to be a correction to the minutes. He said that an email from Katie Smith explained the potential audit issues with use of the word 'reserves' on page 2, Item 8.a. paragraph 1. Commissioner Nilssen recommended replacing the word 'reserves' with the words 'investment pool'. Commissioner Rygmyr moved to approve the minutes with the replacement of the word 'reserves' with the words 'investment pool'. Commissioner Nilssen seconded the motion. Motion carried unanimously.

6. **COMMUNICATIONS:** There were no communications reported.

7. **OLD BUSINESS:**

7.c. **Report on Port Ludlow Drainage District Records Management Guidelines (July 2021) and the Washington State Archives [Local Records Grant Program](#) Grant.** Commissioner Cole mentioned that he had worked with the Administrative

Coordinator to prepare the Memo in the agenda packet. He said the public records have been substantially organized. The Memo summarizes where the most frequently used records are stored and makes recommendations regarding purchase of laptops for Commissioner use and a cloud sharing system to securely store files and provide Commissioners easy access to District records. He mentioned that there are a lot of empty binders in the Beach Club storage space and there was consensus they could be donated. It was the consensus of the Commission to discuss a budget for the purchase of District laptops for Commissioner use and a cloud storage system at the June meeting. Commissioner Cole left the meeting at 10:28. There was discussion of a possible update to the Records Management Guidelines accepted last July at a future meeting.

7.a. Presentation of Draft Amendments for Maintenance At Ludlow Cove II “Cottages”, Ebb Tide Court And Waterhouse Lane and Field Trip to Ludlow Cove II “Cottages, Ebb Tide Court and Waterhouse Lane. Chair Rygmyr reported that after reviewing the District’s project inventory, researching easements, one approved agreement and other materials, that there is a lot of grey areas for formulating an amended contract. He recommended as a first step to back up and update the inventory to clarify areas of responsibility. District Engineer Barry Baker shared a draft maintenance map that he explained is a working draft with color coded maintenance areas; 1) black = areas in the maintenance contract with Yard Dogs Landscaping, Inc. 2) red = Areas that need to be addressed. He noted the revised maintenance maps will consider the 2017 inventory of district facilities on the District web site, agreements, easements, the comprehensive plan. One unclear area will be how to address the ‘areas to watch’ list. He mentioned that the table shown on the map will be a separate table with a comprehensive inventory that will not be included on the map. It was suggested that Russ Lowry, the District Maintenance contractor should review the red areas on the map. It was noted that areas 27 and 28 have an X through them because it has been determined that is not a maintenance area based on agreements, easements and facilities.

Chair Rygmyr reported that he met with Cliff O’Brien to look at areas 27 and 28 at Ludlow Cove II, the Cottages. The District has not performed maintenance there and is not in a contract at this time. There was discussion of ambiguity in a recorded document #585109 and there was consensus that there needed to be more clarity about section 2.3, and it would be helpful to see construction documents.

Chair Rygmyr mentioned a letter included in the agenda packet from Robert Grindeland of Ludlow Cove II referring to an agreement with the District that triggers maintenance after all construction of the properties in the development are completed. The letter states the last lot was sold on March 15, 2022. It was suggested that maybe there could be a new agreement with the HOA to clarify maintenance issues and responsibilities.

Chair Rygmyr shared that during the field trip with Russ Lowry and Barry Baker held after the last meeting they identified the need to clear brush in an eight-foot wide by 230-foot length bioswale at Ebb Tide Court as a one-time task. Chair Rygmyr requested a bid from Yard Dogs Landscaping, the District’s maintenance contractor, to perform the work. There

was consensus that the \$5,000 not to exceed cost was reasonable given the topography and narrow bridge crossing.

7.b. 201 Montgomery Court. Chair Rygmyr reported that in the interest in providing a thorough review of Val Scott's complaint, he met with her and walked the property with Barry Baker, the District consulting Engineering. He noted Commissioner Nilssen has also walked the property. There was a discussion of the District storm water facilities in the area, the topography, the building permit history, and earlier inquiries with the Port Ludlow Drainage District. Barry Baker explained that the homeowner's problem is shallow groundwater, not drainage and the problem is outside of the authority of the District. The challenge is the topographical location of the residence and naturally occurring shallow ground water pressure from the area. He mentioned from an engineering perspective a solution for the homeowner would be install a curtain with a french drain below the foundation of the house to divert groundwater from the home. He reiterated that the groundwater issues are outside the authority of the District. Chair Rygmyr directed Barry Baker to prepare a comprehensive summary memo of the official findings from the District's investigation that can be sent to Ms. Scott. Barry Baker said he would prepare a draft for Chair Rygmyr to review.

8. NEW BUSINESS:

8.a. Discussion of South Bay Homeowners Association (HOA) questions about maintenance at the Olympic Terrace Development. Commissioner Nilssen reported that he had been contacted by representatives of the South Bay HOA to determine if the District could perform maintenance at their detention facilities including Robert Chanpong, of the Port Ludlow Village Council Utilities Committee. He summarized communications with Jefferson County and explained the homeowners were not aware that maintenance of the detention ponds was their responsibility. He explained to their representatives that the development is outside of the Port Ludlow Drainage District and the District's responsibility for storm water. There was consensus no future action would be necessary for the District at the South Bay HOA detention facilities. The Commissioners mentioned it may be useful to develop a standard contact form for the public to submit inquiries that could also be used organize documentation of public inquiries and the resolution of the issue. It was suggested that Commissioner Cole and the Administrative Coordinator could bring a report to the next meeting.

8.b Consider Approval of a Task Order for a Maintenance Project at Ebb Tide Court.

Motion: Chair Rygmyr moved to approve the bid reflected in the Yard Dogs Landscaping, Inc. Task Order 2022-01 for a maintenance project at Ebb Tide Court to be performed between June and August not to exceed \$5,000. Commissioner Nilssen seconded and the motion passed unanimously with the two Commissioners present.

9. REPORTS:

9.a. Report of Financial Activities: Commissioner Nilssen reported that the financial reports in the agenda packet show that the PLDD received close to \$19,000 in assessments in April which is similar to last year. He reported overall expenses are within the budget. There has been some savings because there were no election costs. He noted there is a disparity between the PLDD reports and the Jefferson County budget report of about \$101 in April and that he would be in contact with Falge Financial to clarify.

Commissioner Nilssen reported Falge Financial is on track with preparation of the State Audit and that it should be filed on time. A copy of the Audit will be sent to all Commissioners.

Commissioner Nilssen said he filed the annual payroll report with the Census Bureau, and it was accepted.

Commissioner Nilssen asked about the prior budget formulation process. It was reported that the consulting Engineer had prepared it in the past. Commissioner Nilssen expressed a desire to collaborate with Barry with preparation of the 2023 budget. It was suggested that a workshop could be held in the near future.

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 noted the meeting adjourned at 11:57 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.*

July 9, 2022

Commissioner Gary Rygmyr
Port Ludlow Drainage District
P.O. Box 65621
Port Ludlow, WA 98365

Re: Ludlow Cove II Storm Water Management Facility

Dear Commissioner Rygmyr,

I am writing to address some points raised in your May 12, 2022, email to Diana Smeland, Cliff O'Brien and me. Most of the information contained in this letter can be verified using Jefferson County's online Permit Database Search Tool available to the public.

The reference to Assessor's Parcel 968800102 in the Stormwater Management Facility Agreement is not a mistake. The plat of Ludlow Cove Division 2 is a replat of Tract E of Ludlow Cove Division I, Phase 1. This information appears on the face of the recorded plat of Ludlow Cove Division 2. At the time the Facility Agreement was made, the plat had not been approved. Tract E was assigned Assessor's Parcel 968800102. This can be confirmed with the search tool using the parcel number choice, which provides the following information: "LUDLOW COVE DIVISION 1 PHASE 1 TRACT E*VOID*NOW LUDLOW COVE 2." So, without question, the Facility Agreement relates to the plat of Ludlow Cove Division 2.

Similarly, no question exists about what stormwater facilities are included in the agreement. Using the same Permit Database Search Tool, you can confirm the following information. In 2007, Port Ludlow Associates proposed to subdivide Tract E into 42 single family lots to be known as Port Ludlow Cove II. Jefferson County Public Works imposed a number of conditions for approval, including the following:

To meet the requirements of the Jefferson County Unified Development Code, the SWMMWW Minimum Requirement #9, Operation and Maintenance, and to ensure that the approved stormwater management facilities are appropriately maintained for the life of the project, prior to final DCD project approval the proponent shall enter into an agreement with the Port Ludlow Drainage District authorizing the District to enter the property and inspect, operate, maintain, repair, and replace the stormwater management facilities and declare the agreement and necessary easements (including

PLA submitted the plans for its proposed stormwater management facilities to the Drainage District for review. Jefferson County's permit file for these facilities includes the following finding: "The Port Ludlow Drainage District has reviewed the approved plans and given final notice of concurrence on March 25, 2014." The county issued a permit for construction of the facilities on April 2, 2014, relying in part on the Drainage District approval. The District and PLA agreed to the Facility Agreement in July 2014. Then, when advising the Board of Commissioners about final plat approval for Ludlow Cove II, staff stated that PLA had satisfied the condition about stormwater facilities quoted in this letter by entering into an agreement with the Drainage District. The existence of this agreement is disclosed in paragraph 12 of the plat's declaration, covenants and reservations.

While some obligations of the Drainage District under the Facility Agreement may be unclear, this information demonstrates which stormwater facilities that the District is to keep clear from vegetation and any accumulated debris.

Our homeowner's association board remains willing to meet with PLA and the District to resolve issues related to the maintenance and repair of the stormwater facilities serving Ludlow Cove II—but ongoing problems with the facilities' performance make the lack of progress on this matter an increasing concern to those property owners directly affected by those problems.

Ludlow Cove Division 2 Homeowners Association

A handwritten signature in black ink that reads "Robert W. Grindeland". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

By Robert Grindeland, President

Cc: Port Ludlow Associates LLC
Commissioner Greg Brotherton

585109 PGS:5 AGR

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

NAME & RETURN ADDRESS

DWAYNE WILCOX

271 MONTGOMERY LN

PT LUDLOW WA 98365

Please print neatly or type information

DOCUMENT TITLE

Stormwater Management Facility Maintenance
Agreement

REFERENCE NUMBERS (S) OF RELATED DOCUMENTS

Additional Reference #'s on page _____

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

DIANA GIMELAND

PT LUDLOW ASSOCIATES

Additional grantor on page _____

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

PT LUDLOW DRAINAGE DIST

P

Additional grantee on page _____

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

N.E. QTR SEC 17 T28 N R1 EAST W/IN LUDLOW COVE II

Additional legal on page _____

ASSESSOR'S PROPERTY TAX PARCEL/ACCOUNT NUMBER

968500102

Additional parcel #'s on page _____

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

STORMWATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT

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

1.0 RECITALS

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

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

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

2.0 CONSTRUCTION AND MAINTENANCE

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

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

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

3.0 NO REMOVAL

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

4.0 DISPUTE RESOLUTION

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

5.0 ENFORCEMENT

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

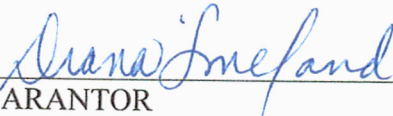
6.0 SUCCESSORS AND ASSIGNS

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

7.0 NOTICE

GUARANTOR shall file this Agreement with the Jefferson County Auditor.

DATED this 8th day of July 2014.


GUARANTOR

STATE OF WASHINGTON)(

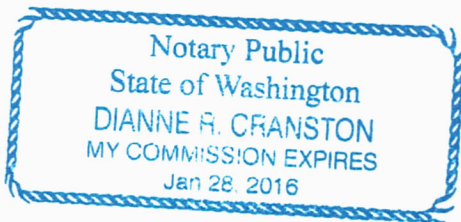
COUNTY OF JEFFERSON)(

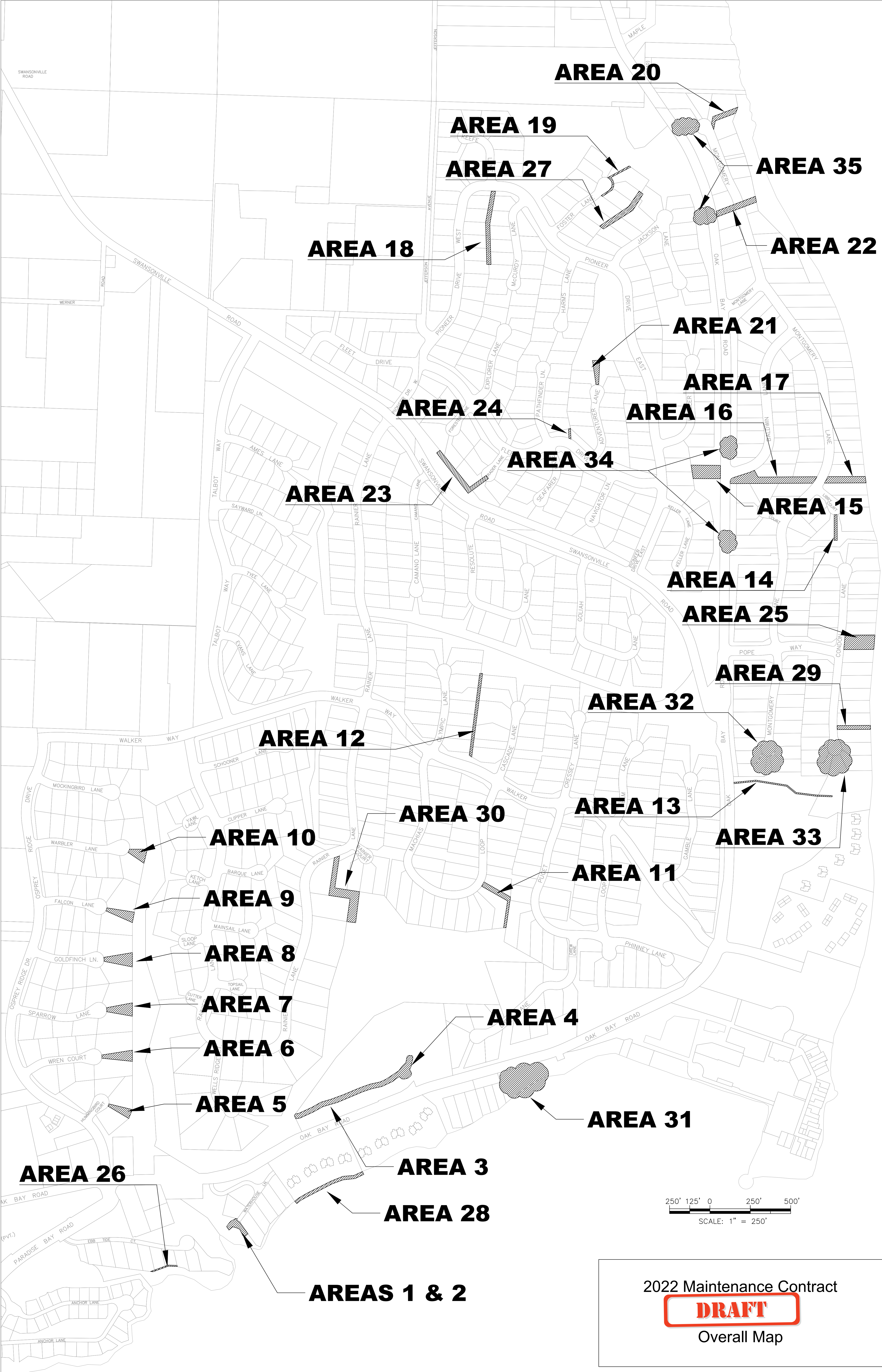
On this day personally appeared before me Diana Smeland to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the purposes therein mentioned.

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

Diane R. Cranston
Notary Public in and for the State of Washington
Residing at Port Ludlow, WA

MY COMMISSION EXPIRES JANUARY 28, 2016.





Area	2017 Map Number	2018 Map Number	New Map Number	Area	Description	Maintenance
Other Area Maintenance Activities - 2	2	1	1	West end Waterhouse Lane	Waterhouse Lane - Developer installed detention pond and outlet structure	Vegetation maintenance
Other Area Maintenance Activities - 2	2	2	2	West end Waterhouse Lane	Waterhouse Lane - Developer installed detention pond and outlet structure	Storm pipe cleaning/inspection
Facilities Installed By District - 2	2	3	3	Detention pond north of Oak Bay Road	Area 7 Detention Pond/Bioswale	Routine vegetation management
Facilities Installed By District - 2	2	4	4	Detention pond north of Oak Bay Road	Area 7 Detention Pond/Bioswale	Routine vegetation management, pipe cleaning/inspection
Other Area Maintenance Activities - 3	3	5	5	East end of Hummingbird Court	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	6	6	East end of Wren Court	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	7	7	East end of Sparrow Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	8	8	East end of Goldfinch Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	9	9	East end of Falcon Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Facilities Installed by District - 3	3	10	10	East end of Warbler Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Facilities Installed By District - 4	4	11	11	Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection
Facilities Installed By District - 6	6	12	12	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Inlet inspection/maintenance, vegetation maintenance
Facilities Installed By District - 5	5	13	13	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection
Other Area Maintenance Activities - 5	5	14	14	South end of Libby Court	Libby Court Ditch	Vegetation maintenance
Facilities Installed By District - 10	10	15	15	West of Oak Bay Road and Baldwin Lane intersection	Upper Baldwin Drainage Improvement	Vegetation maintenance, Monitor/Clean Catch Basin inlets
Facilities Installed By District - 11	11	16	16	Oak Bay Road to Montgomery Lane south of Baldwin	Oak Bay Road to Montgomery Lane Ditch	Vegetation maintenance (adjacent property owner). Repair/rehabilitation of rock lining and check dams.
Facilities Installed By District - 12	12	17	17	Montgomery Lane north of Libby Ct to beach	Libby Court Outfall	Annual inspection of outfall. Potential maintenance – remove sediment from catch basin.
Facilities Installed By District - 14	14	18	18	Easement between Pioneer Drive West and McCurdy Lane	McCurdy Lane Cutoff Trench	French drain vegetation maintenance
Facilities Installed By District - 16	16	19	19	North end Foster Lane cul-de-sac	Foster Lane Drainage Improvement	Pipe inlet cleaning
Other Area Maintenance Activities - 7	7	20	20	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Outfall inspection
Facilities Installed By District - 13	13	21	21	North end Adventurer Lane cul-de-sac	Adventurer Lane Cut-off trench	French drain vegetation maintenance
Other Area Maintenance Activities - 6	6		22	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Outfall inspection
Facilities Installed By District - 8	8	23	23	South of Trader Lane cul-de-sac	Trader Lane Improvements	Vegetation maintenance/inlet inspection
Facilities Installed By District - 9	9	24	24	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	Fleet Drive French Drain	French drain vegetation maintenance
Facilities Installed By District - 7	7	25	25	East of Condon Lane at intersection of Pope Way and Condon Lane	Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.
Other Area Maintenance Activities - 1	1	22	26	Ludlow Cove II	Catch Basins	Not District Responsibility
Facilities Installed By District - 15	15		27	Easement between Jackson Lane and Foster Lane	Jackson- Foster French Drain	Not District Responsibility
Facilities Installed By District - 1	1		28	North Bay Condos No. 2 south of Oak Bay Road	North Bay Condos No. 2 Conveyance System	Storm pipe cleaning/inspection

Other Area Maintenance Activities - 4; Areas to Watch - 4	4		29	Plat drainage easement 191 and 201 Condon Lane	Drainage easement 191 and 201 Condon Lane	Inlet maintenance. Evaluate outfall location and condition.
			30	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Routine vegetation management, outfall cleaning/inspection
Areas to Watch - 1	1		31	South of Oak Bay Road at Scott Court	Marina Outfall	Area to watch. Culvert #87. 36-inch from Oak Bay Road. Evaluate condition of outfall periodically.
Areas to Watch - 2	2		32	South end of Montgomery Lane	South Montgomery Lane	Area to watch. Citizen complaint 2012. Drainage from west side of Montgomery Lane sheet flows into yard (621 Montgomery Lane). Existing ditch on west side of Montgomery Lane intercepts drainage from the west and carries it to a culvert approximately 160 feet north of 621 Montgomery Lane to a dedicated drainage easement. Three alternatives discussed at site meeting. (1) Install a slotted drain across the driveway with discharge to the ditch on the west side of Montgomery Lane, (2) Install a ditch within County right-of-way on the east side of Montgomery Lane with a potential point of discharge through the Reserve Area to the south end of the cul-de-sac to the WWTP ditch, and (3) Install a slotted drain across the driveway with a piped conveyance system to the WWTP ditch. This issue with runoff from the road entering 621 Montgomery Lane is an issue that affects many properties in the District that are located on the downhill side of the road system. These issues are typically handled by the property owner.
Areas to Watch - 3	3		33	South end of Condon Lane	South Condon Lane	Area to watch. Citizen complaint 2010 and 2015. Existing drainage easement between 191 and 201 Condon Lane directs the majority of the runoff from Condon Lane, south of Pope Way to Admiralty Bay. The ditch on the west side of Condon Lane from 210 Condon Lane to 192 Condon Lane slopes north to direct runoff to the drainage easement. Jefferson County installed a small berm across Condon Lane at approximately 192 Condon Lane in 2010 in response to the homeowner complaint. Runoff from the east side of Condon Lane (201, 211 and 221) sheet flows to the east to Admiralty Bay. In 2010 Commissioners informed the property owner that there is no viable solution to his problem other than for him to install a curtain to deal with runoff coming onto his property and that the District would not assist with this individual effort. In 2015 the Commissioners expressed interest in directing flow from the cul-de-sac to the South. The undeveloped property at the south end of the cul-de-sac belongs to Olympic Water and Sewer and is not commonly held property. This issue with runoff from the road entering 211 Condon Lane is an issue that affects many properties in the District that are located on the downhill side of the road system. These issues are typically handled by the property owner.
Areas to Watch - 5	5		34	Oak Bay Road north and south of Baldwin Lane	Oak Bay Road Culverts (north and south of Baldwin Lane)	Area to watch. Several County owned culverts from the road-side ditch on the west side of Oak Bay Road north and south of Baldwin Lane discharge across the road to the east side of the road. The east road embankment does not contain a ditch. The stormwater discharge sheet flows across private property. The District has asked the County to block the culverts to ensure that the flow in the ditch reaches the Libby Court outfall system as intended. The County has indicated that they want to leave the culverts in place to prevent overflow from the ditch and water onto the roadway. Private property owners are impacted by the culvert discharge.
Areas to Watch - 6	6		35	Oak Bay Road near north end of Montgomery Court	Montgomery Court Inlets	Area to watch. The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems should be evaluated periodically.

Area	Type of Maintenance				Vegetation
	Catch Basin/Inlet	Pipes	French Drain	Outfall	
1		Clean/Inspect			Heavy Maintenance
2		Clean/Inspect			Heavy Maintenance
3					Heavy Maintenance
4		Clean/Inspect			Heavy Maintenance
5					Heavy Maintenance
6					Heavy Maintenance
7					Heavy Maintenance
8					Heavy Maintenance
9					Heavy Maintenance
10					Heavy Maintenance
11	Clean/Inspect	Clean/Inspect			
12		Clean/Inspect			Light Maintenance
13		Inspect			Light Maintenance
14					Heavy Maintenance
15	Clean/Inspect				Heavy Maintenance
16					Light Maintenance
17	Clean/Inspect	Clean/Inspect			
18			Clean/Inspect		Light Maintenance
19	Clean				
20				Inspect	
21			Clean/Inspect		Light Maintenance
22	Clean			Inspect	
23					Light Maintenance
24			Clean/Inspect		Heavy Maintenance
25		Clean/Inspect		Inspect	
26	Clean				Light Maintenance
27			Clean/Inspect		Light Maintenance
28		Clean/Inspect			
29	Clean/Inspect			Inspect	
30				Clean/Inspect	Light Maintenance

Frequency	Area	Catch Basin/Inlet	Pipes	Type of Maintenance French Drain
Annually		1	Clean/Inspect	
Annually		2	Clean/Inspect	
Annually		3		
Annually		4	Clean/Inspect	
Every 3 Years		5		
Every 3 Years		6		
Every 3 Years		7		
Every 3 Years		8		
Every 3 Years		9		
Every 3 Years		10		
2 Times/Year		26	Clean	
Annually		28	Clean/Inspect	
6 Times/Year		30		
6 Times/Year				
Every 3 Years				
6 Times/Year				
2 Times/Year	Area	Catch Basin/Inlet	Pipes	Type of Maintenance French Drain
Annually		11	Clean/Inspect	Clean/Inspect
2 Times/Year		12	Clean/Inspect	
2 Times/Year		13	Inspect	
Annually		25	Clean/Inspect	
2 Times/Year		29	Clean/Inspect	
Annually				
3 Times/Year				
Annually				
Annually				
Annually				
Annually	Area	Catch Basin/Inlet	Pipes	Type of Maintenance French Drain
		14		
Annually		15	Clean/Inspect	
		16		
		17	Clean/Inspect	Clean/Inspect
		18		Clean/Inspect
		19	Clean	
		20		
		21		Clean/Inspect
		22	Clean	
		23		
		24		Clean/Inspect
		27		Clean/Inspect

je				
Outfall	Vegetation	Frequency	Area	
	Heavy Maintenance	Annually		31
	Heavy Maintenance	Annually		
	Heavy Maintenance	Annually		
	Heavy Maintenance	Annually		
	Heavy Maintenance	Every 3 Years		
	Heavy Maintenance	Every 3 Years		
	Heavy Maintenance	Every 3 Years		
	Heavy Maintenance	Every 3 Years		
	Heavy Maintenance	Every 3 Years		
	Heavy Maintenance	Every 3 Years		
	Light Maintenance	Annually		
		Annually		
Clean/Inspect	Light Maintenance	Annually		

je				
Outfall	Vegetation	Frequency	Area	
		2 Times/Year		32
	Light Maintenance	Annually		33
	Light Maintenance	6 Times/Year		
Inspect		Annually		
	Inspect	Annually		

je				
Outfall	Vegetation	Frequency	Area	
	Heavy Maintenance	6 Times/Year		34
	Heavy Maintenance	Every 3 Years		35
	Light Maintenance	6 Times/Year		
		2 Times/Year		
	Light Maintenance	Annually		
		2 Times/Year		
Inspect		2 Times/Year		
	Light Maintenance	Annually		
Inspect		2 Times/Year		
	Light Maintenance	Annually		
	Heavy Maintenance	3 Times/Year		
	Light Maintenance	Annually		

Areas to Watch

Problem

Evaluate condition of outfall periodically.

Areas to Watch

Problem

Drainage from west side of Montgomery Lane sheet flows into yard (621 Montgomery Lane).

Runoff from the east side of Condon Lane (201, 211 and 221) sheet flows to the east to Admiralty Bay across

Areas to Watch

Problem

Several County owned culverts from the road-side ditch on the west side of Oak Bay Road north and south

The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems should be evaluated

of Baldwin Lane discharge across the road to the east side of the road and sheet flow over several properties

Area	Type of Maintenance			Frequency
	Catch Basin	Pipes	French Drain/Outfall	
1		Clean/Inspect		Heavy Maintenance Annually
2		Clean/Inspect		Heavy Maintenance Annually
3				Heavy Maintenance Annually
4		Clean/Inspect		Heavy Maintenance Annually
5				Heavy Maintenance Every 3 Years
6				Heavy Maintenance Every 3 Years
7				Heavy Maintenance Every 3 Years
8				Heavy Maintenance Every 3 Years
9				Heavy Maintenance Every 3 Years
10				Heavy Maintenance Every 3 Years
11	Clean/Inspect	Clean/Inspect		2 Times/Year
12		Clean/Inspect		Light Maintenance Annually
13		Inspect		Light Maintenance 6 Times/Year
14				Heavy Maintenance 6 Times/Year
15	Clean/Inspect			Heavy Maintenance Every 3 Years
16				Light Maintenance 6 Times/Year
17	Clean/Inspect	Clean/Inspect		2 Times/Year
18		Clean/Inspect		Light Maintenance Annually
19	Clean			2 Times/Year
20			Inspect	2 Times/Year
21		Clean/Inspect		Light Maintenance Annually
22	Clean		Inspect	2 Times/Year
23				Light Maintenance Annually
24		Clean/Inspect		Heavy Maintenance 3 Times/Year
25	Clean/Inspect		Inspect	Annually
26	Clean			Light Maintenance Annually
27		Clean/Inspect		Light Maintenance Annually
28	Clean/Inspect			Annually
29	Clean/Inspect		Inspect	Annually
30			Clean/Inspect	Light Maintenance Annually

Area

31

32

33

34

35

Areas to Watch

Problem

Evaluate condition of outfall periodically.

Drainage from west side of Montgomery Lane sheet flows into yard (621 Montgomery Lane).

Runoff from the east side of Condon Lane (201, 211 and 221) sheet flows to the east to Admiralty Bay across several

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Iwin Lane discharge across the road to the east side of the road and sheet flow over several properties

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Facilities Installed By District - 2	2	4	4	Detention pond north of Oak Bay Road	Area 7 Detention Pond/Bioswale	Routine vegetation management, pipe cleaning/inspection
Other Area Maintenance Activities - 3	3	5	5	East end of Hummingbird Court	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	6	6	East end of Wren Court	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	7	7	East end of Sparrow Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	8	8	East end of Goldfinch Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Other Area Maintenance Activities - 3	3	9	9	East end of Falcon Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Facilities Installed by District - 3	3	10	10	East end of Warbler Lane	Bird Lane cul-de-sacs	Vegetation maintenance
Facilities Installed By District - 4	4	11	11	Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection
Facilities Installed By District - 6	6	12	12	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Inlet inspection/maintenance, vegetation maintenance
Facilities Installed By District - 5	5	13	13	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection
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Facilities Installed By District - 12	12	17	17	Montgomery Lane north of Libby Ct to beach	Libby Court Outfall	Annual inspection of outfall. Potential maintenance – remove sediment from catch basin.
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Other Area Maintenance Activities - 6	6		22	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Outfall inspection
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Facilities Installed By District - 9	9	24	24	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	Fleet Drive French Drain	French drain vegetation maintenance
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Other Area Maintenance Activities - 1	1	22	26	Ludlow Cove II	Catch Basins	Not District Responsibility
Facilities Installed By District - 15	15		27	Easement between Jackson Lane and Foster Lane	Jackson- Foster French Drain	Not District Responsibility
Facilities Installed By District - 1	1		28	North Bay Condos No. 2 south of Oak Bay Road	North Bay Condos No. 2 Conveyance System	Storm pipe cleaning/inspection
Other Area Maintenance Activities - 4; Areas to Watch - 4	4		29	Plat drainage easement 191 and 201 Condon Lane	Drainage easement 191 and 201 Condon Lane	Inlet maintenance. Evaluate outfall location and condition.
			30	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Routine vegetation management, outfall cleaning/inspection
Areas to Watch - 1	1		31	South of Oak Bay Road at Scott Court	Marina Outfall	Area to watch. Culvert #87. 36-inch from Oak Bay Road. Evaluate condition of outfall periodically.

Areas to Watch - 2	2		32	South end of Montgomery Lane	South Montgomery Lane	Area to watch. Citizen complaint 2012. Drainage from west side of Montgomery Lane sheet flows into yard (621 Montgomery Lane). Existing ditch on west side of Montgomery Lane intercepts drainage from the west and carries it to a culvert approximately 160 feet north of 621 Montgomery Lane to a dedicated drainage easement. Three alternatives discussed at site meeting. (1) Install a slotted drain across the driveway with discharge to the ditch on the west side of Montgomery Lane, (2) Install a ditch within County right-of-way on the east side of Montgomery Lane with a potential point of discharge through the Reserve Area to the south end of the cul-de-sac to the WWTP ditch, and (3) Install a slotted drain across the driveway with a piped conveyance system to the WWTP ditch. This issue with runoff from the road entering 621 Montgomery Lane is an issue that affects many properties in the District that are located on the downhill side of the road system. These issues are typically handled by the property owner.
Areas to Watch - 3	3		33	South end of Condon Lane	South Condon Lane	Area to watch. Citizen complaint 2010 and 2015. Existing drainage easement between 191 and 201 Condon Lane directs the majority of the runoff from Condon Lane, south of Pope Way to Admiralty Bay. The ditch on the west side of Condon Lane from 210 Condon Lane to 192 Condon Lane slopes north to direct runoff to the drainage easement. Jefferson County installed a small berm across Condon Lane at approximately 192 Condon Lane in 2010 in response to the homeowner complaint. Runoff from the east side of Condon Lane (201, 211 and 221) sheet flows to the east to Admiralty Bay. In 2010 Commissioners informed the property owner that there is no viable solution to his problem other than for him to install a curtain to deal with runoff coming onto his property and that the District would not assist with this individual effort. In 2015 the Commissioners expressed interest in directing flow from the cul-de-sac to the South. The undeveloped property at the south end of the cul-de-sac belongs to Olympic Water and Sewer and is not commonly held property. This issue with runoff from the road entering 211 Condon Lane is an issue that affects many properties in the District that are located on the downhill side of the road system. These issues are typically handled by the property owner.
Areas to Watch - 5	5		34	Oak Bay Road north and south of Baldwin Lane	Oak Bay Road Culverts (north and south of Baldwin Lane)	Area to watch. Several County owned culverts from the road-side ditch on the west side of Oak Bay Road north and south of Baldwin Lane discharge across the road to the east side of the road. The east road embankment does not contain a ditch. The stormwater discharge sheet flows across private property. The District has asked the County to block the culverts to ensure that the flow in the ditch reaches the Libby Court outfall system as intended. The County has indicated that they want to leave the culverts in place to prevent overflow from the ditch and water onto the roadway. Private property owners are impacted by the culvert discharge.
Areas to Watch - 6	6		35	Oak Bay Road near north end of Montgomery Court	Montgomery Court Inlets	Area to watch. The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems should be evaluated periodically.

Site Number	Location	Facility Description	Maintenance
1	West end Waterhouse Lane	Waterhouse Lane - Developer installed detention pond and outlet structure	Vegetation maintenance
2	West end Waterhouse Lane	Waterhouse Lane - Developer installed detention pond and outlet structure	Storm pipe cleaning/inspection
3	Detention pond north of Oak Bay Road	Area 7 Detention Pond/Bioswale	Routine vegetation management
4	Detention pond north of Oak Bay Road	Area 7 Detention Pond/Bioswale	Routine vegetation management, pipe cleaning/inspection
5	East end of Hummingbird Court	Bird Lane cul-de-sacs	Vegetation maintenance
6	East end of Wren Court	Bird Lane cul-de-sacs	Vegetation maintenance
7	East end of Sparrow Lane	Bird Lane cul-de-sacs	Vegetation maintenance
8	East end of Goldfinch Lane	Bird Lane cul-de-sacs	Vegetation maintenance
9	East end of Falcon Lane	Bird Lane cul-de-sacs	Vegetation maintenance
10	East end of Warbler Lane	Bird Lane cul-de-sacs	Vegetation maintenance
11	Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection
12	Easement between Olympic Lane and Cascade Lane, LMC greenbelt	Cascade Lane Flood Abatement	Inlet inspection/maintenance, vegetation maintenance
13	Easement PLA west of WWTP	WWTP Ditch and Culvert	Ditch maintenance, culvert inlet inspection
14	South end of Libby Court	Libby Court Ditch	Vegetation maintenance
15	West of Oak Bay Road and Baldwin Lane intersection	Upper Baldwin Drainage Improvement	Vegetation maintenance, Monitor/Clean Catch Basin inlets
16	Oak Bay Road to Montgomery Lane south of Baldwin	Oak Bay Road to Montgomery Lane Ditch	Vegetation maintenance (adjacent property owner). Repair/rehabilitation of rock lining and check dams.
17	Montgomery Lane north of Libby Ct to beach	Libby Court Outfall	Annual inspection of outfall. Potential maintenance – remove sediment from catch basin.
18	Easement between Pioneer Drive West and McCurdy Lane	McCurdy Lane Cutoff Trench	French drain vegetation maintenance
19	North end Foster Lane cul-de-sac	Foster Lane Drainage Improvement	Pipe inlet cleaning
20	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Outfall inspection
21	North end Adventurer Lane cul-de-sac	Adventurer Lane Cut-off trench	French drain vegetation maintenance
22	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Outfall inspection
23	South of Trader Lane cul-de-sac	Trader Lane Improvements	Vegetation maintenance/inlet inspection
24	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	Fleet Drive French Drain	French drain vegetation maintenance
25	East of Condon Lane at intersection of Pope Way and Condon Lane	Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.
26	Ludlow Cove II	Catch Basins	Not District Responsibility
27	Easement between Jackson Lane and Foster Lane	Jackson- Foster French Drain	Not District Responsibility
28	North Bay Condos No. 2 south of Oak Bay Road	North Bay Condos No. 2 Conveyance System	Storm pipe cleaning/inspection
29	Plat drainage easement 191 and 201 Condon Lane	Drainage easement 191 and 201 Condon Lane	Inlet maintenance. Evaluate outfall location and condition.
30	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Routine vegetation management, outfall cleaning/inspection
31	South of Oak Bay Road at Scott Court	Marina Outfall	Area to watch. Culvert #87. 36-inch from Oak Bay Road. Evaluate condition of outfall periodically.

Site Number	Location	Facility Description	Maintenance
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35	Oak Bay Road near north end of Montgomery Court	Montgomery Court Inlets	Area to watch. The inlets to the Montgomery Court Outfall and North Montgomery Court Outfall systems should be evaluated periodically.

RESOLUTION NO. 2022-02

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

**A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT
SUPERCEDING RESOLUTION 2018-02 TO CHANGE THE LOCATION OF
REGULAR MEETINGS**

WHEREAS, the Open Public Meeting Act, Chapter 42.30 RCW, and RCW 42.30.070 provides that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body.

WHEREAS, the Port Ludlow Drainage District previously established the time and place for holding regular meetings when it adopted Resolution 2 on July 11, 2001 and restated the time for meetings when it adopted Resolution No. 1-2002 on March 13, 2002.

WHEREAS, the Port Ludlow Drainage District superseded Resolutions 2001-2 and Resolution No. 1-2002 when it approved Resolution 2018-02 on April 12, 2018 establishing a regular meeting location of the Port Ludlow Fire Hall, 7650 Oak Bay Road, Port Ludlow, Washington and time of 10:00 a.m. on the second Thursday of the month.

WHEREAS, the Port Ludlow Drainage District desires to establish a meeting location that is more central to the residents of the District; and

WHEREAS, the Fire Hall is not available for regular meetings in the event of an emergency and ambient noise from the routine operations at the Fire Hall are occasionally disruptive.

NOW THEREFORE BE IT RESOLVED as follows:

1. The Regular Meeting Time and Place of the Port Ludlow Drainage District Board of Commissioners will be held on the second Thursday of the month at 10:00 a.m. at the Beach Club, Gallery Conference Room, 121 Marina View Drive, Port Ludlow, Washington 98365.
2. This Resolution hereby supersedes and replaces Resolution 2018-02 approved on April 12, 2018.

Date: _____

Date: _____

Facility Usage Amended Agreement

This Amended Agreement is entered into by LUDLOW MAINTENANCE COMMISSION hereinafter referred to as “LMC” and PORT LUDLOW DRAINAGE DISTRICT, hereinafter referred to as “PLDD”. The purpose of this Amended Agreement is to establish compensation to LMC for expanded use of its facilities and services rendered by LMC to PLDD.

PLDD agrees to pay LMC for services and use of facilities at the Beach Club, 121 Marina View Drive, Port Ludlow, Washington 98365, in consideration for the following:

1. Downstairs storage space for one PLDD 4-drawer lateral file cabinet
2. Bulletin board space for posting PLDD notices, minutes, etc. – current size is 25” wide x 37” tall
3. Claims to the PLDD for damages filed pursuant to RCW 4.96 can be mailed to the Chair of the Port Ludlow Drainage District with the Office address of The Beach Club, 121 Marina View Drive, Port Ludlow, Washington 98365.
4. Use of the “Gallery” conference room Owl 360 degree camera/microphone equipment for Regular Port Ludlow Drainage District meetings on the second Thursday of the month at 10:00 a.m. If PLDD needs to use LMC rooms for Special Meetings or Workshops, LMC would charge the published non-member rate.
5. If PLDD needs to make copies, LMC would charge the published rate

LMC will invoice PLDD in January of each year for items 1, and 2 listed above, at a rate of \$50 per month plus sales tax. LMC will invoice PLDD monthly for items 4 and 5 listed above at LMC published non-member rates plus sales tax. If this Agreement is terminated prior to the end of the prepaid period, the record storage fee and bulletin board rent will be prorated, and a refund issued to PLDD.

PLDD understands and agrees that access to the secured, downstairs storage area is available only during normal hours of operation and must be coordinated with LMC staff.

PLDD understands and agrees that neither LMC, nor its trustees, employees and agents may be held liable in any way for damage or loss to PLDD records, equipment, supplies and materials.

This Agreement shall be effective on August 11, 2022 and shall remain in effect until terminated with 60 day’s advance notice by either party. The terms of this Agreement may be modified by mutual consent of LMC and PLDD.

President, Vaughn Bradshaw
LMC Board of Trustees

Gary Rygmyr, Chairman, Board of Commissioners
Port Ludlow Drainage District

PASSED at a Meeting of the Port Ludlow Drainage District Board of Commissioners this 14th day of July 2022.

Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Commissioner 2

Michael Nilssen, Commissioner 3

Historical PLDD Press Coverage:

- 1) Port Ludlow Voice - **November 1999**, Page 2 "Storm Water District Moves Forward"
- 2) Port Ludlow Voice - **June 2000**, Page 5 "Drainage District Election Approved"
- 3) Port Ludlow Voice - **August 2000**, Page 1 "Will Port Ludlow Have Its Own Perfect Storm?"
- 4) Port Ludlow Voice - **September 2000**, Page 12 "LOA Meeting Summary- Supports Drainage District"
Page 14 "A Special Note Regarding the Drainage District Election"
- 5) Port Ludlow Voice - **July 2001**, Page 5 "Drainage District to Determine Assessments"
- 6) Port Ludlow Voice - **August 2001**, Page 7 "Commissioners Conduct Public Hearing on Drainage"
- 7) Port Ludlow Voice – **March 2002**, Page 4 "Drainage Commissioners Elected"
- 8) Port Ludlow Voice – **August 2003**, Page 7 "Drainage District Update"
- 9) Port Ludlow Voice - **July 2004**, Page 3 "Your Drainage District at Work"
- 10) Port Ludlow Voice – **October 2005**, Page 22 "Your Drainage District at Work"
- 11) Port Ludlow Voice – **March 2007**, Page 1 "PLVC...asks for PLDD approval of detention pond for Admiralty III..."
- 12) Port Ludlow Voice – **March 2009**, Page 3 "Check before you Chop", Page 11 "Road Work",
Page 16 "Drainage District Discussed in President's Meeting"
- 13) Port Ludlow Voice - **June 2012**, Page 25 "Drainage District Confronts Greenbelt Problem,
Page 26 "Drainage: The Other View"
- 14) Port Ludlow Voice - **November 2016**, Page 26 "New Commissioner Appointed to PLDD"
- 15) Port Ludlow Voice - **December 2016**, Page 25 "PLDD Adds Another New Commissioner"
- 16) Port Ludlow Voice - **March 2017**, Page 29 "PLDD Gains an Engineer as New Commissioner"
- 17) Port Ludlow Voice – **May 2017**, Page 29 "PLDD Tackles Storm Water Issues"
- 18) Port Ludlow Voice – **July 2017**, Page 29 "Port Ludlow Drainage District – Outfall Inspection"
- 19) Port Ludlow Voice – **March 2018**, Page 34-35 "Driveway Culverts"
- 20) E-Navigator – **October 2018**, "What is the PLDD and what does it do?"
- 21) E-Navigator – **November 2018**, "Winter Preparation"
- 22) Port Ludlow Voice - **December 2018**, Pages 28-29, "Drainage District Winterization"

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

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

Contact Information:

Date: _____

Name:

Address:

Phone and Email

Complaint Information:

Location/Address of Drainage Issue*

PLDD Facility that is the subject of the complaint (.e.g.

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

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

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

--

Summary Log of PLDD Response to Complaint:

Conclusions:

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Site Visits

Date	Attendees to Site Visit

Complaint Considered at Board of Commissioner Meeting

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

Log of Emails related to Case No._____

[illegible]

Log of Written Communications

Date	From:	To:	Subject

Attachments:

Photos, Maps, Written Communications.

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

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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								
GF Receipts	\$ 163.09	\$ 4,722.48	\$ 3,082.88	\$ 18,559.83	\$ 6,936.16	\$ -								\$ 33,464.44
GF Disbursements	\$ (9,337.57)	\$ (5,729.31)	\$ (3,746.27)	\$ (5,872.75)	\$ (3,615.48)									\$ (28,301.38)
GF Ending Cash Balance	\$ 68,869.14	\$ 67,862.31	\$ 67,198.92	\$ 79,886.00	\$ 83,211.10	\$ 79,246.44								
GF Investment Pool Beginning Balance	\$ 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								\$ 312.47
GF Investment Pool Fee Amount	\$ (0.57)	\$ (0.85)	\$ (1.42)	\$ (2.47)	\$ (4.42)	\$ (6.13)								\$ (15.86)
GF Investment Pool Net Interest	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54								\$ 296.61
GF Investment Pool Ending Balance	\$ 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								\$ 33,534.85
Interest from GF Investment Pool	\$ 10.85	\$ 11.42	\$ 26.90	\$ 46.89	\$ 84.01	\$ 116.54								\$ 296.61
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									

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

07/08/22

Accrual Basis

June 2022

	Jun 22	Budget	\$ Over Budget	Jan - Jun 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	122.67			312.71			
368.00 · Special Assessment Capital (SA)	250.72			33,534.85			
Total Income	373.39			33,847.56			
Gross Profit	373.39			33,847.56			
Expense							
5000 · Personnel							
10.0010 · Administrative Personnel	767.25	759.00	8.25	3,457.57	4,554.00	-1,096.43	9,108.00
10.0020 · Commissioner Meetings/District	369.98	1,110.00	-740.02	1,565.98	2,220.00	-654.02	4,440.00
20.0010 · Federal Taxes							
FICA Expense	86.99			384.30			
FUTA Expense	-47.41			-24.09			
20.0010 · Federal Taxes - Other	0.00	155.00	-155.00	0.00	563.00	-563.00	1,125.00
Total 20.0010 · Federal Taxes	39.58	155.00	-115.42	360.21	563.00	-202.79	1,125.00
20.0020 · State Taxes							
L&I Expense	3.80			17.00			
SUTA Expense	0.04			0.08			
WAPFML Expense	15.98			15.98			
20.0020 · State Taxes - Other	0.00	42.00	-42.00	0.00	152.00	-152.00	304.00
Total 20.0020 · State Taxes	19.82	42.00	-22.18	33.06	152.00	-118.94	304.00
Total 5000 · Personnel	1,196.63	2,066.00	-869.37	5,416.82	7,489.00	-2,072.18	14,977.00
5001 · Field Expenses							
31.0020 · Temporary Labor	0.00	360.00	-360.00	0.00	1,440.00	-1,440.00	2,520.00
31.0030 · Drainage Maintenance Operation	1,829.02	1,830.00	-0.98	9,144.12	10,980.00	-1,835.88	21,960.00
Total 5001 · Field Expenses	1,829.02	2,190.00	-360.98	9,144.12	12,420.00	-3,275.88	24,480.00
5002 · Engineering							
41.0010 · General District Engineering	679.21	1,030.00	-350.79	4,004.90	6,180.00	-2,175.10	12,360.00
41.0030 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,030.00
41.0050 · Project Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41.0060 · Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	2,280.00	-2,280.00	4,560.00
Total 5002 · Engineering	679.21	1,410.00	-730.79	4,004.90	8,460.00	-4,455.10	17,950.00
5003 · Engineering - Capital Projects							
41.0015 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
Total 5003 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

June 2022

07/08/22

Accrual Basis

	Jun 22	Budget	\$ Over Budget	Jan - Jun 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	200.00	-75.00	400.00
Total 5004 · Commissioners Mileage & Expense	0.00	100.00	-100.00	125.00	200.00	-75.00	400.00
5005 · Miscellaneous/Office Expenses							
31.002B · Supplies	0.00			592.22			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	90.00	-90.00	180.00
44.0000 · Advertising	0.00	15.00	-15.00	0.00	90.00	-90.00	180.00
45.0010 · Rent	0.00	0.00	0.00	810.60	0.00	810.60	600.00
46.0000 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,170.00
47.0000 · Website Maint. & Renewal	360.00	0.00	360.00	720.00	740.00	-20.00	1,480.00
49.0000 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	100.00	-100.00	200.00
Total 5005 · Miscellaneous/Office Expenses	360.00	30.00	330.00	2,122.82	1,020.00	1,102.82	7,810.00
5006 · Assessments/County Fees/Electio							
48.0040 · State Auditor	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	1,200.00
51.0020 · Election Cost - Jeff. County	0.00	0.00	0.00	299.63	11,000.00	-10,700.37	11,000.00
Total 5006 · Assessments/County Fees/Electio	0.00	0.00	0.00	299.63	12,200.00	-11,900.37	12,200.00
5008 · Professional Services							
41.0020 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
41.0100 · Legal	0.00	735.00	-735.00	1,065.20	4,410.00	-3,344.80	8,820.00
41.0150 · Accounting Clerk	473.00	260.00	213.00	1,726.00	1,560.00	166.00	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	473.00	995.00	-522.00	2,791.20	5,970.00	-3,178.80	15,940.00
Total Expense	4,537.86	6,791.00	-2,253.14	23,904.49	52,759.00	-28,854.51	103,757.00
Net Ordinary Income	-4,164.47	-6,791.00	2,626.53	9,943.07	-52,759.00	62,702.07	-103,757.00
Net Income	-4,164.47	-6,791.00	2,626.53	9,943.07	-52,759.00	62,702.07	-103,757.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

07/06/22

Accrual Basis

May 2022

	May 22	Budget	\$ Over Budget	Jan - May 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	88.43			190.04			
368.00 · Special Assessment Capital (SA)	6,852.15			33,284.13			
Total Income	6,940.58			33,474.17			
Gross Profit	6,940.58			33,474.17			
Expense							
5000 · Personnel							
10.0010 · Administrative Personnel	871.19	759.00	112.19	2,690.32	3,795.00	-1,104.68	9,108.00
10.0020 · Commissioner Meetings/District	0.00	0.00	0.00	1,196.00	1,110.00	86.00	4,440.00
20.0010 · Federal Taxes							
FICA Expense	66.65			297.31			
FUTA Expense	5.24			23.32			
20.0010 · Federal Taxes - Other	0.00	63.00	-63.00	0.00	408.00	-408.00	1,125.00
Total 20.0010 · Federal Taxes	71.89	63.00	8.89	320.63	408.00	-87.37	1,125.00
20.0020 · State Taxes							
L&I Expense	2.48			13.20			
SUTA Expense	0.04			0.04			
20.0020 · State Taxes - Other	0.00	17.00	-17.00	0.00	110.00	-110.00	304.00
Total 20.0020 · State Taxes	2.52	17.00	-14.48	13.24	110.00	-96.76	304.00
Total 5000 · Personnel	945.60	839.00	106.60	4,220.19	5,423.00	-1,202.81	14,977.00
5001 · Field Expenses							
31.0020 · Temporary Labor	0.00	360.00	-360.00	0.00	1,080.00	-1,080.00	2,520.00
31.0030 · Drainage Maintenance Operation	1,829.02	1,830.00	-0.98	7,315.10	9,150.00	-1,834.90	21,960.00
Total 5001 · Field Expenses	1,829.02	2,190.00	-360.98	7,315.10	10,230.00	-2,914.90	24,480.00
5002 · Engineering							
41.0010 · General District Engineering	296.10	1,030.00	-733.90	3,325.69	5,150.00	-1,824.31	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	1,900.00	-1,900.00	4,560.00
Total 5002 · Engineering	296.10	1,410.00	-1,113.90	3,325.69	7,050.00	-3,724.31	17,950.00
5003 · Engineering - Capital Projects							
41.0015 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
Total 5003 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

May 2022

07/06/22

Accrual Basis

	May 22	Budget	\$ Over Budget	Jan - May 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	100.00	25.00	400.00
Total 5004 · Commissioners Mileage & Expense	0.00	0.00	0.00	125.00	100.00	25.00	400.00
5005 · Miscellaneous/Office Expenses							
31.002B · Supplies	0.00			592.22			
42.0010 · Postage/Mailings	0.00	15.00	-15.00	0.00	75.00	-75.00	180.00
44.0000 · Advertising	0.00	15.00	-15.00	0.00	75.00	-75.00	180.00
45.0010 · Rent	0.00	0.00	0.00	810.60	0.00	810.60	600.00
46.0000 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,170.00
47.0000 · Website Maint. & Renewal	0.00	0.00	0.00	360.00	740.00	-380.00	1,480.00
49.0000 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	100.00	-100.00	200.00
Total 5005 · Miscellaneous/Office Expenses	0.00	30.00	-30.00	1,762.82	990.00	772.82	7,810.00
5006 · Assessments/County Fees/Electio							
48.0040 · State Auditor	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	1,200.00
51.0020 · Election Cost - Jeff. County	0.00	0.00	0.00	299.63	11,000.00	-10,700.37	11,000.00
Total 5006 · Assessments/County Fees/Electio	0.00	0.00	0.00	299.63	12,200.00	-11,900.37	12,200.00
5008 · Professional Services							
41.0020 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
41.0100 · Legal	216.00	735.00	-519.00	1,065.20	3,675.00	-2,609.80	8,820.00
41.0150 · Accounting Clerk	428.00	260.00	168.00	1,253.00	1,300.00	-47.00	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	644.00	995.00	-351.00	2,318.20	4,975.00	-2,656.80	15,940.00
Total Expense	3,714.72	5,464.00	-1,749.28	19,366.63	45,968.00	-26,601.37	103,757.00
Net Ordinary Income	3,225.86	-5,464.00	8,689.86	14,107.54	-45,968.00	60,075.54	-103,757.00
Net Income	3,225.86	-5,464.00	8,689.86	14,107.54	-45,968.00	60,075.54	-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	23,355.04	.00	-23,355.04	100.0%	
TOTAL AGENCY DISBURSEMENTS	0	0	0	23,355.04	.00	-23,355.04	100.0%	
TOTAL PT LUDLOW DRAINAGE DIST FUND	0	0	0	23,355.04	.00	-23,355.04	100.0%	
TOTAL EXPENSES	0	0	0	23,355.04	.00	-23,355.04		

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	23,355.04	.00	-23,355.04	100.0%	
** END OF REPORT - Generated by Jona Fitch **								