

## Agenda for Board of Commissioners' Meeting #0308

July 13, 2023 at 10:00 AM

### ZOOM and In Person Meeting

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

You can join us in person, live with Zoom audio on your computer or telephone. Use the following Computer Zoom Audio Link to join us with this Link:

[https://us06web.zoom.us/j/87228453464?pwd=cWxHTVhnbmJCaUhoell6OUhaaks  
wZz09](https://us06web.zoom.us/j/87228453464?pwd=cWxHTVhnbmJCaUhoell6OUhaaks<br/>wZz09)

**Meeting ID: 872 2845 3464      Passcode: 449630**

**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 of the meeting.

**If you do not have access to a phone, please email [commish@pldd.org](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

**1. Call to Order:**

**2. Roll Call:**

**3. Agenda Approval:**

**4. 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.

**5. Commissioner Communications:**

**6. Public Inquiries:**

**6.a. PLVC Trails Committee Pioneer Trail drainage inquiry:**

**Recommended Action:** Receive report regarding an inquiry from the PLVC Trails Committee regarding a new Pioneer Trail.

**7. Consent Agenda:**

Items 7.a. and 7.b listed below on the consent agenda 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.*

**7.a.** Minutes June 8, 2023 Meeting #0306.

**7.b.** 308 Voucher Summary: numbers 23-048 through 23-054 totaling \$4,030.11 with \$963.75 for payroll, \$0 for supplies, \$2,461.74 for services and \$604.62 for payroll taxes.

## **8. New Business**

**8.a. Report on Beach Outfall Inspection conducted on July 13, 2023 Meeting #207.**

**Recommended Action:** The Commissioners will receive an oral report from consulting Engineer Kerri Sidebottom of Gray & Osborne regarding the July 13, 2023 beach outfall inspection and direct Ms. Sidebottom to prepare a written report summarizing the findings of the inspection.

## **9. Old Business**

**9.a. Continued Discussion of future Maintenance Contract and public works contracting in relation to Resolution 2020-04 Resolution Clarifying Small Works Procedures, and guidance from MRSC publications.**

**Recommended Action:** Recommend proceeding with the public contact process for maintenance and authorize consulting Engineer Kerri Sidebottom to develop a preliminary scope of work for the Maintenance Contract which expires in December.

**9.b. Report from Chair Rygmyr regarding the District's legal counsels review of the scope of the District's responsibilities in the bylaws.**

**Recommended:** Receive a report from Chair Rygmyr regarding consultation with legal counsel.

**9.c. Web Site Content Review.**

**Recommended Action:** Review of web site table of changes with a focus on the ABOUT tab and receive a report from Vice-Chair Cole regarding consultation with Enduris Insurance about an updated CLAIMS form.

**9.d. Web Site Infrastructure and Maintenance.**

**Recommended Action:** Discussion and recommendation of the following: 1) management of meeting recordings and type of recordings (audio vs. video); 2) security review; 3) Storage management; 4) Subscriptions; and 5) File Organization.

**9.c. Port Ludlow Drainage District Bulletin Board**

**Recommended Action:** Receive a report from Commissioner Cole on Commissioner photos and timing for posting the Meet the Commissioners flier.

**10. Reports:****10.a. Financial Reports: 2023 Budget Status and 2024 Budget**

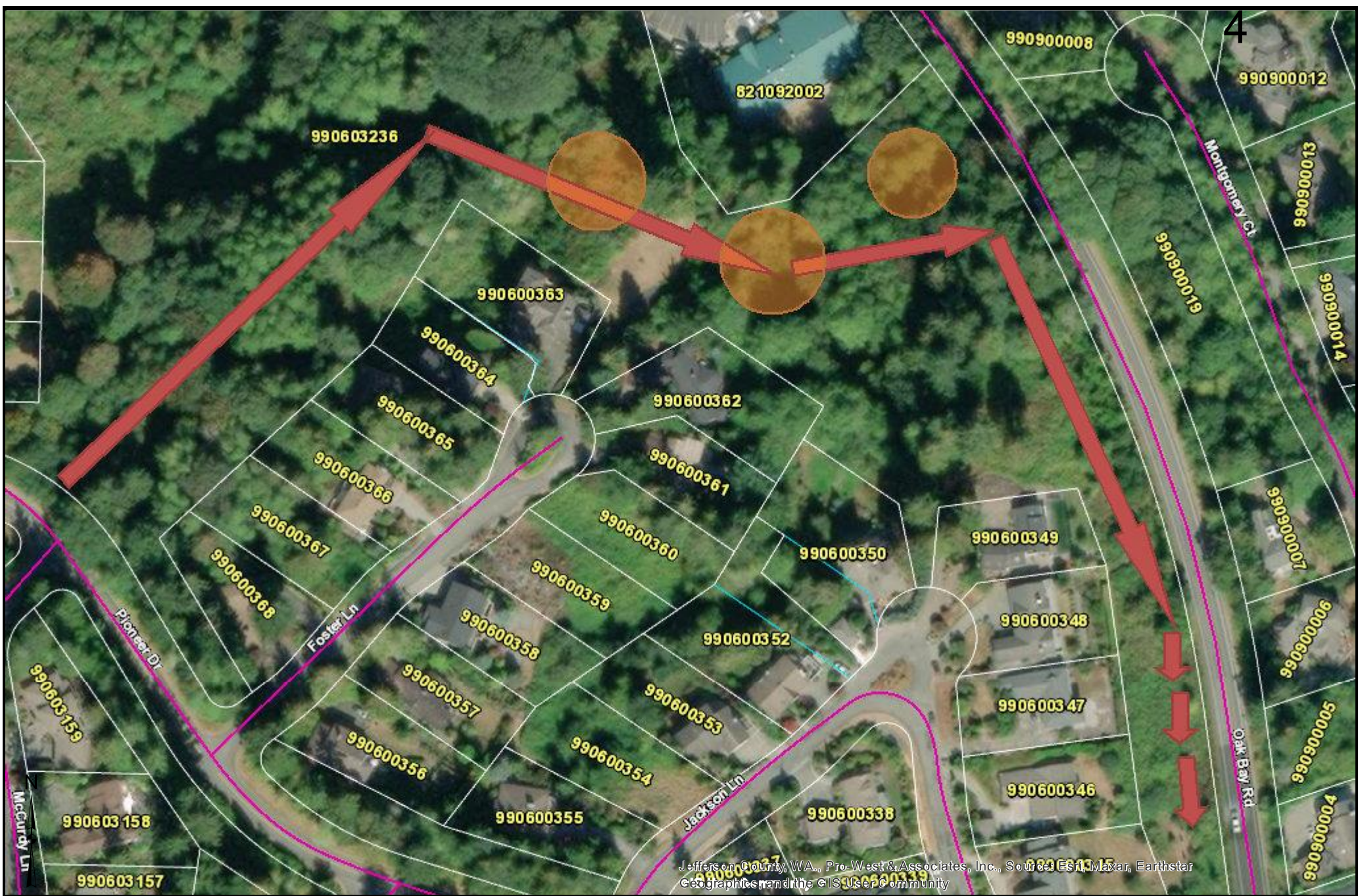
**Recommended Action:** The Commissioners will review the District monthly reports on financial activities. The District will also discuss considerations for the 2024 Budget.

**10.b. Port Ludlow Drainage District Inventory Review.**

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


**11. Signing of the Documents** will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**12. MEETING ADJOURNMENT.**



Jefferson County, WA., Pro-West & Associates, Inc., Source: Esri, Maxar, Earthstar Geographics and the GIS User Community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<b>Jefferson County, WA</b>		
1:2,257	Date: 6/25/2023	
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.		

**Port Ludlow Drainage District (PLDD)**  
**June 8, 2023**  
**Board of Commissioners Meeting - #0306**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr called Meeting #0306 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 and Commissioner 2, Dean Cole were present. Commissioner 3, Michael Nilssen was present via Zoom. District Consulting Engineer, Kerri Sidebottom was absent. Administrative Coordinator Mary Paxton was present.

**PUBLIC:** None

3. **PUBLIC COMMENT:** There was no public comment.

4. **COMMISSIONER COMMUNICATIONS:** Vice-Chair Cole reported that he attended a town hall meeting hosted by Jefferson County with the Commissioners and Department heads. Vice Chair Cole mentioned that a development agreement between the PLA, the State, and Jefferson County will expire in 2025 and that a sizeable tract of land could be logged if a permit is secured with the Department of Natural Resources. Through the course of discussion, it was determined that the area is outside of the jurisdiction of the Port Ludlow Drainage District. Commissioner Nilssen noted that a new Development Agreement could be negotiated.

5. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Commissioner Nilssen identified an error with Consent Agenda Item 7.b. Vouchers. The total amount of the vouchers is \$5,923.42 not \$5,92.42

**MOTION:** Chair Rygmyr moved to approve the agenda as amended and Vice-Chair Cole seconded. The motion passed unanimously.

6. **PUBLIC INQUIRIES**

6.a. **ROAD DRAINAGE ISSUE NEAR PLYC:** Chair Rygmyr said he was contacted by Peter Joseph about a sinkhole on Heron Road. Commissioner Rygmyr reported that he communicated to Mr. Joseph that the hole is on PLA property and outside the jurisdiction of the PLDD. Mr. Joseph questioned the response because the public has access to the road. Chair Rygmyr said the PLA has filled the hole with a patch. It was the consensus of the Commissioners that the hole was not a PLDD area of responsibility.

Chair Rygmyr said he researched the responsibilities of the Port Ludlow Drainage District in the founding documents, Comprehensive Storm Water Management Plan, communications on the PLDD web site and bylaws. He encouraged the Commissioners

to look at the list of areas of responsibility listed in the founding documents. He mentioned requirements for training and inspections of privately owned facilities in the Comprehensive Storm Water Plan. Vice Chair Cole mentioned that there are many antiquated regulations in the Code of Washington Regulations and some of the topics Chair Rygmyr mentioned are similar.

Chair Rygmyr questioned whether the bylaws accurately capture the responsibilities of the PLDD. Commissioner Nilssen agreed but suggested reviewing the question with the District's legal counsel.

**MOTION:** Vice-Chair Cole moved to direct Chair Rygmyr to consult with the District's legal counsel to determine if the District bylaws accurately summarize the scope of the District's responsibilities. Commissioner Nilssen seconded the motion and it passed unanimously.

**7. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the May 11, 2023 Meeting #305 and Vouchers for the June meeting June meeting.

**MOTION:** Chair Rygmyr moved to approve the consent agenda including the minutes of the May 11, 2023 Meeting #0305, and 0306 Voucher Summary numbers 23-039 through 23-047 totaling \$5,923.42 with \$1,165.17 for payroll, \$4,618.17 for services and, \$20.79 for supplies. Vice-Chair Cole seconded the motion. The motion passed unanimously.

**8. NEW BUSINESS:** None

**9.a. APPROVAL OF AMENDMENTS TO THE PORT LUDLOW DRAINAGE DISTRICT BYLAWS.** Chair Rygmyr introduced the approval of the revisions to the Bylaws. Commissioner Cole stated the need for a correction to Section 11, Voting. The words Planning Commission should be replaced with Port Ludlow Drainage District Commission. It was noted that this correction was previously identified at the May meeting. Commissioner Cole discussed recommended changes to the bylaws included in the agenda materials for clarifications to the text in Section 10 Quorum and Section 11 Voting. No additional changes to the bylaws were recommended.

**MOTION:** Vice-Chair moved to approve the Bylaws with the replacement of the words Planning Commission with Port Ludlow Drainage District Commission in Section 11 Voting. Chair Rygmyr seconded the motion and it passed unanimously.

**9.b. CONTINUED DISCUSSION OF FUTURE MAINTENANCE CONTRACT AND PUBLIC WORKS CONTRACTING IN RELATION TO RESOLUTION 2020-04 RESOLUTION CLARIFYING SMALL WORKS PROCEDURES AND GUIDANCE FROM MRSC PUBLICATIONS:** The Commissioners discussed whether to pursue the Small Works Roster Process or to advertise for a contract for maintenance services. Commissioner Nilssen expressed that Chair Rygmyr might be the most qualified to determine the most suitable process because he is the Commissioner that deals with maintenance issues and engineering services. Vice-Chair Cole agreed. Chair Rygmyr

stated that the Commission is not doing any construction at this time and the primary contract is for maintenance. He said a two-year contract could be developed with an option for an extension. Chair Rygmyr stated he would like to talk to the District's consulting Engineer, Kerri Sidebottom about the best option – Small Works Roster vs. advertising. Going month to month with a Small Works Roster could be a lot of work. A single vendor that knows the areas may be the best option.

**9.c. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD:** Vice-Chair Cole requested photos of the Commissioners to include in a “meet the Commissioners” contact sheet to be placed on the Bulletin Board. Vice-Chair Cole reported that he posted some newer pictures and put up the business card holder with Chair Rygmyr's business cards.

## **10. REPORTS:**

**10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND FILING OF THE 12/31/2022 FISCAL YEAR ANNUAL REPORT AND JEFFERSON COUNTY FINANCIAL REPORTS.** Commissioner Nilssen answered questions Chair Rygmyr had regarding financial reports from Jefferson County receivable summary. The Treasures receivable summary of \$70,401 is what the assessment is to be collected for the year and it also shows the collection to date and the far-right column shows a remaining balance of \$31,018.81.

Commissioner Nilssen reported that the 2022 Audit was filed on May 30, 2023. He noted that Falge Financials' assistance was valuable. Commissioner Nilssen noted they may require additional material but at this point this point the audit seems to be in order. He said he would like to publicly thank Falge Financial for their excellent assistance with the audit.

Commission Nilssen reported that he emailed the May monthly reports to the Commissioners in the morning. The District is under budget in all categories to date. Income for May is \$6,038.35 with year-to-date income of \$42,000. Expenses for May were \$7,627 and year-to-date expenses at \$28,500.

**10.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW.** Chair Rygmyr reported that the only change to the Maintenance Map is the date. He is hoping to review the table with Kerri Sidebottom, consulting District Engineer, and Russ Lowry of Yard Dogs Landscaping to make final adjustments to the maintenance schedule.

**10.c. WEB SITE UPDATES/SECURITY/CLOUD STORAGE.** Chair Rygmyr mentioned that the web site has been migrated to Wordpress. There were a few glitches that were worked out. Chair Rygmyr introduced a table that was included with agenda materials identifying changes to the web site by tabs on the web site. It was recommended to add an additional column so that there is a column for items considered and a column articulating the decision. Chair Rygmyr suggested taking a slow approach to review changes and reviewing one tab per meeting instead of a workshop. There was consensus to follow that approach.

The Commissioners approved by consensus to make the following changes:

- HOME Page - removal of the paragraph about COVID restrictions
- FORMS Page: 1) Remove the Tree Cutting form; 2 Claim form for damages is outdated and should be removed. Commissioner Cole is to contact the District's Insurer to obtain an updated form that can be posted on the web site.

Chair Rygmyr mentioned that the Beach Outfall Inspections report could be placed somewhere besides the HOME page. There was concurrence to continue to discuss where to place the inspection report at the July meeting.

The Administrative Coordinator mentioned that Vice-Chair Cole discussed adding a Contact or Public Inquiry Tab with Jason Eaarame of Sea Wings. Jason said he would need to know the factors to include for the email contact (e.g., date, name, email address, phone number, nature of inquiry). Chair Rygmyr said that he would work with the Administrative Coordinator to develop a list with an emphasis on keeping it simple.

**10.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS/TRAINING.** The Commissioners discussed 5 training courses Commissioners need to take related to Open Government, Open Meetings Act and Public Records. Commissioner Nilssen stated he has completed all the courses.

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

**12. MEETING ADJOURNMENT:**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Vice-Chair Cole seconded the motion. The Motion carried. The meeting adjourned at 11:35. am.

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) posts minutes and meeting recordings on the website.*



HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	6/12/2023	6/1/2023	V23-0039	8925		0 MARY PAXTON	M PAXTON PAYROLL MA)	592.91	69500589	589400	592.91
1	6/12/2023	6/1/2023	V23-040	9255		0 DEAN COLE	MAY MEETING	104.62	69500589	589400	104.62
1	6/12/2023	6/1/2023	V23-041	9228		0 MICHAEL NILSSEN	MAY MEETING & MAY 9 I	253.5	69500589	589400	253.5
1	6/12/2023	6/1/2023	V23-042	9227		0 GARY RYGMYR	MAY MEETING & MAY 9 I	234.93	69500589	589400	234.93
1	6/12/2023	5/31/2023	4047-V23-043	9022		0 FALGE BOOKKEEPING SERVICES	MAY BOOKKEEPING 250 I	711	69500589	589400	711
1	6/12/2023	5/20/2023	5-V23-044	3041		0 GRAY AND OSBORNE INC	ENGINEERING SERVICES 4	1049.9	69500589	589400	1049.9
1	6/12/2023	5/18/2023	5211-V23-045	4574		0 LUDLOW MAINTENANCE COMM	ROOM RENTAL AND OWL	122.74	69500589	589400	122.74
1	6/12/2023	6/2/2023	202306-V23-046	8781		0 YARD DOG LANDSCAPING INC	MAY MAINTENANCE	1829.02	69500589	589400	1829.02
1	6/12/2023	5/9/2023	L154951-V23-047	7468		0 STATE AUDITORS OFFICE	STATE AUDIT ENDING 12	1024.8	69500589	589400	1024.8

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 DESCRIBE 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.

JUNE MONTH TOTAL WARRANT AM 5923.42

  
 Gary Rygmyr (Jun 9, 2023 14:35 PDT)

CHAIRMAN, COMMISSIONER

  
 Dean Cole (Jun 13, 2023 16:13 PDT)



COMMISSIONER, MEMBER

  
 Michael Nilsson (Jun 9, 2023 14:35 PDT)

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING #0306  
 PLDD Voucher Summary for Fund #695 001 010  
 JUNE 8, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-039	Mary Paxton – Employee Payroll Hours worked in May	8925	5535210	\$592.91	\$592.91
23-040	Dean Cole- May Meeting attendance	9255	5535230 Commission Meetings	\$104.62	\$104.62
23-041	Michael Nilssen – May Meeting attendance and meeting with Falge Financial 5/9 pursuant to Resolution 2018-05	9228	5535230 Commission Meetings	\$232.71	\$232.71
23-042	Gary Rygmyr – May Meeting attendance and reimbursement for meetings with Bartoy’s and Brian Belmont 5/9 pursuant to Resolution 2018-05	9227	5535230 Commission Meetings	\$234.93	\$234.93
				<i>Payroll Subtotal \$</i>	\$1,165.17
23-043	Falge Financial, Inc. Invoice #4047 Bookkeeping Services for month of May Additional Bookkeeping State Audit	9022	5535444	\$250.00 \$461.00	\$711.00
23-044	Gray & Osborne, Inc. Invoice #5 General Engineering services 4/23/2023 - 5/20/2023	3041	5535140	\$1049.90	\$1049.90
23-045	Ludlow Maintenance Commission Invoice # 5211 May room rental with OWLS	4574	5535341	\$122.74	\$122.74
23-046	Yarddogs Landscaping, Inc Invoice# 202306 Maintenance month of May	8781	5535040	\$1,829.02	\$1,829.02
23-047	State Auditor Invoice # L154951	7468	553347	\$1024.80	\$1,024.80
				<i>Vouchers for services \$</i>	\$4,737.46
23-041	Michael Nilssen Mileage reimbursement mileage	9228	553340	\$20.79	\$20.79
				<i>Vouchers for supplies subtotal \$</i>	\$20.79
				<i>TOTAL</i>	\$5,923.42
I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.					
SUBSCRIBED THIS <u>8</u> <sup>th</sup> DAY OF JUNE 2023					
Commissioners Signatures					
<i>Michael Nilssen</i>					
<a href="#">Michael Nilssen (Jun 9, 2023 14:35 PDT)</a>					
<i>dean cole</i>					
<a href="#">dean cole (Jun 13, 2023 16:13 PDT)</a>					

 <u>Gary Rygmyr (Jun 9, 2023 14:17 PDT)</u> APPROVED Port Ludlow Drainage District	 <u>Michael Nilssen (Jun 9, 2023 14:35 PDT)</u>

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	7/17/2023	6/30/2023	V23-048	8925		0 MARY PAXTON	M PAXTON PAYROLL JUN	626.35	69500589	589400	626.35
1	7/17/2023	6/30/2023	V23-049	9255		0 DEAN COLE	JUNE MEETING ATTENDA	103.96	69500589	589400	103.96
1	7/17/2023	6/30/2023	V23-050	9228		0 MICHAEL NILSSEN	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	V23-051	9227		0 GARY RYGMYR	JUNE MEETING ATTENDA	116.72	69500589	589400	116.72
1	7/17/2023	6/30/2023	4093-V23-052	9022		0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING JUNE	250	69500589	589400	250
1	7/17/2023	6/17/2023	6-V23-053	3041		0 GRAY AND OSBORNE INC	ENG SERVICES MAY 21 - J	244.29	69500589	589400	244.29
1	7/17/2023	6/29/2023	5234-V23-054	4574		0 LUDLOW MAINTENANCE COMM	JUNE ROOM RENTAL & C	81.83	69500589	589400	81.83
1	7/17/2023	7/2/2023	202307-V23-055	8781		0 YARD DOG LANDSCAPING INC	JUNE MAINTENANCE	1885.62	69500589	589400	1885.62
1	7/17/2023	7/5/2023	V23-056	2338		0 EMPLOYMENT SECURITY DEPAR	Q2 PAID FAMILY MEDICA	33.99	69500589	589400	33.99
							Q2 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	7/17/2023	7/5/2023	V23-057	9032	695	REVENUE SERVICE	SECURITY	553.54	69500589	598400	553.54
1	7/17/2023	7/5/2023	V23-058	9038		0 WA STATE DEPT OF LABORY & IN	Q2 WA DEPT L&I	17.09	69500589	598400	17.09

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.

JULY MONTH TOTAL WARRANT AMOUNT: 4030.11

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING 0308  
 PLDD Voucher Summary for Fund #695 001 010 - July 13, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-048	Mary Paxton – Employee Payroll Hours worked in June	8925	5535210	\$626.35	\$626.35
23-049	Dean Cole- June Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-050	Michael Nilssen - June Meeting attendance	9228	5535230 Commission Meetings	\$116.72	\$116.72
23-051	Gary Rygmyr – June Meeting attendance	9227	5535230 Commission Meetings	\$116.72	\$116.72
				<i>Payroll Subtotal \$963.75</i>	\$963.75
23-052	Falge Financial, Inc. Invoice #4093 Bookkeeping Services for month of June	9022	5535444	\$250.00	\$250.00
23-053	Gray & Osborne, Inc. Invoice #6 General Engineering services 5/21 through 6/17	3041	5535140	\$244.29	\$244.29
23--054	Ludlow Maintenance Commission Invoice #5234 June room rental with OWLS	4574	5535341	\$81.83	\$81.83
23-055	Yarddogs Landscaping, Inc Invoice #202307 Maintenance thru JUNE	8781	55435040	\$1,885.62	\$1,885.62
				<i>Vouchers for services subtotal \$2,461.74</i>	\$2,461.74
				<i>Vouchers for supplies \$0</i>	\$0
23-056	Employment Security Department WAPFML Q2	2338-695	5535221	\$33.99	\$33.99
23-057	United States Treasury FUTA Q2	9032-695	5534220	\$553.54	\$553.54
23-058	WA State Department of Labor & Industries Q2	9038	5535221	\$17.09	\$17.09
				<i>Vouchers for taxes subtotal \$604.62</i>	\$604.62
				<b>TOTAL</b>	<b>\$4030.11</b>

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 <sup>th</sup> DAY OF JULY 2023	Commissioners Signatures	

APPROVED Port Ludlow Drainage District		

Audited By \_\_\_\_\_

Date: \_\_\_\_\_

Report of Account Balances and Changes  
 For June 2023  
 Port Ludlow Drainage District

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 62,308.16	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73								
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73								\$ 43,030.71
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)	\$ (5,656.32)	\$ (7,403.19)	\$ (5,923.42)								\$ (29,421.83)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73	\$ 75,917.04								
<b>GF Investment Pool</b>														
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	\$ 524.90	\$ 523.32	\$ 597.87	\$ 599.49	\$ 647.12	\$ 632.29								\$ 3,524.99
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89	\$ 29.97	\$ 32.36	\$ 31.61								\$ 150.00
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68								\$ 3,374.99
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00								
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69	\$ 24,240.14	\$ 5,391.23	\$ 434.05								\$ 39,655.72
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68								\$ 3,374.99
Transfers & Other Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73								

Report of Account Balances and Changes  
 For June 2023  
 Port Ludlow Drainage District

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 62,308.16	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73								
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73								\$ 43,030.71
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)	\$ (5,656.32)	\$ (7,403.19)	\$ (5,923.42)								\$ (29,421.83)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73	\$ 75,917.04								
<b>GF Investment Pool</b>														
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	\$ 524.90	\$ 523.32	\$ 597.87	\$ 599.49	\$ 647.12	\$ 632.29								\$ 3,524.99
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89	\$ 29.97	\$ 32.36	\$ 31.61								\$ 150.00
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68								\$ 3,374.99
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00								
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69	\$ 24,240.14	\$ 5,391.23	\$ 434.05								\$ 39,655.72
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68								\$ 3,374.99
Transfers & Other Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73								



Port Ludlow Drainage District  
**Statement of Financial Income & Expense Budget Performance**  
 June 2023

07/07/23  
 Accrual Basis

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	632.29			3,524.99			
368.00 · Special Assessment Capital (SA)	434.05	293.37	140.68	39,655.72	39,239.62	416.10	70,000.00
<b>Total Income</b>	1,066.34	293.37	772.97	43,180.71	39,239.62	3,941.09	70,000.00
<b>Gross Profit</b>	1,066.34	293.37	772.97	43,180.71	39,239.62	3,941.09	70,000.00
<b>Expense</b>							
<b>5535000 · Field Expenses</b>							
5535018 · Temporary Labor	0.00	360.00	-360.00	0.00	1,440.00	-1,440.00	2,520.00
5535040 · Drainage Maintenance Operation	1,829.02	1,885.00	-55.98	12,620.50	11,310.00	1,310.50	22,620.00
<b>Total 5535000 · Field Expenses</b>	1,829.02	2,245.00	-415.98	12,620.50	12,750.00	-129.50	25,140.00
<b>5535100 · Engineering</b>							
5535140 · General District Engineering	1,049.90	1,030.00	19.90	7,199.44	6,180.00	1,019.44	12,360.00
5535141 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,030.00
5535143 · Unanticipated Engineering Costs	0.00	380.00	-380.00	0.00	2,280.00	-2,280.00	4,560.00
<b>Total 5535100 · Engineering</b>	1,049.90	1,410.00	-360.10	7,199.44	8,460.00	-1,260.56	17,950.00
<b>5535200 · Personnel</b>							
5535210 · Administrative Personnel	648.14	955.05	-306.91	3,759.90	5,730.30	-1,970.40	11,460.60
5535220 · Federal Taxes							
FICA Expense	97.46	110.00	-12.54	448.20	692.00	-243.80	1,412.00
FUTA Expense	0.00			4.13			
<b>Total 5535220 · Federal Taxes</b>	97.46	110.00	-12.54	452.33	692.00	-239.67	1,412.00
5535221 · State Taxes							
L&I Expense	2.91			24.89			
WAPFML Expense	0.00	30.00	-30.00	19.89	188.00	-168.11	384.00
<b>Total 5535221 · State Taxes</b>	2.91	30.00	-27.09	44.78	188.00	-143.22	384.00
5535230 · Commissioner Meetings/District	626.00	370.00	256.00	2,434.00	2,590.00	-156.00	5,550.00
<b>Total 5535200 · Personnel</b>	1,374.51	1,465.05	-90.54	6,691.01	9,200.30	-2,509.29	18,806.60
<b>5535300 · Miscellaneous/Office Expenses</b>							
5535331 · Supplies	0.00	85.00	-85.00	43.68	510.00	-466.32	1,020.00
5535341 · Rent	122.74	125.00	-2.26	1,543.41	1,035.00	508.41	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	0.00	96.00	-96.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	90.00	-90.00	180.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
5535345 · Website Maint. & Renewal	0.00	0.00	0.00	2,820.70	2,740.00	80.70	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	425.39	100.00	325.39	200.00
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	122.74	241.00	-118.26	4,833.18	4,571.00	262.18	13,206.00

Port Ludlow Drainage District  
**Statement of Financial Income & Expense Budget Performance**  
 June 2023

07/07/23  
 Accrual Basis

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
<b>5535301 · Commissioners Mileage &amp; Expense</b>							
5535340 · Commissioner Mileage/Travel Exp	20.79	100.00	-79.21	90.99	200.00	-109.01	400.00
<b>Total 5535301 · Commissioners Mileage &amp; Expense</b>	20.79	100.00	-79.21	90.99	200.00	-109.01	400.00
<b>5535302 · Assessments/County Fees/Electio</b>							
5535347 · State Auditor	1,024.80	0.00	1,024.80	1,024.80	1,200.00	-175.20	1,200.00
<b>Total 5535302 · Assessments/County Fees/Electio</b>	1,024.80	0.00	1,024.80	1,024.80	1,200.00	-175.20	1,200.00
<b>5535400 · Professional Services</b>							
5535442 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
5535443 · Legal	0.00	735.00	-735.00	270.00	4,410.00	-4,140.00	8,820.00
5535444 · Accounting Clerk	711.00	260.00	451.00	1,961.00	1,860.00	101.00	3,420.00
<b>Total 5535400 · Professional Services</b>	711.00	995.00	-284.00	2,231.00	6,270.00	-4,039.00	16,240.00
<b>5594144 · Engineering - Capital Projects</b>							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
<b>Total 5594144 · Engineering - Capital Projects</b>	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
<b>Total Expense</b>	6,132.76	6,456.05	-323.29	34,690.92	47,651.30	-12,960.38	102,942.60
<b>Net Ordinary Income</b>	-5,066.42	-6,162.68	1,096.26	8,489.79	-8,411.68	16,901.47	-32,942.60
<b>Net Income</b>	<b>-5,066.42</b>	<b>-6,162.68</b>	<b>1,096.26</b>	<b>8,489.79</b>	<b>-8,411.68</b>	<b>16,901.47</b>	<b>-32,942.60</b>

**OVERVIEW OF PORT LUDLOW DRAINAGE DISTRICT WEB SITE CONTENT,  
LOCATION OF CONTENT AND POSSIBLE CHANGES**

HOME TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
Intro Paragraph about District				
<b>Announcements/News--</b>				
➤ Commission Meetings	Commission meeting agenda			
➤ Covid Restrictions		Is this outdated?	Consensus to remove 6/11/2023	6/20/2023
➤ Election Results – No Election				
➤ Inspection of Beach Outfalls	Inspection Report	Consider placing in a different place on web site	Pending	
➤ Looking for something else?	Links: <ul style="list-style-type: none"> <li>• Minutes &amp; Agendas</li> <li>• Resolution</li> <li>• Assessment System</li> <li>• Small Works Roster application (1)</li> <li>• Public Records Request form (1)</li> <li>• Founding Documents and Comprehensive plan under history</li> <li>• Projects (1)</li> </ul>		The Small Works Roster process was repealed. Keep on the web site?	

ABOUT TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
<b>ABOUT History Subtab</b>				
➤ Paragraph about PLDD	Link to assessments			
➤ Maps	Link to three maps and three maintenance maps	<p>Suggest using just center map of the district. The one on the right side is the same as the middle. The one on the left shows less info. E.g. road names.</p> <p>Question: Will the new maintenance map be placed here or in projects section?</p>		
<b>ABOUT History and Documents Subtab</b>	<ul style="list-style-type: none"> <li>• Historical background about district formation</li> <li>• Founding documents</li> <li>• Comprehensive Stormwater Management Plan</li> </ul>	Note: Founding documents and Comprehensive Stormwater Management Plan were added in March.		

➤ Assessment System 2001-2020	Links to Assessment Ordinances and BOCC Hearings to present			
➤ Accordion tabs for history by year 2021 to 1998				
➤ Press	Links to Port Ludlow Voice articles	Note: This was removed sometime around 2020-2021 and added back 3/2023		
➤ Commissioner History	<ul style="list-style-type: none"> <li>• History of Commissioners</li> <li>• JC worksheet for</li> <li>• JC BOCC Minutes 11/27/200</li> </ul>			
<b>ABOUT Commissioners</b>				
➤ Table of Commissioners/terms				
➤ Contact info	emails			
➤ Elections	Election Results PDFs			
➤ Commissioner History	<ul style="list-style-type: none"> <li>• History of Commissioners</li> <li>• JC worksheet for</li> </ul>	This information is redundant with Commissioner history in the History section of ABOUT. Maybe this could be deleted or add text saying for History of Commissioners go to History and		

		Documents Commission History		
➤ Commissioner Bonding	References for Commissioner Bonding (3 links)			
<b>ABOUT Projects</b>				
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> <li>Links with maps and brief description of each CIP</li> </ul>			
➤ Project Maps	<ul style="list-style-type: none"> <li>Shows three maintenance maps and link to maintenance inventory</li> </ul>	Perhaps title could be changed from Project Maps to Maintenance Inventory Map with the link to the maintenance inventory.		

<b>New Tab I HAVE A QUESTION OR PUBLIC INQUIRY</b>	<b>New fillable email inquiry</b>			
<b>RECORDS</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	
➤ Minutes	Links to minutes, agendas and recordings	Should the title be changed to Agendas, minutes, recordings?		
➤ Resolutions	Links to resolutions			
➤ Financials	<ul style="list-style-type: none"> <li>2023 Budget</li> </ul>			

	<ul style="list-style-type: none"> <li>• Statements of Financial Income &amp; Expenses (monthly 2023, 2022)</li> <li>• 2021 Qrtly reports and 2021 year end reports</li> <li>• 2020 Qrtly reports</li> </ul>			
<b>FORMS</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	
<ul style="list-style-type: none"> <li>➤ Property owner tree cutting form</li> <li>➤ Public Records request</li> <li>➤ Claim Form for Damages</li> </ul> <p>Looking for founding documents and other historical documents – refers to history -- similar references to projects and, media.</p> <p>Archive link</p>	<p>Links for forms listed in left column.</p> <p>Links to Public Records procedures and for agent and process for damages</p>	<p>Delete tree cutting form?</p> <p>Comment: Historical information, projects and media are not forms and the reference seems inappropriate</p> <p>This link does not go to archives.</p>	<p>Delete tree cutting &amp; outdate claim form 6/11/2023</p> <p>Remove claim form and replace with an updated one from Enduris</p>	<p>6/20/2023</p> <p>Removed 6/20/2023</p>

Q&A	LINK	CONSIDER CHANGE	DECISION	
➤ Who is responsible for maintaining driveway culverts?	2018 PL Village Voice	Is this outdated?		
➤ Are there potential culvert replacements required to protect fish habitat within the boundaries of PLDD?				
➤ Is the PLDD part of the LMC?				
➤ Considering removal of brush and trees?	Read Guidelines	Are guidelines up to date?		
➤ Do I need a drainage plan to build?	Planning for Construction within LMC of PL flow chart <ul style="list-style-type: none"> <li>• Link to Jefferson County Permit Portal and development review chart</li> </ul>	Recommend remove chart.  Recommend asking Kerri and County how to answer question.		
????		Do we want to explain what the district does and does not maintain?  Do we want a link that may be redundant to our public inquiry here?		



(1) Link also on Documents and Forms page

- [Home, https://pldd.org](https://pldd.org)
- [About the PLDD, overview, purpose, history, historical documents, press archives, district maps](#)
  - [essay with historical background on the original LMC Drainage Committee](#)
  - [Commissioners, contact the PLDD](#)
  - [District Meeting Schedule](#)
  - [Minutes, Agendas for District meetings](#)
  - [Resolutions; Board of Commissioners](#)
  - [Documents and Forms for Vendors, Property Owners](#)
- [Questions & Answers](#)
- [PLDD Projects – Summary](#)
  1. [North Bay Condos No. 2 Conveyance System](#)
  2. [Area 7 Detention Pond/Bioswale Rehabilitation](#)
  3. [Oak Bay Road to Libby Court Outfall \(Oak Bay Road Phase I\)](#)
  4. [Incised Ditch – Oak Bay Road to Montgomery \(Oak Bay Road Phase II\)](#)
  5. [Oak Bay Road Ditch Modification \(Oak Bay Road Phase III\)](#)

6. [Adventurer Lane Cutoff Trench](#)
7. [Olympic/Cascade Easement Cutoff Trench](#)
8. [Foster Lane Drainage Improvements](#)
9. [Pope/Condon Lane Outfall Improvements](#)
10. [McCurdy Lane Cutoff Trench](#)
11. [Montgomery Lane Redirection/Outfall Abandonment](#)
12. [Waste Water Treatment Plant Ditch and Culvert Improvements](#)
13. [Jackson-Foster/Machias Loop/Warbler Drainage Improvements](#)
14. [North Bay No. 2 Drainage Improvements](#)
15. [Upper West Baldwin to Oak Bay Road Improvements](#)
16. [Beach Club Drainage Improvements \(Participant\)](#)
17. [Forester/Trader Lane Improvements](#)
18. [Cascade Lane Flood Abatement](#)