

## Agenda for Board of Commissioners' Meeting #0310

September 14, 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/85145060518?pwd=b2UxRkRjbURPMk5lSmY2Q21yaWRuQT09m>

**Meeting ID: 851 4506 0518**

**Passcode: 776063525191**

**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. **Executive Session Per RCW 42.30.110 (1) (g) To review the performance of a public employee 10:10 a.m. to 10:20 a.m.**
5. **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.
6. **Commissioner Communications:**
7. **Public Inquiries:**
  - 7.a. **150 Resolute Lane update on drainage issues after the August 29, 2023 rainstorm.**

**Recommended Action:** Receive report from Chair Rygmyr regarding drainage issues after the August 29, 2023 storm.

**7.b. 20 Olympic Way, Admiralty 1 Building 8 Condo (Mark Heavy) drainage complaint.**

**Recommended Action:** Receive report from Chair Rygmyr regarding drainage issues at Admiralty 1 Building 8 and discuss the Port Ludlow Drainage District (PLDD) responsibilities in relation to section 1.d.5 of the PLDD Founding Documents.

**8. Consent Agenda:**

Items 8.a. and 8.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.*

**8.a.** Minutes August 10, 2023 Meeting #0309.

**8.b.** 309 Voucher Summary: numbers 23-070 through 23-078 totaling \$6,070.84 with \$1,006.65 for payroll, \$0 for supplies and \$5,064.19 for services.

**9. New Business**

**9.a. Estimated cost for vine and branch trimming at selected beach outfalls and pruning the Pope Way Outfall.**

**Recommended Action:** Receive a report from Chair Rygmyr summarizing the estimated cost for branch and vine trimming at beach outfall and authorize the preparation of a task order for approval at the October meeting.

**9.b. Review of Draft 2024 Budget.**

**Recommended Action:** Review the draft 2024 budget, receive input from Commissioners, District Consulting Engineer and the Administrative Coordinator and provide direction on any recommended revisions.

**9.c. Discussion of a recent MRSC publication “*Less is More: Action Minutes Save Time, Serve the Agency Best*”.**

**Recommended Action:** Discuss the current level of detail in the minutes and provide directions to the Administrative Coordinator on any recommended changes.

**10. Old Business**

**10.a. Discussion of 2024 Election Costs and possible administration of the election.**

**Recommended Action:** Discussion of consultation with the Jefferson County Election Office on options to lower the projected cost of \$40,000 for the 2024 election and possible next steps after consultation with legal counsel about a district held election.

**10.b. Review of Maintenance Table and Map and scope of work for an updated Maintenance Contract.**

**Recommended Action:** Receive a report from Chair Rygmyr summarizing final changes to the Maintenance Table and Map and receive input on final revisions. Direct the District Consulting Engineer, Kerri Sidebottom, to prepare a Scope of Work for an updated Maintenance Contract.

**10.c Follow-up discussion of Email addresses.**

**Recommended Action:** Receive a report from the Administrative Coordinator.

**10.d. Web Site Content Review.**

**Recommended Action:** Review the table of recommended changes with focus on the following: 1) how and where to display maps (e.g. District maps, current and updated maintenance maps, archive maps); 2) placement of the updated beach outfall inspection report; and, 3) email link to the website.

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

**Recommended Action:** Discuss and make recommendations for the following: 1) File sharing, 4) Subscriptions, 5) File organization.

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

**Recommended Action:** Receive an update from Commissioner Cole on Commissioner portraits and timing for updates to the Bulletin Board.

**11. Reports:****11.a. Financial Reports:**

**Recommended Action:** The Commissioners will review the District monthly reports on financial activities.

**12. 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.

**13. MEETING ADJOURNMENT.**

**Port Ludlow Drainage District (PLDD)**  
**August 10, 2023**  
**Board of Commissioners Meeting - #0309**  
**Zoom/In Person Meeting - Minutes**

1. **CALL TO ORDER:** Chair Rygmyr remotely called Meeting #0309 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, Chair Gary Rygmyr present via Zoom. Vice Chair, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. Administrative Coordinator Mary Paxton was present.

**PUBLIC:** One unidentified caller.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. Chair Rygmyr and Commissioner Nilssen recommended the following corrections to the consent agenda: 7.a. Minutes 1) item 7.a. Beach Outfall inspection. Add a sentence stating the beach bluffs were not part of the inspection of beach outfalls and replace the words 'vegetation clearance' with 'branch and vine trimming'. 2) Minutes item 10 a. Financial Report, paragraph 1 sentence 2, replace the word. 'budget' with the word 'assessment'.

Consent agenda item 7.b. Port Ludlow Drainage District Voucher attachment: There is a typographical error with the Falge Financial voucher entry in the right-hand column. The number four in the amount 4250.00 should be replaced with a dollar sign to read \$250.00.

**MOTION:** Chair Rygmyr moved to approve the agenda. Commissioner Nilssen seconded and the motion passed unanimously.

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

5. **COMMISSIONER COMMUNICATIONS:** Commissioner Nilssen shared that he emailed the Commissioners the MRSC practice tips for Open Meeting Act. Administrative Coordinator Mary Paxton confirmed she had received Nilssen's Open Meeting Act Certificate for the PLDD file.

6. **PUBLIC INQUIRIES:** Chair Rygmyr stated public inquiries had not been received since the July meeting. Chair Rygmyr reported that Yarddogs Landscaping, Inc. will be completing the vegetation clearance near 150 Resolute Lane by the end of August.

7. **CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda with minutes of the July 13, 2023 Meeting #308 and 309 Vouchers for the month of August.

**MOTION:** Commissioner Nilssen moved to approve the consent agenda with corrections to the July 13, 2023 minutes as noted in the agenda approval and the 0309 Voucher Summary numbers 23-059 through 23-069 totaling \$10,570.09 with \$1,189.55 for payroll,

\$66 for supplies, \$9,314.54 for services with the correction to the Falge Financial voucher \$250.00 instead of 4250.00. Vice-Chair Cole seconded the motion. The motion passed unanimously.

## **8. NEW BUSINESS:**

**8.a. 2024 ELECTION:** Chair Rygmyr reported that he met with the Jefferson County Elections and stated the Department would like to confirm the dates for filing papers for the Commissioner 2 position. There was consensus that Chair Rygmyr should confirm the suggested filing dates of Monday, December 11 to Friday, December 15<sup>th</sup>.

Commissioner Nilssen raised concern about the projected election cost of \$40,000 compared to prior budgeted amounts of \$10,000 and noted the cost could break down to \$33 per assessed parcel in the District. Commissioner Nilssen suggested that the Commission explore more cost-effective alternatives and meeting with the Jefferson County Elections to obtain a clearer understanding of the cost and researching the actual cost of the last election (2014 Jim Boyer). It was the consensus of the Commissioners that Commissioner Nilssen should meet with the Jefferson County Elections to explore more cost-effective options for the 2024 election.

**8.b. EMAIL ADDRESSES:** The Commissioners discussed naming conventions for email addresses. Commissioner Nilssen raised a security concern that occurred within the past year related to information erroneously emailed to the wrong party. He noted that many agencies within Jefferson County use emails that begin with the first initial of a person's first name followed by their surname and then the agency email instead of the current convention of the commissioner number.

The Administrative Coordinator was directed to consult with Jason Earamo of Sea-wing Designs and provide a report at the September meeting.

## **OLD BUSINESS**

**9.a. REVIEW MEMO SUMMARIZING FINDINGS OF THE BEACH OUTFALL INSPECTION CONDUCTED ON JULY 13, 2023.** Chair Rygmyr noted the memo was included with the agenda materials. Chair Rygmyr suggested that Yarddogs Landscaping, Inc. could be contacted to prepare a cost estimate for the branch and vine trimming recommended in the memo. It was the consensus of the Commissioners that Chair Rygmyr should meet with Russ Lowry of Yarddogs Landscaping, Inc. to develop a task order.

Commissioner Nilssen raised a concern about the ambiguity of responsibility for maintenance for an outfall between the Pope outfall and the sewer treatment outfall and a black outfall barrel on the beach. During discussion, it was questioned whether the outfall was part of Area 29 or the responsibility of Jefferson County. It was the consensus of the Commissioners that further investigation is warranted but that the matter is not urgent.

**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. DISCUSSION OF PORT LUDLOW DRAINAGE DISTRICT SCOPE OF RESPONSIBILITIES.** Chair Rygmyr explained that Section 1.d. of the Founding documents include a list of eight items of responsibility that were reviewed at the July meeting. He was directed to prepare a resolution summarizing the District's responsibility. He recommended upon further consideration to review each item more carefully as a joint effort at a future meeting or workshop. Commissioners Nilssen and Cole concurred with Chair Rygmyr's suggestion.

Chair Rygmyr reported that he met with Russ Lowry of Yarddogs Landscaping Inc. to review the maintenance table and clarify frequency of maintenance in each zone. He said the next step will be to review the table with consulting Engineer Kerri Sidebottom and the Commissioners. Chair Rygmyr reported that it is likely that the cost for maintenance services will be higher when the new contract is developed at the end of the year because zones have been added, there are more hours and the current contract is a good deal.

**9.c. WEB SITE CONTENT REVIEW:** The Commissioners reviewed the maps on the ABOUT page. There was consensus to replace the three maps with the updated Maintenance Map that will display the boundaries of the District when it is finalized with a link to the Maintenance Table that is being updated. The Maintenance Map and Table should be placed on the September agenda for a final review. There was consensus that all maps removed from the web page should be archived.

The Commissioners agreed to keep the inspection report information on the HOME page with suggested language emailed to the Commissioners by Chair Rygmyr with links to each inspection report.

The Commissioners discussed a tab for public inquiries. Commissioner Cole and the Administrative Coordinator were directed to provide recommendations at the September meeting.

Commissioner Cole reported that he contacted legal counsel to inquire about the Claim Form. He reported that Andrew Tsoming recommended keeping the Claim form on the PLDD web site and securing a copy of the from District's insurance company, Enduris. Commissioner Nilssen reported that MRSC recommended to contact ENDURIS to inquire if there is an updated Claim Form

**9.d. WEB SITE INFRASTRUCTURE MAINTENANCE:** Chair Rygmyr reported that the District has developed a strategy for managing meeting recordings and security review is adequate. The Administrative Coordinator was directed to provide a written protocol for accessing files in the Cloud with one drive at the September meeting.

**9.e. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD:** It was reported that portraits were recently provided from Chair Rygmyr and Commissioner Nilssen for the “Meet Commissioners” flier for the bulletin board.

**10. REPORTS:**

**10.a. FINANCIAL REPORTS: 2023 BUDGET STATUS AND 2024 BUDGET:**

Commissioner Nilssen reported that he received a memo from Jefferson County Auditor that the PLDD budget must be submitted by November 30, 2023. Commissioner Nilssen outlined the timeline for the budget review identified in the Bylaws. A draft review in September, Public Hearing in October and final approval in November. He has directed consulting Engineer Kerri Sidebottom to prepare a preliminary 2024 budget with 3% inflation, except for a 5% increase for office expenses. He said an Executive Session should be held at the September meeting for review of the Administrative Coordinator pay rate and performance.

Chair Rygmyr mentioned that the Maintenance Contract could be significantly higher in 2024. He stated the updated maintenance table reflects more hours and the cost for services could increase to between 30% and 100%. He also suggested building a \$4,000 to \$5,000 buffer for unanticipated one-time maintenance costs.

Commissioner Nilssen reported that the 2022 annual Statement of Income and Expenses was accidentally included in the agenda packet and noted that he emailed the Commissioners the corrected July report. The Administrative Coordinator will post the corrected report with the agenda materials. Commissioner Nilssen reported the year-to-date revenue from assessments is close to \$44,000 which is \$9,000 more than this time last year. The year-to-date expenses of \$38,298 are \$8,000 more than this time last year and the District is still under budget.

**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:** Commissioner Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 11:45. 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 its39 website.*



ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting 0309  
 PLDD Voucher Summary for Fund #695 001 010  
 August 10, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-059	Mary Paxton – Employee Payroll Hours worked in JULY	8925	5535210	\$514.75	\$514.75
23-060	Dean Cole- July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9255	5535230 Commission Meetings	\$207.90	\$207.90
23-061	Michael Nilssen - July Meeting attendance and Special Meeting on July 13 for beach outfall inspections	9228	5535230 Commission Meetings	\$233.45	\$233.45
23-062	Gary Rygmyr - July Meeting attendance and Special Meeting on July 13 beach outfall inspections	9227	5535230 Commission Meetings	\$233.45	\$233.45
<i>Payroll Subtotal</i>				<i>\$1,189.55</i>	<i>\$1,189.55</i>
23-063	Enduris Insurance Annual renewal Invoice #R24-371-1	2354	5535344	\$5,475.00	\$5,475.00
23-064	Falge Financial, Inc. Invoice #4144 Bookkeeping Services for month of July	9022	5535444	\$250.00	\$250.00
23-065	Gray & Osborne, Inc. Invoice #7 General Engineering services June 18 through July 15	3041	5535140	\$1,381.82	\$1,318.82
23-066	Ludlow Maintenance Commission Invoice #5239 July room rental with OWLS recording	4574	5535341	\$109.10	\$109.10
23-067	Ogden Murphy Wallace, Invoice #879087 Legal services thru June 30	5610-695	5535443	\$216.00	\$216.00
23-068	Sea-Wing Designs Invoice #1329 – Video updates 6/26/2023	7001	5535345	\$60.00	\$60.00
23-069	Yarddogs Landscaping, Inc Invoice #202308 Maintenance thru July	8781	55435040	\$1,885.62	\$1,885.62
<i>Vouchers for services subtotal</i>				<i>\$9,314.54</i>	<i>\$9,314.54</i>
23-059	Roll of Postage Stamps	8925	5535342	\$66.00	\$66.00
<i>Vouchers for supplies subtotal</i>				<i>\$66.00</i>	<i>\$66.00</i>
<b>TOTAL</b>				<b>\$10,570.09</b>	<b>\$10,570.09</b>

<p>I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.  SUBSCRIBED THIS __10<sup>th</sup> DAY OF _August, 2023</p> <hr/> <p>APPROVED  Port Ludlow Drainage District</p>	<p>Commissioners Signatures</p> <p>  Gary Pugh (Aug 11, 2023 14:53:14 PDT)</p> <p>  Dean Cole (Aug 10, 2023 22:13:00 PDT)</p> <p></p>
---	--

Audited By \_\_\_\_\_  
Date: \_\_\_\_\_

  
Dean Cole (Aug 10, 2023 22:13:00 PDT)












# ATTACH Voucher PLDD 0309 08 10 2023

Final Audit Report

2023-08-11

Created:	2023-08-10
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArX-AqIN67x2Z298jJC3NW2Ox5gHJhIBJ

## "ATTACH Voucher PLDD 0309 08 10 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2023-08-10 - 9:46:02 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2023-08-10 - 9:46:06 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2023-08-10 - 10:47:18 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2023-08-10 - 11:14:01 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2023-08-11 - 5:12:46 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2023-08-11 - 5:13:41 AM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2023-08-11 - 3:50:25 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2023-08-11 - 5:14:47 PM GMT - Time Source: server
-  Agreement completed.  
2023-08-11 - 5:14:47 PM GMT

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	9/18/2023	8/30/2023	V23-070	8925		0 MARY PAXTON	M PAXTON PAYROLL AUG	669.24	69500589	589400	669.24
1	9/18/2023	8/30/2023	V23-071	9255		0 DEAN COLE	AUG MEETING ATTEND	103.96	69500589	589400	103.96
1	9/18/2023	8/30/2023	V23-072	9228		0 MICHAEL NILSSEN	AUG MEETING ATTEND	116.73	69500589	589400	116.73
1	9/18/2023	8/30/2023	V23-073	9227		0 GARY RYGMYR	AUG MEETING ATTEND A	226.72	69500589	589400	226.72
1	9/18/2023	8/31/2023	4207-V23-074	9022		0 FALGE BOOKKEEPING SERVICES	AUGUST BOOKKEEPING	250	69500589	589400	250
1	9/18/2023	8/14/2023	8-V23--075	3041		0 GRAY AND OSBOURNE INC	ENG SERVICES 7/16 - AU	799.47	69500589	589400	799.47
1	9/18/2023	8/16/2023	5255-V23-076	4574		0 LUDLOW MAINTENANCE COMM	AUG ROOM RENTAL & O	136.38	69500589	589400	136.38
1	9/18/2023	9/1/2023	1352-V23-077	7001		0 SEA WING DESIGNS	UPDATE FRONT (HOME)	40	69500589	589400	40
1	9/18/2023	9/2/2023	202309-v23-078	8781		0 YARD DOG LANDSCAPING INC	AUG MAINT & TASK ORD	3728.34	69500589	589400	3728.34

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.

SEPTEMBER MONTH TOTAL WARRANT AMOUNT: 6070.84

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD #0310  
 PLDD Voucher Summary for Fund #695 001 010  
 September 14, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-070	Mary Paxton – Employee Payroll Hours worked August	8925	5535210	\$669.24	\$669.24
23-071	Dean Cole- August Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-072	Michael Nilssen – August Meeting attendance	9228	5535230 Commission Meetings	\$116.73	\$116.73
23-073	Gary Rygmyr – August Meeting attendance	9227	5535230 Commission Meetings	\$116.72	\$116.72
<i>Payroll Subtotal \$1,006.65</i>					1,006.65
23-073	Gary Rygmyr Reimbursement bond renewal	9227	5335210	\$110.00	\$110.00
23-074	Falge Financial, Inc. Invoice 4207 Bookkeeping Services for month of August	9022	5535444	\$250.00	\$250.00
23-075	Gray & Osborne, Inc. Invoice 8 General Engineering services 7/16 through 8/12	3041	5535140	\$799.47	\$799.47
23-076	Ludlow Maintenance Commission Invoice# 5255 August room rental and Owls recording	4574	5535341	\$136.38	\$136.38
23-077	Seawings Design (Update front – home page)	7001	5535345	\$40.00	\$40.00
23-078	Yarddogs Landscaping, Inc Invoice 202309 Maintenance thru August (\$1,728.34) and Task Order 2023-02 (\$1,700.00)	8781	55435040	\$3,728.34	\$3,728.34
<i>Vouchers for services subtotal \$5,064.19</i>					\$5,064.19
<i>Vouchers for supplies \$</i>					\$0.00
<b>TOTAL</b>					<b>6,070.84</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 __14 <sup>th</sup> DAY OF _September, 2023		Commissioners Signatures

APPROVED Port Ludlow Drainage District		
---	--	--

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

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

**Revenue** EXHIBIT A  
PLDD 2024 Budget

Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2021.  
2. Maintenance Contract with Yard Dogs. Equal Payment of \$1,885.00 (includes WSST every month).  
3. Assume all service providers increase 3% cost of living increase.  
**increase all others by 3%**

Surplus/Deficit from 2023 (estimated)	\$	204,426
Investment Account + Interest (Account 010)	Included above	
Cash Balance Forward	Included above	
Capital Reserve + Interest (Account 040)	Included above	
Assessment	\$	70,000
Total Expenses	\$	145,710

Estimated Year End Balance \$ 128,716

Expenses		Rounded with 5% Contingency													
		Total	January	February	March	April	May	June	July	August	September	October	November	December	
<b>Personnel</b>		\$ 20,870	\$ 20,870	\$ 1,548	\$ 1,547	\$ 1,978	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,978	\$ 1,978	\$ 1,547	\$ 1,547
5535210	Administrative Personnel	increase by 5%	\$ 12,730	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010
5535230	Commissioner Meetings/District Business	increase by 5%	\$ 6,150	\$ 390	\$ 390	\$ 780	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 780	\$ 780	\$ 390	\$ 390
5535220	FWH & FICA		\$ 1,570	\$ 117	\$ 116	\$ 148	\$ 116	\$ 116	\$ 116	\$ 116	\$ 116	\$ 148	\$ 148	\$ 116	\$ 116
5535221	WA - ESD		\$ 420	\$ 31	\$ 31	\$ 40	\$ 31	\$ 31	\$ 31	\$ 31	\$ 31	\$ 40	\$ 40	\$ 31	\$ 31
<b>Field Expenses</b>		\$ 27,370	\$ 27,370	\$ 1,950	\$ 1,950	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 1,950	\$ 1,950	\$ 1,950
5535030	Misc Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535040	Drainage Maintenance Operations		\$ 24,570	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950
5535018	Temporary Labor		\$ 2,800	\$ -	\$ -	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ -	\$ -	\$ -
<b>Engineering</b>		\$ 20,050	\$ 20,050	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,590	\$ 1,500	\$ 1,500
5535140	General District Engineering including Meetings	increase by 5%	\$ 13,860	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
5535141	Assessment Roll & Certification	increase by 5%	\$ 1,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -
5535142	Project Review	increase by 5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535143	Unanticipated Engineering Costs	increase by 5%	\$ 5,040	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
5594144	Engineering - Capital Projects		\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
5535145	Miscellaneous Design Project		\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
<b>Commissioners Meeting, Mileage &amp; Expenses</b>		\$ 470	\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110
5535340	Mileage/Travel Expense		\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110
<b>Miscellaneous/Office Expenses</b>		\$ 11,790	\$ 11,790	\$ 835	\$ 185	\$ 415	\$ 575	\$ 285	\$ 165	\$ 1,305	\$ 5,965	\$ 415	\$ 705	\$ 185	\$ 165
5535341	Rent-LMC Room & Storage, PO BOX	increase by 5%	\$ 3,010	\$ 300	\$ 140	\$ 270	\$ 140	\$ 140	\$ 140	\$ 770	\$ 140	\$ 270	\$ 270	\$ 140	\$ 140
5535342	Postage/Mailings	set to \$100	\$ 110	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ -
5535343	Advertising	set to \$100	\$ 110	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ -
5535331	Supplies	set to \$300	\$ 320	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
5535344	Insurance	increase by 5%	\$ 6,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,780	\$ -	\$ -	\$ -	\$ -
5535345	Web Site Maintenance & Renewal	reduced - no fee for	\$ 1,640	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -
5535346	Miscellaneous Filing/Recording Fee	set to \$500	\$ 530	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -
<b>Assessments/County Fees/Elections</b>		\$ 43,310	\$ 43,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
5535348	Election Cost - Jefferson County	county says \$40,000	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
5535347	State Auditor		\$ 1,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Loan Payments/Transfers to Reserve</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5591570	Replace Reserve moneys		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5592580	PWTF Loan Principal Repayment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Loan Interest		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Professional Services</b>		\$ 11,350	\$ 11,350	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
5535442	Budget Assistance	set to \$3000 based o	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -
5535443	Legal	set to \$3720	\$ 3,910	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310
5535444	Accounting Clerk	set to \$4080	\$ 4,290	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340
5535445	Recording Secretary		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SubTotal Expenses</b>		\$ 145,710	\$ 145,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Improvement Plan</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585640	Unanticipated Storm Improvement Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585641	Contingency		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ 145,710	\$ 145,710	\$ 6,807	\$ 7,426	\$ 12,582	\$ 6,932	\$ 6,628	\$ 6,617	\$ 7,699	\$ 12,592	\$ 12,582	\$ 8,267	\$ 48,124	\$ 6,218

Estimated Expenses Cash On-hand (not counting reserve account or interest on reserve fund)

August

Yard Dogs	\$1,830.00	based on 2023 Budget
Recording Secretary	\$0.00	Estimate based on previous months
Admin Personnel	\$640.00	Estimate based on previous months
Clerk	\$320.00	Estimate based on previous months
L&I	\$10.00	Estimate based on previous months
Enduris	\$5,500.00	Remainder of 2023 Budget
Commissioners	\$370.00	Remainder of 2023 Budget
Web	\$370.00	Remainder of 2023 Budget
Legal - Odgen	\$735.00	Remainder of 2023 Budget
G&O	\$900.00	Remainder of 2023 Budget
G&O Capital Project	\$0.00	Estimate
Budget Review	\$0.00	Estimate
G&O Project Review	\$0.00	
TOTAL	\$10,675.00	

September

Yard Dogs	\$1,830.00	based on 2023 Budget
Recording Secretary	\$0.00	Estimate based on previous months
Admin Personnel	\$640.00	Estimate based on previous months
Clerk	\$320.00	Estimate based on previous months
L&I	\$10.00	Estimate based on previous months
Enduris	\$0.00	Remainder of 2023 Budget
Commissioners	\$370.00	Remainder of 2023 Budget
Web	\$370.00	Remainder of 2023 Budget
Legal - Odgen	\$735.00	Remainder of 2023 Budget
G&O	\$1,000.00	Remainder of 2023 Budget
G&O Capital Project	\$5,000.00	Estimate
Budget Review	\$2,000.00	Estimate - half
G&O Project Review	\$0.00	
TOTAL	\$12,275.00	

October

Yard Dogs	\$1,830.00	based on 2023 Budget
Recording Secretary	\$0.00	Estimate based on previous months
Admin Personnel	\$640.00	Estimate based on previous months
Clerk	\$320.00	Estimate based on previous months
L&I	\$10.00	Estimate based on previous months
Enduris	\$0.00	Remainder of 2023 Budget
Commissioners	\$370.00	Remainder of 2023 Budget
Web	\$370.00	Remainder of 2023 Budget
Legal - Odgen	\$735.00	Remainder of 2023 Budget
G&O	\$1,000.00	Remainder of 2023 Budget
G&O Capital Project	\$0.00	Estimate
Budget Review	\$2,000.00	Estimate - half
G&O Project Review	\$0.00	
TOTAL	\$7,275.00	

November

Yard Dogs	\$1,830.00	based on 2023 Budget
Recording Secretary	\$0.00	Estimate based on previous months
Admin Personnel	\$640.00	Estimate based on previous months
Clerk	\$320.00	Estimate based on previous months
L&I	\$10.00	Estimate based on previous months
Enduris	\$0.00	Remainder of 2023 Budget
Commissioners	\$370.00	Remainder of 2023 Budget
Web	\$370.00	Remainder of 2023 Budget
Legal - Odgen	\$735.00	Remainder of 2023 Budget
G&O	\$1,000.00	Remainder of 2023 Budget
G&O Project Review	\$0.00	Estimate
Budget Review	\$0.00	Estimate
G&O Capital Project	\$0.00	
TOTAL	\$5,275.00	

December

Yard Dogs	\$1,830.00	based on 2023 Budget
Recording Secretary	\$0.00	Estimate based on previous months
Clerk	\$640.00	Estimate based on previous months
Admin Personnel	\$320.00	Estimate based on previous months
L&I	\$10.00	Estimate based on previous months
Enduris	\$0.00	Remainder of 2023 Budget
Commissioners	\$370.00	Remainder of 2023 Budget
Commissioner Travel	\$150.00	Assume voter roll verification
Web	\$370.00	Estimate based on previous months
Legal - Odgen	\$735.00	Remainder of 2023 Budget
G&O	\$1,000.00	Remainder of 2023 Budget
G&O - Assessment Roll	\$380.00	Remainder of 2023 Budget
G&O Project Review	\$0.00	Estimate
Budget Review	\$0.00	Estimate
G&O Capital Project	\$5,000.00	based on 2023 Budget
State Auditor	\$175.00	Remainder of 2022 Budget
Misc Office Exp	\$1,200.00	estimate \$240/mo
Election Cost	\$0.00	no election
TOTAL	\$12,180.00	

Grand Total - Estimated Remaining \$47,680.00



EXHIBIT A PLDD 2024 Budget		https://pldd.org/wp-content/uploads/budgets/Statement-of-Financial-Income-Expense-Budget-Performance-for-July-2023-1.pdf			
Revenue					
Cash Balance (7/31/2023)	\$	72,792	from Falge		
Assessment Balance (7/31/23)	\$	30,064			
Estimated Sept - Dec Expenses	\$	(47,680)			
Estimated Cash December 2023	\$	55,176			
Investment Fund	\$	148,000			
Investment Fund Interest	\$	1,250	estimated based on 2022 interest		
End of Year Available Funds 2023	\$	204,426			
Surplus/Deficit for next year (estimated)					
		2023 BUDGET	2023 To Date- (7/31/2023)	Estimated - 2023 Year End	Difference
Assessment	\$	70,000			
Total Expenses	\$	102,943	\$ 38,299	\$ 70,937	\$ 32,005
Expenses					
695001010.53150.10.0010	Administrative Personnel	\$ 11,461	\$ 4,449	\$ 7,329	\$ 4,132
695001010.53150.10.0020	Commissioner Meeting/District Business	\$ 5,550	\$ 2,804	\$ 4,854	\$ 696
695001010.53150.20.0010	FWH & FICA	\$ 1,412	\$ 533.36	\$ 988.60	\$ 423
695001010.53150.20.0020	WA- ESD	\$ 384	\$ 50.78	\$ 83.90	\$ 300
695001010.53150.31.0010	Field Misc. Supplies Expenses (field Misc Supplies, Field	\$ -	\$ -	\$ -	\$ -
695001010.53150.31.0030	Field Maintenance Operations	\$ 22,620	\$ 14,506.12	\$ 23,656.12	\$ (1,036)
695001010.53150.31.0020	Field - Temporary Labor	\$ 2,520	\$ -	\$ -	\$ 2,520
695001010.53150.41.0010	Engineering - General District	\$ 12,360	\$ 7,443.73	\$ 12,343.73	\$ 16
695001010.53150.41.0030	Assessment Roll Preparation	\$ 1,030	\$ -	\$ 380.00	\$ 650
695001010.53150.41.0015	Engineering - Capital Projects	\$ -	\$ -	\$ -	\$ -
695001010.53150.41.0050	Project Review	\$ -	\$ -	\$ -	\$ -
695001010.53150.41.0060	Unanticipated Engineering Costs	\$ 4,560	\$ -	\$ -	\$ 4,560
695001010.53150.41.0015	Miscellaneous Design Project	\$ 10,000	\$ -	\$ -	\$ 10,000
695001010.53150.43.0010	Commissioner Mileage/Travel Expense	\$ 400	\$ 90.99	\$ 240.99	\$ 159
695001010.53150.45.0010	Rent	\$ 2,635	\$ 1,625.24	\$ 1,625.24	\$ 1,010
695001010.53150.42.0010	Postage/Mailing	\$ 191	\$ -	\$ -	\$ 191
695001010.53150.44.0000	Advertising	\$ 180	\$ -	\$ -	\$ 180
695001010.53150.46.0000	Insurance	\$ 5,500	\$ -	\$ 20.00	\$ 5,480
695001010.53150.31.0020	Supplies	\$ 1,020	\$ 43.68	\$ 1,243.68	\$ (224)
695001010.53150.47.0000	Web Site Maintenance & Renewal	\$ 3,480	\$ 2,820.70	\$ 4,670.70	\$ (1,191)
695001010.53150.49.0000	Miscellaneous (filing fees)	\$ 200	\$ 425.39	\$ -	\$ (225)
695001010.53150.48.0020	Election Cost - Jefferson County	\$ -	\$ -	\$ -	\$ -
695001010.53150.48.0030	State Auditor	\$ 1,200	\$ 1,024.80	\$ 1,199.80	\$ 0
695001010.53120.78.0010	Loan Payments	\$ -	\$ -	\$ -	\$ -
695001010.53120.82.0000	Interest on Loan Repayment	\$ -	\$ -	\$ -	\$ -
695001010.53150.41.0020	Budget Assistance	\$ 4,000	\$ -	\$ 4,000	\$ -
695001010.53150.41.0100	Legal	\$ 8,820	\$ 270.00	\$ 3,945.00	\$ 4,875
695001010.53150.41.0150	Accounting - Clerk	\$ 3,420	\$ 2,211.00	\$ 4,131.00	\$ (711)
695001010.53150.41.0160	Recording Secretary	\$ -	\$ -	\$ -	\$ -
695001010.53150.41.0005	Construction Capital Projects	\$ -	\$ -	\$ -	\$ -
695001010.59431.60.0000	Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -
695001010.53150.49.0100	Contingency	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 102,943</b>	<b>\$ 38,298.76</b>	<b>\$ 70,937.12</b>	<b>\$ 32,005</b>

0.00200071 FWH & FICA %  
0.01

10 for Jan, April, July, October, 3 for month other months

Estimate

Year	2023	2024	2025	2026	2027	2028	2029
<b>EXPENSES</b>							
Personnel Services	\$ 18,807	\$ 20,870	\$ 19,952	\$ 22,141	\$ 22,805	\$ 23,489	\$ 24,194
Field Expenses	\$ 25,140	\$ 27,370	\$ 26,671	\$ 29,037	\$ 29,908	\$ 30,805	\$ 31,729
District Engineering	\$ 27,950	\$ 30,550	\$ 29,652	\$ 32,410	\$ 33,383	\$ 34,384	\$ 35,416
Commissioner Meetings, Mileage, & Travel Expenses	\$ 400	\$ 470	\$ 424	\$ 499	\$ 514	\$ 529	\$ 545
Miscellaneous District Office Expenses	\$ 13,206	\$ 11,790	\$ 14,010	\$ 12,508	\$ 12,883	\$ 13,270	\$ 13,668
Assessment, Taxes, County Fees & Election Costs	\$ 1,200	\$ 43,310	\$ 1,273	\$ 45,948	\$ 1,349	\$ 48,704	\$ 1,432
PWTF Loan Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 16,240	\$ 11,350	\$ 17,229	\$ 12,041	\$ 12,402	\$ 12,775	\$ 13,158
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 102,943</b>	<b>\$ 145,710</b>	<b>\$ 109,212</b>	<b>\$ 154,584</b>	<b>\$ 113,245</b>	<b>\$ 163,957</b>	<b>\$ 120,141</b>

**Future Assessment - Assume 2023 Assessment - no assessment**

<b>Assessment</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 58,716	\$ (50,495)	\$ (205,079)	\$ (318,324)	\$ (482,280)
Cash Account Surplus (Deficit) end of year		\$ 58,716	\$ (50,495)	\$ (205,079)	\$ (318,324)	\$ (482,280)	\$ (602,422)

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

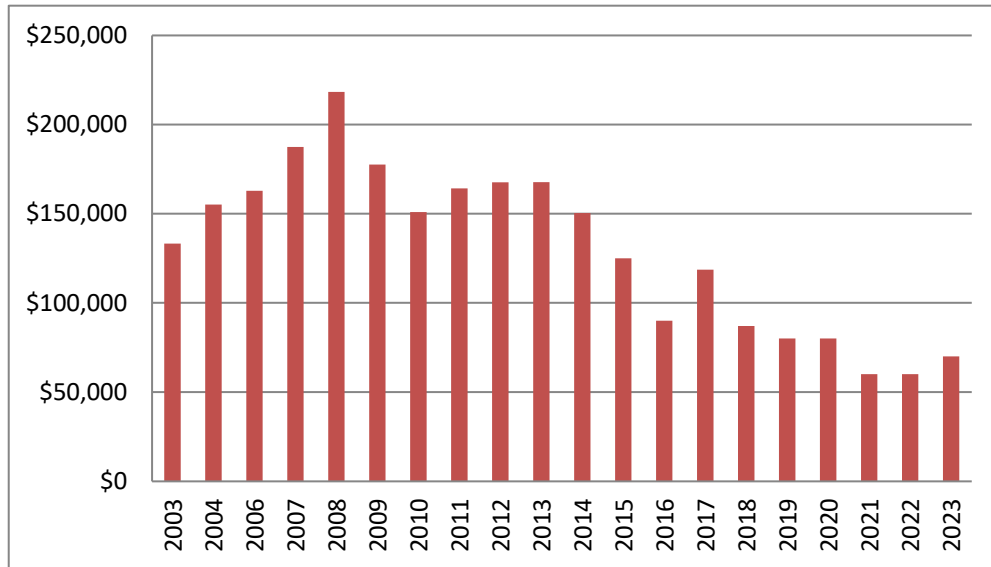
<b>Assessment</b>	<b>\$ 70,000</b>	<b>\$ 90,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 148,716	\$ 149,505	\$ 104,921	\$ 111,676	\$ 67,720
Cash Account Surplus (Deficit) end of year		\$ 148,716	\$ 149,505	\$ 104,921	\$ 111,676	\$ 67,720	\$ 67,578

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

<b>Assessment</b>	<b>\$ 70,000</b>	<b>\$ 90,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 138,716	\$ 139,505	\$ 94,921	\$ 101,676	\$ 57,720
Cash Account Surplus (Deficit) end of year		\$ 138,716	\$ 139,505	\$ 94,921	\$ 101,676	\$ 57,720	\$ 57,578

Assessment History

2003	\$133,200
2004	\$155,100
2006	\$162,783
2007	\$187,400
2008	\$218,268
2009	\$177,518
2010	\$150,940
2011	\$164,200
2012	\$167,600
2013	\$167,700
2014	\$150,400
2015	\$125,000
2016	\$90,000
2017	\$118,600
2018	\$87,000
2019	\$80,000
2020	\$80,000
2021	\$60,000
2022	\$60,000
2023	\$70,000



Type	Function		Object Code		New Account Number	Old Account Numbers
5	591	5	7	0	5591570	695001010.53120.78.0010
5	592	5	8	0	5592580	695001010.53120.82.0000
5	535	2	1	0	5535210	695001010.53150.10.0010
5	535	2	3	0	5535230	695001010.53150.10.0020
5	535	2	2	0	5535220	695001010.53150.20.0010
5	535	2	2	1	5535221	695001010.53150.20.0020
5	535	0	3	1	5535031	695001010.53150.31.0010
5	535	0	1	8	5535018	695001010.53150.31.0020
5	535	3	3	1	5535331	695001010.53150.31.0020
5	535	0	4	0	5535040	695001010.53150.31.0030
5	535	1	4	0	5535140	695001010.53150.41.0010
5	594	1	4	4	5594144	695001010.53150.41.0015
5	535	4	4	2	5535442	695001010.53150.41.0020
5	535	1	4	1	5535141	695001010.53150.41.0030
5	535	1	4	2	5535142	695001010.53150.41.0050
5	535	1	4	3	5535143	695001010.53150.41.0060
5	535	4	4	3	5535443	695001010.53150.41.0100
5	535	4	4	4	5535444	695001010.53150.41.0150
5	535	4	4	5	5535445	695001010.53150.41.0160
5	535	3	4	2	5535342	695001010.53150.42.0010
5	535	3	4	0	5535340	695001010.53150.43.0010
5	535	3	4	3	5535343	695001010.53150.44.0000
5	535	3	4	1	5535341	695001010.53150.45.0010
5	535	3	4	4	5535344	695001010.53150.46.0000
5	535	3	4	5	5535345	695001010.53150.47.0000
5	535	3	4	8	5535348	695001010.53150.48.0000
5	535	3	4	7	5535347	695001010.53150.48.0040
5	535	3	4	6	5535346	695001010.53150.49.0000
5	585	6	4	1	5585641	695001010.53150.49.0100
5	535	3	4	9	5535349	695001010.53150.51.0020
5	585	6	4	0	5585640	695001010.59431.60.0000
5	535	1	4	5	5535145	

P      PPP      X      P      X

P - Proscribed Number

X - Free to designate

**Notes:**

5 - A government expenditure

535 - Diking/Drainage details can be found [https://sao.wa.gov/bars\\_cash/charts-of-accounts/revenu](https://sao.wa.gov/bars_cash/charts-of-accounts/revenu)

Object Code details can be found [https://sao.wa.gov/bars\\_cash/charts-of-accounts/object-codes/obj](https://sao.wa.gov/bars_cash/charts-of-accounts/object-codes/obj)

Old Account Names	
PWTF Loan Principal Repayment	<b>Loan Payments/Transfers to Reserve</b>
Loan Interest	
Administrative Personnel	<b>Personnel</b>
Meetings/District Business	
FWH & FICA	
WA - ESD	
<b>Misc Supplies</b>	<b>Field Expenses</b>
Temporary Labor	
Office Supplies	
Drainage Maintenance Operations	
General District Engineering including Meetings	<b>Engineering</b>
Engineering - Capital Projects	
Budget Assistance	<b>Professional Services</b>
Assessment Roll & Certification	
Project Review	
Unanticipated Engineering Costs	
Legal	
Accounting Clerk	
Recording Secretary	
Postage/Mailings	
Mileage/Travel Expense	<b>Commissioners Meeting, Mileage &amp; Expenses</b>
Advertising	
Rent	<b>Miscellaneous/Office Expenses</b>
Insurance	
Web Site Maintenance & Renewal	
Assessments/County Fees/Elections	Elections per old account number
State Auditor	
Miscellaneous Filing/Recording Fee	
Contingency	
Election Cost - Jefferson County	Old account number doesn't match
Unanticipated Storm Improvement Costs	<b>Capital Improvement Plan</b>
Miscellaneous Design Project	

e-expenditure-expense-accounts-overview/revenue-expenditure-accounts-overview/  
ject-codes/

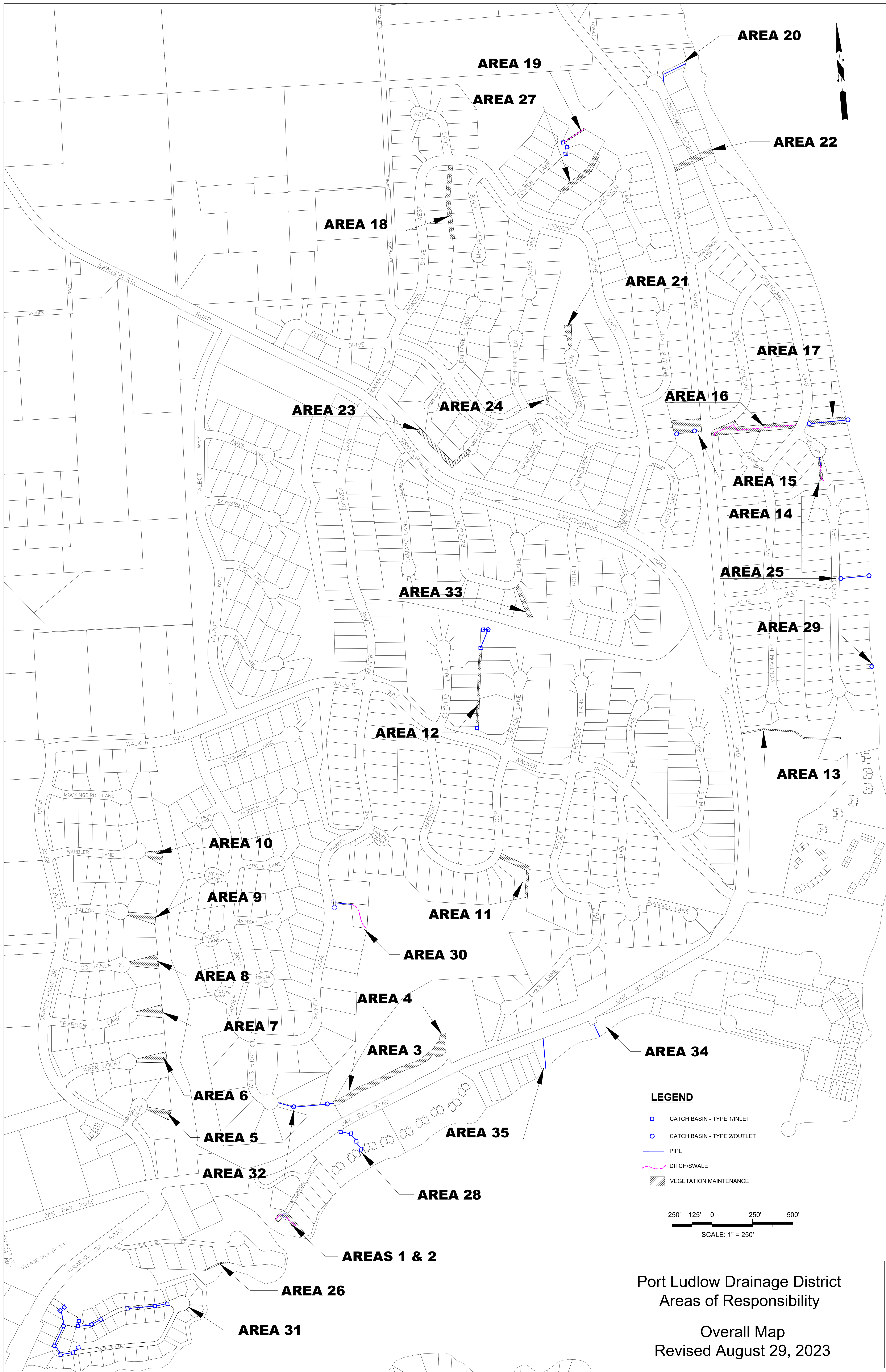
2024 BUDGET REQUEST  
JEFFERSON COUNTY

FUND 695: P L DRAINAGE DIST

Account Number	Name	2022 BUDGET	2023 BUDGET	2024 REQUEST
<b>Revenues</b>				
695001010.36800.00.0000	SPECIAL ASSESSMENT REVENUE	60,000	70,000	70,000
695001010.36111.00.0000	INVESTMENT INTEREST			-
695001040.36111.00.0000	INVESTMENT INTEREST			-
<b>Total Revenues</b>		<b>60,000</b>	<b>70,000</b>	<b>70,000</b>

Old Account Numbers	New Account	Description	2022 BUDGET	2023 BUDGET	2024 REQUEST
695001010.53120.78.0010	5591570	PWTF LOAN PAYMENT	-	-	-
695001010.53120.82.0000	5592580	INTEREST ON LOAN REPAYMENT	-	-	-
695001010.53150.10.0010	5535210	ADMISTRATIVE PERSONNEL	9,570	12,040	12,730
695001010.53150.10.0020	5535230	COMMISSIONER MEETINGS	4,670	5,830	6,150
695001010.53150.20.0010	5535220	FWH & FICA	1,190	1,490	1,570
695001010.53150.20.0020	5535221	WA-L&I/ESD	320	410	420
695001010.53150.31.0020	5535331	OFFICE SUPPLIES	1,060	1,080	320
695001010.53150.31.0030	5535040	FIELD EXP-DRAINAGE MAINT OPER	23,060	23,760	24,570
695001010.53150.31.0031	5535018	FIELD TEMPORARY LABOR	2,650	2,650	2,800
695001010.53150.41.0010	5535140	ENGINEERING - GENERAL DISTRICT	12,980	12,980	13,860
695001010.53150.41.0015	5535145	ENGINEERING-CAPITAL PROJECTS	10,500	10,500	10,500
695001010.53150.41.0025	5594144	FOSTER LANE ENGINEERING	-	-	-
695001010.53150.41.0020	5535442	ENGINEERING- BUDGET ASSISTANCE	4,200	4,200	3,150
695001010.53150.41.0030	5535141	ASSESSMENT ROLL PREPARATION	1,090	1,090	1,150
695001010.53150.41.0050	5535142	PROJECT REVIEW	-	-	-
695001010.53150.41.0060	5535143	UNATICP. ENGINEERING COSTS	4,790	4,790	5,040
695001010.53150.41.0100	5535443	LEGAL	9,270	9,270	3,910
695001010.53150.41.0150	5535444	PROF. SERVICES - CLERK	3,280	3,600	4,290
695001010.53150.41.0160	5535445	RECORDING SECRETARY	-	-	-
695001010.53150.42.0010	5535342	POSTAGE	190	210	110
695001010.53150.43.0010	5535340	COMMISSIONER TRAVEL EXPENSE	420	420	470
695001010.53150.44.0000	5535343	ADVERTISING	190	190	110
695001010.53150.45.0010	5535341	RENT	630	2,470	3,010
695001010.53150.46.0000	5535344	INSURANCE	5,430	5,780	6,070
695001010.53150.47.0000	5535345	WEB SITE RENEWAL	1,560	3,660	1,640
695001010.53150.48.0040	5535347	STATE AUDITOR	1,260	1,260	1,310
695001010.53150.49.0000	5535346	MISCELLANEOUS	210	210	530
695001010.53150.48.0020	5535348	ELECTION COSTS	11,550	-	42,000
695001010.59431.60.0000	5585641	CAPITAL OUTLAY	-	-	-
695001010.59431.60.0020		WWTP DITCH IMPROVEMENTS	-	-	-
695001040.58810.00.0000	5585640	PRIOR PERIOD CORRECTION	-	-	-
<b>Total Expenditures</b>			<b>110,070</b>	<b>107,890</b>	<b>145,710</b>







**PLDD Area Inventory and Maintenance Schedule**

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Annual Maint Freq.	Est Hr	Total Hr	Comments
1	<a href="#">968800100</a>	<a href="#">479189</a>	<a href="#">1604774</a>	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	4	2	8	See section 11 Storm Water Conveyance and Maintenance & 12 Easements B&D. Easement doc has good survey maps
2	"	"	"	"	"	Outlet structure	Storm pipe/basin inspection/cleaning	4	1	4	"
3	<a href="#">821171015</a>	<a href="#">464018</a>	<a href="#">1604627</a>	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	<a href="#">PLDD Project #2. Bioswale Stormwater Facility</a>	Vegetation clearing	4	3	12	"
4	"	"	"	"	Detention pond	Detention pond	"	4	6	24	"
5	<a href="#">990500081</a>	?	<a href="#">256622</a>	LMC	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court</a>	<a href="#">Open woodlands</a>	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court</a>	<a href="#">Corrugated metal pipe</a>	Vegetation clearing	2	2	4	Outfall could cause minor erosion
7	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	2	2	4	See construction docs
11	<a href="#">990400530</a>	<a href="#">646997</a>		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2	1	2	"
12	<a href="#">990404103</a> <a href="#">Covers several parcels North and South of Walker Way</a>	<a href="#">589304</a>		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	<a href="#">PLDD Projects #7 &amp; 18:</a> French drain in easement. Drain basin off Rainier trail.	Light maintenance, Drain basin: clear leaves/debris 4x/yr	2	2	4	"
13	<a href="#">821093001</a>	<a href="#">508252</a>		PLA	Easement west of Waste Water Treatment Plant	<a href="#">PLDD Project #12.</a> Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	4	3	12	"

detention pond maintenance quarterly

detention pond maintenance quarterly

bioswale/ditch inspection quarterly

detention pond maintenance quarterly

reduce if no obvious infrastructure here

reduce if no obvious infrastructure here

reduce if no obvious infrastructure here

reduce if no obvious infrastructure here

reduce if no obvious infrastructure here

CB inspection is typically 1x every 1 to 2 years

CB inspection is typically 1x every 1 to 2 years

bioswale/ditch inspection quarterly



## PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Annual Maint Freq.	Est Hr	Total Hr	Comments
14	<a href="#">990600164</a>	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	<a href="#">200294</a>	LMC	Common area South end of Libby Court	<a href="#">Open rock lined ditch with check dams that leads to a 36" pipe to a catchbasin and CMP culvert under Montgomery Lane, then into a new CB and 36" 32" HDPE pipe to the marine outfall.</a>	Vegetation maintenance	4	2	8	Green Facilities installed by others?
15	<a href="#">990603236</a>	<a href="#">589305</a>		LMC	West of Oak Bay Road and Baldwin Lane intersection	<a href="#">PLDD Projects #5 &amp;15. Upper Baldwin Drainage Improvement</a>	Clean/Inspect	4	2	8	990603236 covers a wide area. Only one recorded easment #589305.
16	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	<a href="#">PLDD Project #4. Incised Ditch – Oak Bay Road to Montgomery (Oak Bay Road Phase II)</a>	Vegetation maintenance	4	4	16	Repair/rehabilitation of rock lining and check dams?
17	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Montgomery Lane north of Libby Ct to beach	<a href="#">PLDD Project #3. Libby Court Outfall</a>	Inspect and remove any sediment from catch basin.	2	2	4	
18	<a href="#">990603236</a>	534006 for APN 990603126 535493 for APN 990603123		LMC	Area at the back of lots between Pioneer Drive West and McCurdy Lane	<a href="#">PLDD Project #10. McCurdy Lane Cutoff Trench drain with closed catch basins and a cleanout</a>	Inspect/clear vegetation around drainage area	2	1	2	Access via concrete driveway at 22 MCCURDY LN. 12-29-22: Reviewed with Russ.12" Corrugated PVC pipe behind last house does not appear to be carrying any water.
19	<a href="#">990603236</a>	See survey sheet 5-6	<a href="#">200294</a>	LMC	Northeast end Foster Lane cul-de-sac. G & O Project 06413.05, March 2007.	<a href="#">PLDD Project #8. Foster Lane Drainage Improvement</a>	Pipe inlet cleaning, check rock lined ditch and clear as necessary	2	2	4	3-6-23: Russ cleaned up all ivy in ditch. See photos.
20	<a href="#">990900019</a>	?	<a href="#">256452</a>	LMC	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Inlet Inspect/clean	1	1	1	990900019 is comprised of several parcels on Montgomery Ct.
21	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	North end Adventurer Lane cul-de-sac	<a href="#">PLDD Project #6. Adventurer Lane Cut-off trench</a>	Inspect & clean	2	1	2	
22	<a href="#">990900019</a>		<a href="#">256452</a>	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	1	1	1	
23	<a href="#">990603236</a>	<a href="#">589305</a>	<a href="#">200294</a>	LMC	South of Trader Lane cul-de-sac	<a href="#">PLDD Project #17. Forester/Trader Lane Improvements</a>	Inspect & clean	2	1	2	
24	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	French drain	None. Included as reference to older inventory	0	0	0	Some discussions in past meetings but no regular maintenance required.

CB inspection is typically 1x every 1 to 2 years

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Annual Maint Freq.	Est Hr	Total Hr	Comments
25	<a href="#">990400227</a>	<a href="#">523709</a>		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	PLDD Project #9. Pope Way Outfall	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1	1	1	Beach outfall inspection
	<a href="#">990400228</a>	<a href="#">523708</a>									
26	<a href="#">968800103</a>	<a href="#">487620 - CCR</a>	<a href="#">487625</a>	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	4	1	4	
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	PLDD Project #13. Jackson-Foster/Machias Loop/Warbler Drainage Improvements. Cutoff trench and discharge to a reserve area also to the ravine south of the fire station.	Inspect & possibly clean	2	1	2	Home owner maintains
28	<a href="#">990200060</a>	<a href="#">471027</a>		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	PLDD Projects #1 &14. Under ground Conveyance System(12 in. pipe) from Oak Bay Rd. toward bay running between bldgs 7 & 8.	Inspect 2 open drain basins. Other drain basins have a solid top.	1	1	1	These basins are connected to 12 in. pipe so no cleaning should be required.
29	<a href="#">990400264</a>	None		LMC	Part of APN 990400264 reserve between 191 and 201 Condon Lane	Catch basin on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & document outfall condition	1	1	1	
30	<a href="#">990100200</a>	<a href="#">527176</a>	<a href="#">406389</a>	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1	1	1	See email from 2022
31	<a href="#">968900100</a>	<a href="#">587899</a>		LUDLOW COVE DIVISION 2 HOMEOWNERS ASSOCIATION	Anchor Lane Cottages - CCRs Doc # 487620	Road Catch Basins	Inspect & clean	1	1	1	Clarified and confirmed at the August regular meeting, #295. Russ to inspect week of 8
32	<a href="#">990100200</a>	<a href="#">465680</a>	<a href="#">406389</a>	LMC	Greebelt at the end of Wells Ridge Court. See also AFN 406381, Declaration of Covenants and 655233 Updates	18 inch CPEP from the end of the road exiting in the Bioswale at the bottom of the hill.	Inspect, clean as necessary	1	1	1	3-9-23: Gary Added to Inventory to question. Will review with Russ and Kerri for maint requirements.
33	<a href="#">990602105</a>	?		LMC	Subdivision: 9906 - PORT LUDLOW NO. 2 Assessor's Land Use Code: 7600 - Community Areas - Green Blts - Parks Neighborhood Description: 3333 - PORT LUDLOW #2 AREA 2	Drainage ditch from road	Inspect, clean as necessary	1	1	1	Clean out ditch. Watch during heavy rain. May need to install pipe to prevent flooding of 150 Resolute Ln.

bioswale inspection quarterly

15:00

CB inspection is typically 1x every 1 to 2 years

**PLDD Area Inventory and Maintenance Schedule**

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Annual Maint Freq.	Est Hr	Total Hr	Comments	
					Beach Outfalls		Inspect & note any maintenance required	1	2	2	All Commissioners should inspect the beach outfalls annually with the engineer	
								<b>Year</b>	<b>54</b>	<b>141</b>		
								<b>Total</b>				
								<b>Avg/Mo</b>	<b>5</b>	<b>12</b>		

**PLDD Capital Projects**

[Projects : Port Ludlow Drainage District \(pldd.org\)](http://pldd.org)

**Useful County Links**

Permits, surveys, etc.:

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

Assessor & Auditors records

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

Recorded document search

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



**Maintenance Notes 2022**

Month	Comments
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

**PLDD Inventory and Maintenance**

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

**Year Total**     **1**  
**Avg/Mo**        **0**

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

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

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

Report of Account Balances and Changes  
 For August 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	\$ 75,917.04	\$ 72,792.34						
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73	\$ 905.41	\$ 929.09						\$ 44,865.21
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)	\$ (5,656.32)	\$ (7,403.19)	\$ (5,923.42)	\$ (4,030.11)	\$ (10,570.09)						\$ (44,022.03)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84	\$ 63,049.59	\$ 82,202.93	\$ 80,805.73	\$ 75,917.04	\$ 72,792.34	\$ 63,151.34						
<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	\$ 148,000.00	\$ 148,000.00						
GF Investment Pool Gross Interest	\$ 524.90	\$ 523.32	\$ 597.87	\$ 599.49	\$ 647.12	\$ 632.29	\$ 658.17	\$ 670.74						\$ 4,853.90
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89	\$ 29.97	\$ 32.36	\$ 31.61	\$ 32.91	\$ 33.54						\$ 216.45
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26	\$ 637.20						\$ 4,637.45
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00						
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69	\$ 24,240.14	\$ 5,391.23	\$ 434.05	\$ 280.15	\$ 291.89						\$ 40,227.76
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26	\$ 637.20						\$ 4,637.45
Transfers & Other Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73	\$ 905.41	\$ 929.09						

# Reimagine productivity with Microsoft 365 and Microsoft Teams

## Microsoft 365 Business Basic

\$6.00 user/month

(Annual subscription—auto renews)<sup>1</sup>

Buy now

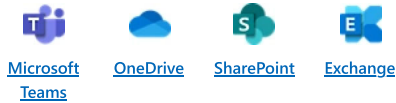
[Try free for one month >](#)

See trial terms<sup>2</sup>

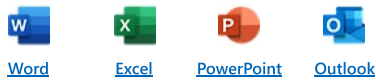
### Start with web and mobile apps

- ✓ Web and mobile versions of Word, Excel, PowerPoint, and Outlook
- ✓ Chat, call, meet up to 300 attendees
- ✓ 1 TB of cloud storage per user
- ✓ Business-class email
- ✓ Manage customer appointments
- ✓ Standard security
- ✓ Anytime phone and web support

### Secure cloud services:



### Web and mobile apps only:



## Microsoft 365 Business Standard

\$12.50 user/month

(Annual subscription—auto renews)<sup>1</sup>

Buy now

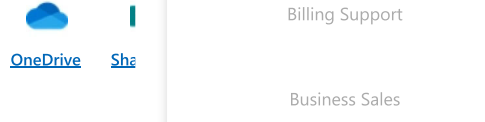
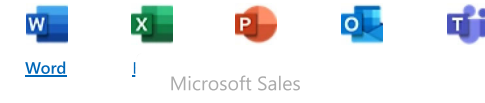
[Try free for one month >](#)

See trial terms<sup>2</sup>

### Everything in Business Basic, plus:

- ✓ Desktop versions of Word, Excel, PowerPoint, and Outlook
- ✓ Easily host webinars
- ✓ Attendee registration and reporting tools
- ✓ Tools to create personalized documents and professional layouts

### Desktop, web, and mobile apps and secure cloud services:



## Microsoft 365 Business Premium

\$22.00 user/month

(Annual subscription—auto renews)<sup>1</sup>

Buy now

[Try free for one month >](#)

See trial terms<sup>2</sup>

### Everything in Business Standard, plus:

- ✓ Advanced security



Microsoft Sales

Billing Support

Business Sales

Read Business Sales

Mi

If you are receiving this message, a Microsoft Sales associate is not available, it is after business hours, or it is a local holiday.

Microsoft Sales hours are:  
Monday-Friday 9:00 am - 9:00 pm EST

Is there anything else I can help you with today?

Yes

Excludes chat, me

+ Type your message

- ✓ Desktop versions of Word, Excel, PowerPoint, and Outlook



- ✓ Access and data control
- ✓ Cyberthreat protection

Desktop, web, and mobile apps and secure cloud services:

- ✓ 1 TB of cloud storage per user
- ✓ Standard security
- ✓ Anytime phone and web support

Desktop, web, and mobile apps and secure cloud services:

**Microsoft 365 Business Basic**

**\$6.00** user/month

(Annual subscription—auto renews)<sup>1</sup>

**Microsoft 365 Business Standard**

**\$12.50** user/month

(Annual subscription—auto renews)<sup>1</sup>

**Microsoft 365 Business Premium**

**\$22.00** user/month

(Annual subscription—auto renews)<sup>1</sup>

Only includes apps

**Microsoft 365 Apps for business**

**\$8.25** user/month

(Annual subscription—auto renews)<sup>1</sup>



✓ Partial checkmark icons indicate a feature is partially included ✓ Checkmark icons indicate a feature is

[Expand all](#) | [Collapse all](#)

> Email and calendar

> File storage and sharing

> Teamwork and communication

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

09/12/23

Accrual Basis

	Aug 23	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	670.74			4,853.90			
368.00 · Special Assessment Capital (SA)	291.89	277.82	14.07	40,227.76	39,688.42	539.34	70,000.00
<b>Total Income</b>	962.63	277.82	684.81	45,081.66	39,688.42	5,393.24	70,000.00
<b>Gross Profit</b>	962.63	277.82	684.81	45,081.66	39,688.42	5,393.24	70,000.00
<b>Expense</b>							
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	360.00	-360.00	0.00	2,160.00	-2,160.00	2,520.00
5535040 · Drainage Maintenance Operation	1,885.62	1,885.00	0.62	16,391.74	15,080.00	1,311.74	22,620.00
<b>Total 5535000 · Field Expenses</b>	1,885.62	2,245.00	-359.38	16,391.74	17,240.00	-848.26	25,140.00
5535100 · Engineering							
5535140 · General District Engineering	1,318.82	1,030.00	288.82	8,762.55	8,240.00	522.55	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	3,040.00	-3,040.00	4,560.00
<b>Total 5535100 · Engineering</b>	1,318.82	1,410.00	-91.18	8,762.55	11,280.00	-2,517.45	17,950.00
5535200 · Personnel							
5535210 · Administrative Personnel	566.27	955.05	-388.78	5,015.24	7,640.40	-2,625.16	11,460.60
5535220 · Federal Taxes							
FICA Expense	99.92	110.00	-10.08	629.15	912.00	-282.85	1,412.00
FUTA Expense	0.00			4.13			
<b>Total 5535220 · Federal Taxes</b>	99.92	110.00	-10.08	633.28	912.00	-278.72	1,412.00
5535221 · State Taxes							
L&I Expense	2.54			33.43			
WAPFML Expense	0.00	30.00	-30.00	19.89	248.00	-228.11	384.00
<b>Total 5535221 · State Taxes</b>	2.54	30.00	-27.46	53.32	248.00	-194.68	384.00
5535230 · Commissioner Meetings/District	740.00	370.00	370.00	3,544.00	3,330.00	214.00	5,550.00
<b>Total 5535200 · Personnel</b>	1,408.73	1,465.05	-56.32	9,245.84	12,130.40	-2,884.56	18,806.60
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	85.00	-85.00	43.68	680.00	-636.32	1,020.00
5535341 · Rent	109.10	125.00	-15.90	1,734.34	1,885.00	-150.66	2,635.00
5535342 · Postage/Mailings	66.00	16.00	50.00	66.00	128.00	-62.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	120.00	-120.00	180.00
5535344 · Insurance	5,475.00	5,500.00	-25.00	5,475.00	5,500.00	-25.00	5,500.00
5535345 · Website Maint. & Renewal	60.00	0.00	60.00	2,880.70	3,110.00	-229.30	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	425.39	200.00	225.39	200.00
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	5,710.10	5,741.00	-30.90	10,625.11	11,623.00	-997.89	13,206.00
5535301 · Commissioners Mileage & Expense							

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

09/12/23

Accrual Basis

	Aug 23	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget	Annual Budget
5535340 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	90.99	200.00	-109.01	400.00
<b>Total 5535301 · Commissioners Mileage &amp; Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.99</b>	<b>200.00</b>	<b>-109.01</b>	<b>400.00</b>
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
<b>Total 5535302 · Assessments/County Fees/Electio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,024.80</b>	<b>1,200.00</b>	<b>-175.20</b>	<b>1,200.00</b>
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
5535443 · Legal	216.00	735.00	-519.00	486.00	5,880.00	-5,394.00	8,820.00
5535444 · Accounting Clerk	250.00	260.00	-10.00	2,461.00	2,380.00	81.00	3,420.00
<b>Total 5535400 · Professional Services</b>	<b>466.00</b>	<b>995.00</b>	<b>-529.00</b>	<b>2,947.00</b>	<b>8,260.00</b>	<b>-5,313.00</b>	<b>16,240.00</b>
5594144 · Engineering - Capital Projects							
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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>10,000.00</b>
<b>Total Expense</b>	<b>10,789.27</b>	<b>11,856.05</b>	<b>-1,066.78</b>	<b>49,088.03</b>	<b>66,933.40</b>	<b>-17,845.37</b>	<b>102,942.60</b>
<b>Net Ordinary Income</b>	<b>-9,826.64</b>	<b>-11,578.23</b>	<b>1,751.59</b>	<b>-4,006.37</b>	<b>-27,244.98</b>	<b>23,238.61</b>	<b>-32,942.60</b>
<b>Net Income</b>	<b>-9,826.64</b>	<b>-11,578.23</b>	<b>1,751.59</b>	<b>-4,006.37</b>	<b>-27,244.98</b>	<b>23,238.61</b>	<b>-32,942.60</b>