

Agenda for Board of Commissioners' Meeting #0312

October 12, 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/85773109806?pwd=fhH9r9SKaAJgpSI3PH1XtRw4n9Hb1P.1>

Meeting ID: 857 7310 9806

Passcode: 410826

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 or districtadmin@pldd.org for help joining the meeting.

1. **Call to Order:**

2. **Roll Call:**

3. **Agenda Approval:**

4. **Overview of the Budget**

5. **General Public Testimony:** This Public Hearing allows members of the public to comment, limited to three minutes each, on the Port Ludlow Drainage District 2024 Budget and Assessment. 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 public hearing. After hearing all comments from the public, the Chair will close the public hearing.

6. **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.

7. **Commissioner Communications:**

8. Public Inquiries:

8.a. 150 Resolute Lane – Review preliminary options of near term and possible permanent solutions to address drainage issues.

Recommended Action: Review a preliminary scope of work for options including a plastic liner and a more permanent pipe and provide direction to Gray & Osborn Consulting Engineer.

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

Recommended Action: Receive report from Gray & Osborn Consulting Engineer summarizing the District's historical actions in context of the Founding Document Section 1.5 d. to maintain "all condominium and apartment areas", discuss the findings and make recommendations.

9. Consent Agenda:

Items 9.a., 9.b. and 9.c, 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.*

9.a. Minutes September 14, 2023 Meeting #0310.

9.b. Minutes October 9, 2023 Special Meeting #0311

9.c. 311 Voucher Summary: numbers 23-079 through 23-092 totaling \$5,405.81 with \$805.05 for payroll, \$0 for supplies, \$4,014.55 for services and \$586.21 for payroll taxes.

10. New Business

10. a. Letter of Engagement Falge Financial

Recommended Action: Direct the Chair to sign a Letter of Engagement with Falge Financial Services for Bookkeeping Services for one year with a monthly cost for service increase from \$250.00 to \$285.00.

10.b. Resolution 2023-02 A Resolution Of The Port Ludlow Drainage District Authorizing The Cancellation Of A Check

Recommended Action: Authorize cancellation of a check to the Employment Security Department in the amount of \$13.81 for an unnecessary payment.

10. c. Review of the pay rate for the Administrative Coordinator

Recommended Action: The Commissions will consider increasing the pay rate of \$27.29 by five percent.

11. Old Business

11.a. Review next steps for a New Maintenance Contract.

Recommended Action: Consider renewing the current Yard Dogs contract for one more year or soliciting bids.

11.b. Web Site Content Review

Recommended Action: Defer discussion of possible adjustments to the About page of the web site and follow up comments from the October 9, 2023 special meeting 03011 of the November meeting.

12. Reports:

12.a. Financial Reports:

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

13. 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.

14. Meeting Adjournment.

EXHIBIT A
Revenue PLDD 2024 Budget

Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2023.
2. Maintenance Contract with Yard Dogs. Equal Payment of \$1,950.00 (includes WSST every month).
3. Assume 5% increase on most items

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	\$ -
Estimated Year End Balance	\$ 274,426

Expenses

Rounded with 5% Contingency

	Total	Rounded with 5% Contingency													
		January	February	March	April	May	June	July	August	September	October	November	December		
Personnel	\$ 20,870	\$ 20,870	\$ 1,548	\$ 1,547	\$ 1,978	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,547	\$ 1,978	\$ 1,978	\$ 1,547	\$ 1,547
695001010.53150.10.0010 5535210	Administrative Personnel	\$ 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	\$ 1,010
695001010.53150.10.0020 5535230	Commissioner Meetings/District Business	\$ 6,150	\$ 390	\$ 390	\$ 780	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 390	\$ 780	\$ 780	\$ 390	\$ 390
695001010.53150.20.0010 5535220	FWH & FICA	\$ 1,570	\$ 117	\$ 116	\$ 148	\$ 116	\$ 116	\$ 116	\$ 116	\$ 116	\$ 116	\$ 148	\$ 148	\$ 116	\$ 116
695001010.53150.20.0020 5535221	WA - ESD	\$ 420	\$ 31	\$ 31	\$ 40	\$ 31	\$ 31	\$ 31	\$ 31	\$ 31	\$ 31	\$ 40	\$ 40	\$ 31	\$ 31
Field Expenses	\$ 27,370	\$ 27,370	\$ 1,950	\$ 1,950	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 2,330	\$ 1,950	\$ 1,950	\$ 1,950
695001010.53150.31.0010 5535030	Misc Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
695001010.53150.31.0030 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	\$ 1,950
695001010.53150.31.0031 5535018	Temporary Labor	\$ 2,800	\$ -	\$ -	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ -	\$ -	\$ -
Engineering	\$ 20,050	\$ 20,050	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,590	\$ 1,500	\$ 1,500
695001010.53150.41.0010 5535140	General District Engineering including Meetings	\$ 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	\$ 1,100
695001010.53150.41.0030 5535141	Assessment Roll & Certification	\$ 1,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -
695001010.53150.41.0050 5535142	Project Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
695001010.53150.41.0060 5535143	Unanticipated Engineering Costs	\$ 5,040	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
5594144	Engineering - Capital Projects	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
695001010.53150.41.0015 5535145	Miscellaneous Design Project	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Commissioners Meeting, Mileage & Expenses	\$ 470	\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110
695001010.53150.43.0010 5535340	Mileage/Travel Expense	\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ 110
Miscellaneous/Office Expenses	\$ 12,100	\$ 12,100	\$ 865	\$ 215	\$ 445	\$ 605	\$ 315	\$ 165	\$ 1,335	\$ 5,995	\$ 445	\$ 735	\$ 215	\$ 165	
695001010.53150.45.0010 5535341	Rent-LMC Room & Storage, PO BOX	\$ 3,010	\$ 300	\$ 140	\$ 270	\$ 140	\$ 140	\$ 140	\$ 770	\$ 140	\$ 270	\$ 270	\$ 140	\$ 140	
695001010.53150.42.0010 5535342	Postage/Mailings	\$ 110	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	
695001010.53150.44.0000 5535343	Advertising	\$ 420	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	
695001010.53150.31.0020 5535331	Supplies	\$ 320	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	
695001010.53150.46.0000 5535344	Insurance	\$ 6,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,780	\$ -	\$ -	\$ -	\$ -	
695001010.53150.47.0000 5535345	Web Site Maintenance & Renewal	\$ 1,640	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	
695001010.53150.49.0000 5535346	Miscellaneous Filing/Recording Fee	\$ 530	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -	
Assessments/County Fees/Elections	\$ 43,310	\$ 43,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	
695001010.53150.48.0020 5535348	Election Cost - Jefferson County	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	
695001010.53150.48.0040 5535347	State Auditor	\$ 1,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Loan Payments/Transfers to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
695001010.53120.78.0010 5591570	Replace Reserve moneys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
695001010.53120.82.0000 5592580	PWTF Loan Principal Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Loan Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 11,350	\$ 11,350	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	
695001010.53150.41.0020 5535442	Budget Assistance	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	
695001010.53150.41.0100 5535443	Legal	\$ 3,910	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	
695001010.53150.41.0150 5535444	Accounting Clerk	\$ 4,290	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	
695001010.53150.41.0160 5535445	Recording Secretary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SubTotal Expenses	\$ 146,020	\$ 146,020	\$ 6,839	\$ 7,457	\$ 12,614	\$ 6,964	\$ 6,659	\$ 6,617	\$ 7,730	\$ 12,623	\$ 12,614	\$ 8,298	\$ 48,155	\$ 6,218	
Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
695001010.59431.60.0000 5585640	Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 146,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
695001010.53150.49.0100 5585641	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 146,020	\$ 146,020	\$ 6,839	\$ 7,457	\$ 12,614	\$ 6,964	\$ 6,659	\$ 6,617	\$ 7,730	\$ 12,623	\$ 12,614	\$ 8,298	\$ 48,155	\$ 6,218	

All amounts rounded up to nearest \$10

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Revenue		EXHIBIT A PLDD 2024 Budget		https://pldd.org/wp-content/uploads/budgets/Statement-of-Financial-Income-Expense-Budget-Performance-for-July-2023-1.pdf		
	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	0.082500571 FWH & FICA %
695001010.53150.10.0020	Commissioner Meeting/District Business	\$ 5,550	\$ 2,804	\$ 4,654	\$ 896	0.01
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	\$ 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	\$ -	\$ -	\$ -	\$ -	10 hrs Jan, April, July, October, 3 hrs/month other months
695001010.59431.60.0000	Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -	
695001010.53150.49.0100	Contingency	\$ -	\$ -	\$ -	\$ -	Estimate
Total		\$ 102,943	\$ 38,298.76	\$ 70,937.12	\$ 32,005	

Estimated Expenses		Cash On-hand (not counting 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 - Ogden	\$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	
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	

Year	2023	2024	2025	2026	2027	2028	2029
EXPENSES							
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	\$ 12,100	\$ 14,010	\$ 12,837	\$ 13,222	\$ 13,619	\$ 14,027
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 102,943	\$ 146,020	\$ 109,212	\$ 154,913	\$ 113,583	\$ 164,305	\$ 120,501

Future Assessment - Assume 2023 Assessment - no assessment

Assessment	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 58,406	\$ (50,805)	\$ (205,718)	\$ (319,301)	\$ (483,607)
Cash Account Surplus (Deficit) end of year		\$ 58,406	\$ (50,805)	\$ (205,718)	\$ (319,301)	\$ (483,607)	\$ (604,108)

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

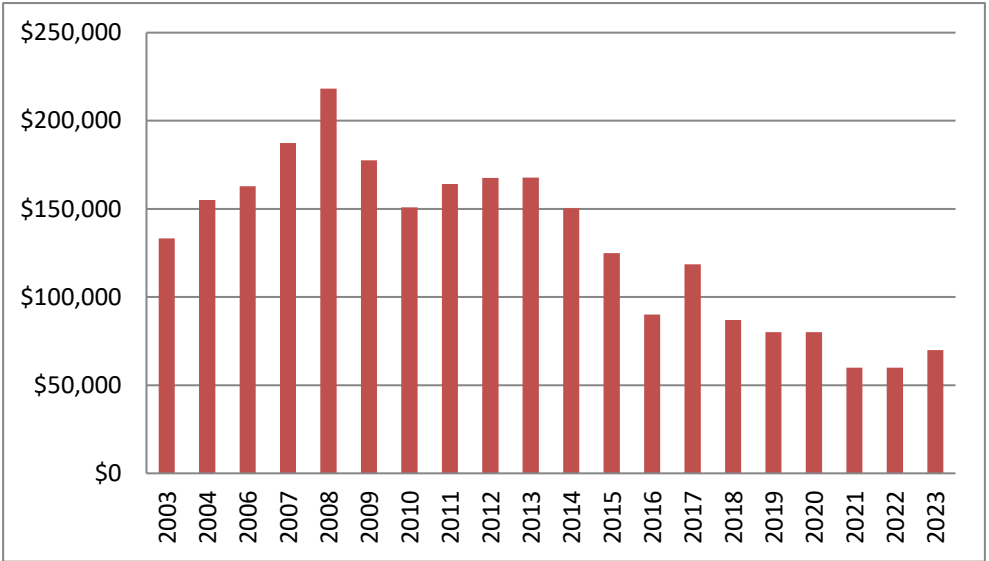
Assessment	\$ 70,000	\$ 90,000	\$ 110,000	\$ 110,000	\$ 120,000	\$ 120,000	\$ 120,000
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 148,406	\$ 149,195	\$ 104,282	\$ 110,699	\$ 66,393
Cash Account Surplus (Deficit) end of year		\$ 148,406	\$ 149,195	\$ 104,282	\$ 110,699	\$ 66,393	\$ 65,892

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

Assessment	\$ 70,000	\$ 90,000	\$ 120,000	\$ 120,000	\$ 130,000	\$ 130,000	\$ 130,000
Cash Account Surplus (Deficit) begininng of year	\$ 205,098	\$ 204,426	\$ 138,406	\$ 139,195	\$ 94,282	\$ 100,699	\$ 56,393
Cash Account Surplus (Deficit) end of year		\$ 138,406	\$ 139,195	\$ 94,282	\$ 100,699	\$ 56,393	\$ 55,892

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	Old Account Names	
5	591	5	7	0	5591570	695001010.53120.78.0010 PWTF Loan Principal Repayment Loan Payments/Transfers to Reserve
5	592	5	8	0	5592580	695001010.53120.82.0000 Loan Interest
5	535	2	1	0	5535210	695001010.53150.10.0010 Administrative Personnel Personnel
5	535	2	3	0	5535230	695001010.53150.10.0020 Meetings/District Business
5	535	2	2	0	5535220	695001010.53150.20.0010 FWH & FICA
5	535	2	2	1	5535221	695001010.53150.20.0020 WA - ESD
5	535	0	3	1	5535031	695001010.53150.31.0010 Misc Supplies Field Expenses
5	535	0	1	8	5535018	695001010.53150.31.0020 Temporary Labor
5	535	3	3	1	5535331	695001010.53150.31.0020 Office Supplies
5	535	0	4	0	5535040	695001010.53150.31.0030 Drainage Maintenance Operations
5	535	1	4	0	5535140	695001010.53150.41.0010 General District Engineering including Meetings Engineering
5	594	1	4	4	5594144	695001010.53150.41.0015 Engineering - Capital Projects
5	535	4	4	2	5535442	695001010.53150.41.0020 Budget Assistance Professional Services
5	535	1	4	1	5535141	695001010.53150.41.0030 Assessment Roll & Certification
5	535	1	4	2	5535142	695001010.53150.41.0050 Project Review
5	535	1	4	3	5535143	695001010.53150.41.0060 Unanticipated Engineering Costs
5	535	4	4	3	5535443	695001010.53150.41.0100 Legal
5	535	4	4	4	5535444	695001010.53150.41.0150 Accounting Clerk
5	535	4	4	5	5535445	695001010.53150.41.0160 Recording Secretary
5	535	3	4	2	5535342	695001010.53150.42.0010 Postage/Mailings
5	535	3	4	0	5535340	695001010.53150.43.0010 Mileage/Travel Expense Commissioners Meeting, Mileage & Expenses
5	535	3	4	3	5535343	695001010.53150.44.0000 Advertising
5	535	3	4	1	5535341	695001010.53150.45.0010 Rent Miscellaneous/Office Expenses
5	535	3	4	4	5535344	695001010.53150.46.0000 Insurance
5	535	3	4	5	5535345	695001010.53150.47.0000 Web Site Maintenance & Renewal
5	535	3	4	8	5535348	695001010.53150.48.0000 Assessments/County Fees/Elections Elections per old account number
5	535	3	4	7	5535347	695001010.53150.48.0040 State Auditor
5	535	3	4	6	5535346	695001010.53150.49.0000 Miscellaneous Filing/Recording Fee
5	585	6	4	1	5585641	695001010.53150.49.0100 Contingency
5	535	3	4	9	5535349	695001010.53150.51.0020 Election Cost - Jefferson County Old account number doesn't match
5	585	6	4	0	5585640	695001010.59431.60.0000 Unanticipated Storm Improvement Costs Capital Improvement Plan
5	535	1	4	5	5535145	Miscellaneous Design Project
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/revenue-expenditure-expense-accounts-overview/revenue-expenditure-accounts-overview/
 Object Code details can be found https://sao.wa.gov/bars_cash/charts-of-accounts/object-codes/object-codes/

**2024 BUDGET REQUEST
JEFFERSON COUNTY**

FUND 695: P L DRAINAGE DIST

Account Number	Name	2022 BUDGET	2023 BUDGET	2024 REQUEST	
Revenues					
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			-	
Total Revenues		60,000	70,000	70,000	
Expenditures					
Old Account Numbers	New Account numbers	Description			
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	420
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	-	-	-
Total Expenditures		110,070	107,890	146,020	

Port Ludlow Drainage District (PLDD)
September 14, 2023
Board of Commissioners Meeting - #0310
Zoom/In Person Meeting - Minutes

1. CALL TO ORDER: Chair Rygmyr called Meeting #0310 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 and Vice Chair, Commissioner 2, Dean Cole were present. Commissioner 3, Michael Nilssen was absent. Administrative Coordinator Mary Paxton was present and Consulting Engineer Kerri Sidebottom of Gray and Osborne was present via telephone because the zoom passcode did not work.

PUBLIC: David Bernard, 150 Resolute Lane

3. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. He recommended deferring Agenda item 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. to a future meeting with the full Commission present and to discuss agenda item 7. Public Inquiries, after the agenda approval.

MOTION: Chair Rygmyr moved to approve the Agenda as amended and Vice-Chair seconded. The motion passed.

7.a. 150 RESOLUTE LANE UPDATE ON DRAINAGE ISSUES AFTER THE AUGUST 29, 2023 RAINSTORM. Chair Rygmyr stated he watched a video of the August 29, 2023 rainstorm emailed from David Bernard the morning of the meeting. Mr. Bernard and Chair Rygmyr discussed the water flow after the recent vegetation clearance performed by Yarddogs Landscaping Inc. Consulting District Engineer of Gray & Osborne, Kerri Sidebottom, recommended installing a plastic liner as a first step to help assess whether groundwater is part of the problem. Discussion followed. There was consensus that David Bernard could use plastic foam he has with some rocks to fill an existing hole.

Engineer Sidebottom was directed to prepare a preliminary scope of work for options including a plastic liner that could be installed by Yarddogs Landscaping and a more permanent pipe. It was noted that a permanent pipe may eliminate ongoing maintenance.

7.b. 20 OLYMPIC WAY, ADMIRALTY 1 BUILDING 8 CONDO (MARK HEAVY) DRAINAGE COMPLAINT. Chair Rygmyr reported he received complaints from Mr. Heavey at Admiralty 1 Building 8 and discussed the Port Ludlow Drainage District (PLDD) responsibilities in relation to section 1.d.5 of the PLDD Founding Documents. Engineer Sidebottom noted that the problem might be due to drainage from the Jefferson County right-of-way. Chair Rygmyr requested that the responsibility of the Port Ludlow Drainage District (the "District") be reviewed in context of the Founding Document recently posted on the District web site. Consulting Engineer Sidebottom was directed to review history

to determine if there is precedent or an action that clarified the District's responsibility to maintain "all condominium and apartment areas" in Section 1.5 of the Founding Documents.

5. PUBLIC COMMENT: There was no public comment.

6. COMMISSIONER COMMUNICATIONS: There were no Commissioner communications.

8. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda. Administrative Coordinator Mary Paxton identified a typo on the voucher on page 6 of the minutes, the Gray & Osborne bill amount in the left column of the voucher should have been \$1,318.82 instead of \$1,381.82.

MOTION: Chair Rygmyr moved to approve the Consent Agenda with the minutes of the August 10, 2023 Meeting #0309 as corrected and 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. Vice-Chair seconded. The motion passed.

9. NEW BUSINESS

9.a. ESTIMATED COST FOR VINE AND BRANCH TRIMMING AT SELECTED BEACH OUTFALLS AND PRUNING THE POPE WAY OUTFALL. Chair Rygmyr reported that he and Russ Lowry of Yarddogs Landscaping and an employee went to the Pope Outfall during low tide the previous day. He said the outfall was buried in the bushes. Chair Rygmyr brought equipment to successfully remove the vegetation. It was determined no further action or expense was warranted.

9.b. REVIEW OF DRAFT 2024 BUDGET. Chair Rygmyr introduced the draft 2024 budget. Administrative Coordinator Mary Paxton shared that Commissioner 3, Michael Nilssen, recommended increasing the amount for the Advertising budget to \$400. There was consensus that would be the only change to the draft budget. There was discussion of next steps for the budget approval process including posting the draft budget on the District web site and publishing two notices of Public Hearing for the October 12, 2023 meeting #0311 in the Port Townsend Leader.

9.c. DISCUSSION OF A RECENT MRSC PUBLICATION "*LESS IS MORE: ACTION MINUTES SAVE TIME, SERVE THE AGENCY BEST.*" The Commissioners discussed the publication. The Administrative Coordinator was directed to document decisions in minutes but include less detail because the meetings are recorded.

10. OLD BUSINESS

10.a. DISCUSSION OF 2024 ELECTION COSTS AND POSSIBLE ADMINISTRATION OF THE ELECTION. Chair Rygmyr introduced the agenda item and noted the email from the District's legal counsel regarding the possibility of conducting the election to save the District money. The Administrative Coordinator reported that Commissioner 3, Michael Nilssen, communicated that he recommended that the potential \$40,000 for an election

could be covered with the District's Investment Fund 69500118 and that in the interim the District could explore how to administer a future election. There was concurrence to follow the recommendation. The Administrative Coordinator was directed to contact Quinn Grewell at Jefferson County Auditor's Office to determine if the District needed to prepare any election notices in advance of the filing period.

10.b. REVIEW OF MAINTENANCE TABLE AND MAP AND SCOPE OF WORK FOR AN UPDATED MAINTENANCE CONTRACT. The Commissioners received a report from Chair Rygmyr. There was consensus that the updated Maintenance Table and Map are acceptable for public bidding purposes. Consulting Engineer Sidebottom was directed to prepare bid documents to accompany a public notice to solicit bids for a new maintenance contract for review at the October 12th meeting. Chair Rygmyr encouraged the Commissioner and Administrative Coordinator to review procedures for public bidding for the new maintenance contract.

10.c FOLLOW-UP DISCUSSION OF EMAIL ADDRESSES. 10.d. WEB SITE CONTENT REVIEW.10. e. WEB SITE INFRASTRUCTURE AND MAINTENANCE. Chair Rygmyr suggested scheduling a study session to discuss in more depth agenda items 10.c. 10. d. and 10.e. There was consensus to schedule a study session including Jason Earrame of Seawing Designs for the following possible dates in October: 2nd, 3rd, 9th, 10th, or 11th.

10.f. PORT LUDLOW DRAINAGE DISTRICT BULLETIN BOARD' It was reported that photos of all Commissioners have been received so the 'Meet the Commissioner' page for the Bulletin Board can be completed.

11. REPORTS:

11.a. FINANCIAL REPORTS: Chair Rygmyr reported that the District has a year-to-date budget with expected revenues of \$39,688 but actual revenues of \$40,581. The year-to-date budgeted expenses were \$66,933 with actual expenses of \$49,088.

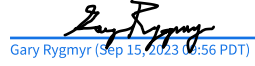
13. MEETING ADJOURNMENT. Chair Rygmyr moved to adjourn the meeting at 11:03 a.m. and Vice-Chair Cole seconded. The motion passed.


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

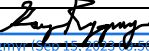
Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-070	Mary Paxton – Employee Payroll Hours worked August	8925	5535210	\$669.24	\$669.24
23-071	Dean Cole- August Meeting attendance	9255	5535230 Commission Meetings	\$103.96	\$103.96
23-072	Michael 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
TOTAL					6,070.84

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 __14th DAY OF _September, 2023

Commissioners Signatures


 Gary Rygmyr (Sep 15, 2023 09:56 PDT)


 Dean Cole (Sep 14, 2023 17:09 PDT)

 <small>Curry Rydgreny (Sep 15, 2023 10:56 PM)</small> APPROVED Port Ludlow Drainage District	15/09/2023	
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Audited By _____

Date: _____

Port Ludlow Drainage District (PLDD)
October 9, 2023
Board of Commissioners Meeting - #0311
Zoom/In Person Meeting - Minutes

- 1, **CALL TO ORDER:** Chair Rygmyr called Special Meeting #0311 of the Port Ludlow Drainage District to order at 4:00 p.m. at the Beach Club Gallery Room, Port Ludlow, Washington.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr, Vice Chair, Commissioner 2, Dean Cole and. Commissioner 3, Michael Nilssen were present. Administrative Coordinator Mary Paxton was present. Web services consultant Jason Earrame of SeaWings Design was present via zoom.
3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. There were no changes.
4. **DISCUSSION OF EMAIL ADDRESSES,. WEB SITE CONTENT REVIEW, FILE SHARING AND STORAGE, WEB SITE INFRASTRUCTURE AND MAINTENANCE, FILE MANAGEMENT.**

Recommended Action: The Commissioners held a discussion and made the following recommendations:

WEB SITE:

Forms Tab:

- ✓ Change the links to the
- ✓ forms on the Forms tab to a bulleted list of links to forms and eliminate the words "Looking for..." Add the Claim form recently provided by Enduris and replace the current 'Agent' tab with a link to Resolution 2017-03.
- ✓ Delete the non-form links on the page because the links are redundant with information provided with other tabs on the website.

About Tab:

- ✓ There was discussion about whether to explore ways to consolidate the About page with links or the addition of tabs with topics such as History and Maintenance Operation. There was consensus to follow up the discussion at the regular October 12, 2023 meeting.
- ✓ There was consensus that when the new maintenance map and table is uploaded to the web site, the maintenance maps currently on the web site should be stored as public records off the web site.

CLOUD STORAGE: Through the course of discussion, it was noted that there are three places for cloud storage of District public records that have not been transferred

to the State Archives: 1) email through the Rackspace subscription; 2) the Port Ludlow Drainage District website; 3) Micro Soft Office 36n5 One Drive.

Jason Eaarome was asked to explain the monthly reports that have been provided since the web site was converted to WordPress. There were questions about time outs and he offered to explore whether the settings are currently too sensitive.

EMAIL: The Commissioners discussed with Jason Eaarome the pros and cons of using the current Rackspace email subscription vs. Micro Soft 365 Outlook email. Jason reported that the programs are very similar. The pros of MS 365 Outlook were that it is a more integrated package and the cost might be included with the MS 365 Subscription that includes other tools and cloud storage. The pros of Rackspace were that the security may be superior and there is a telephone number to call for technical support vs just a chat box with Micro Soft. It was the consensus of the Commissioners to continue with the Rackspace email and table possible changes for future discussion.

5. MEETING ADJOURNMENT. Vice-Chair Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The motion passed unanimously. The meeting adjourned at 5:06 p.m.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	10/16/2023	10/1/2023	V23-079	8925		0 MARY PAXTON	M PAXTON PAYROLL SEP	467.65	69500589	589400	467.65
1	10/16/2023	10/1/2023	V23-080	9255		0 DEAN COLE	SEPTEMBER MEETING AT	103.95	69500589	589400	103.95
1	10/16/2023	10/1/2023	V23-081	9228		0 MICHAEL NILSSEN	SEPTEMBER MEETING AT	116.72	69500589	589400	116.72
1	10/16/2023	10/1/2023	V23-082	9227		0 GARY RYGMYR	SEPTEMBER MEETING AT	116.73	69500589	589400	116.73
1	10/16/2023	9/30/2023	4228-V23-083	9022		0 FALGE BOOKKEEPING SERVICES	SEPT BOOKKEEPING	250	69500589	589400	250
1	10/16/2023	9/11/2023	9-V23-084	3041		0 GRAY AND OSBORNE INC	ENGINEERING SERV 8/13	1510.11	69500589	589400	1510.11
1	10/16/2023	9/19/2023	5266-V23-085	4574		0 LUDLOW MAINTENANCE COMM	SEPTEMBER ROOM RENT	81.83	69500589	589400	81.83
1	10/16/2023	9/12/2023	881866-V23-086	5610		695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH AUGUS	243	69500589	589400	243
1	10/16/2023	9/18/2023	205849-V23-087	4386		695 PORT TOWNSEND LEADER	LEGAL ADV 9/27 & 10/4	44	69500589	589400	44
1	10/16/2023	10/3/2023	202310V23-088	8781		0 YARD DOG LANDSCAPING INC	SEPTEMBER MAINTENAN	1885.62	69500589	589400	1885.62
1	10/16/2023	10/5/2023	V23-089	2338		695 EMPLOYMENT SECURITY DEPAR	PAID FAMILY MEDICAL L	7.27	69500589	589400	7.27
							Q3 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL SECURITY				
1	10/16/2023	10/5/2023	V23-090	9032		695 REVENUE SERVICE		531.26	69500589	598400	531.26
1	10/16/2023	10/5/2023	V23-091	9038		0 WA STATE DEPT OF LABORY & IN	Q3 WORKER COMPENSA	17.57	69500589	598400	17.57
1,THE U	10/16/2023	10/5/2023	V23-092	2338		695 EMPLOYMENT SECURITY DEPAR	Q3 WASHINGTON CARES	30.11	69500589	598400	30.11

0

HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILBLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

OCTOBER MONTH

TOTAL WARRANT AMOUNT: 5405.81

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD Meeting 0312
 PLDD Voucher Summary for Fund #695 001 010
 October 12, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-079	Mary Paxton – Employee Payroll Hours worked in September	8925	5535210	\$467.65	\$467.65
23-080	Dean Cole- September Meeting attendance	9255	5535230 Commission Meetings	\$103.95	\$103.95
23-081	Michael Nilssen - September Meeting attendance	9228	5535230 Commission Meetings	\$116.72	\$116.72
23-082	Gary Rygmyr -- September Meeting attendance	9227	5535230 Commission Meetings	\$116.73	\$116.73
Payroll Subtotal				\$805.05	\$805.05
23-083	Falge Financial, Inc. Invoice 4228 Bookkeeping Services for month of September	9022	5535444	\$250.00	\$250.00
23-084	Gray & Osborne, Inc. Invoice 9 General Engineering services 8/13 through 9/9 Gray & Osborne, Inc. Invoice 1 Budget Assistance	3041	5535140 5535442	\$621.81 \$888.30	\$621.81 \$888.30
23-085	Ludlow Maintenance Commission September room rental, Invoice #5266	4574	5535341	\$81.83	\$81.83
23-086	Ogden Murphy Wallace, Invoice 881866 Legal services thru August 31	5610-695	5535443	\$243.00	\$243.00
23-087	Port Townsend Leader Public Notices 9/27 & 10/4	4386-695	5535345	\$44.00	\$44.00
23-088	Yarddogs Landscaping, Inc Maintenance thru September	8781	55435040	\$1,885.62	\$1,885.62
Vouchers for services subtotal				\$4,014.55	\$4,014.55
Vouchers for supplies				\$0	\$0
23-89	Employment Security Department WAPFML Q3 (Paid Family Leave)	2338-695	5535221	\$7.27	\$7.27
23-90	United States Treasury FUTA Q	9032-695	5534220	\$531.26	\$531.26
23-91	WA State Department of Labor & Industries Q3	9038	5535221	\$17.55	\$17.55
23-92	Employment Security Department Q3 Washington Cares Fund	2338-695	5535221	\$30.11	\$30.11
Vouchers for taxes subtotal				\$586.21	\$586.21
<i>TOTAL</i>					\$5,405.81

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 __12th DAY OF _October 2023

APPROVED
Port Ludlow Drainage District

Commissioners Signatures

Audited By _____
Date: _____

October 3, 2023

Commissioner Michael Nilssen
 Port Ludlow Drainage District (PLDD)
 P.O. Box 65621
 Port Ludlow, WA 98365

Dear Mike,

We appreciate the opportunity of providing you a proposal for Bookkeeping Services. To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you. Ben Falge and Tristan Hefley will be the contact people for this engagement.

What We'll Do

General Bookkeeping Services to include: regular payroll preparation; all quarterly payroll filings; annual payroll filings, including Form 940 and Forms W-2 and W-3; annual contractor filing, including Forms 1099 and 1096; recording in dummy Quickbooks checking account of expenses paid on behalf of the Port Ludlow Drainage District by the Jefferson County Auditor; monthly reporting on expenses as requested.

What We Won't Do

We will make no attempt to adjust the records to reflect generally accepted accounting principles (GAAP). We will make no audit or other verification of the data you submit. We may provide reports which contain portions of financial information; these reports are for internal management use only. We will not provide any financial statements (other than those used for internal management purposes and subject to interpretation by your CPA or tax professional for tax purposes) and will not perform any compilation, review or audit of any of the financial information. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

What We Need from You

In order to complete the service, we will need to obtain information on a timely and periodic basis from your organization. This information includes payroll timesheets, voucher summaries, account trial balance report (sent by the State on PLDD behalf), checks for quarterly payroll tax payments, additional information as requested.

When We'll Do It

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

Fees

Our fee for these services will be a flat monthly fee of \$285. Additional requirements beyond the scope of services in this letter will be billed at \$75.00 per hour for bookkeeping, and \$105.00 per hour for tax or business consulting. We are pleased to have you as a client and hope this will begin a long and pleasant association. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Sincerely yours,

Ben Falge
 Falge Financial, Inc.

Acknowledged:

 Signature

 Date

RESOLUTION NO. 2023-02

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

A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT
AUTHORIZING THE CANCELLATION OF A CHECK

WHEREAS the Port Ludlow Drainage District, formed under authority of RCW 85.38, is managed by a Board of Commissioners which contracts the District's work to outside sources, including routine maintenance of facilities and administrative functions; and

WHEREAS, Check Number 197097 was issued to the Employee Security Department on January 25, 2021 in the amount of Thirteen Dollars and Eighty Two Cents (\$13.82); and

WHEREAS, it has been determined that Check Number 197097 can be cancelled because employees of the Port Ludlow Drainage District are not incurring benefits that require payment to the Employment Securing Department.

NOW THEREFORE BE IT RESOLVED that the Port Ludlow Drainage District hereby authorizes the cancellation of Check Number 197097, Voucher #21-009 approved by the Port Ludlow Drainage District at meeting #0217 on January 14, 2021.

PASSED at a Meeting of the Port Ludlow Drainage District Board of Commissioners this 12th day of October 2023.

Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Vice Chair, Commissioner 2

Michael Nilssen, Commissioner 3

Resolution No. 2020-04
Port Ludlow Drainage District
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365

A Resolution of the Port Ludlow Drainage District,
Clarifying Public Works Contracting Procedures

WHEREAS, the Port Ludlow Drainage District ("PLDD") is a special purpose drainage district, formed under Title 85 RCW;

WHEREAS, as a small special purpose district, the PLDD has limited financial resources and no full-time employees;

WHEREAS, the PLDD has completed all planned and reasonably anticipated drainage improvements and other public works defined in RCW 39.040.010(4); ;

WHEREAS, the PLDD is not a municipality required to utilize the state statutory competitive bidding procedures outlined in Chapter 39.04 RCW to contract for Public Works projects, , but has utilized the processes as "best practices during the initial construction phase in the development of its infrastructure;

WHEREAS, even as a "best practice" the use of these competitive bidding procedures is not required by RCW 39.030.010(4) for "ordinary maintenance" and imposes unnecessary costs and administrative hardships on the PLDD due to its small size and lack of staff;

NOW, THEREFORE, the Board of Commissioners of Port Ludlow Drainage District hereby resolves as follows:

- A. Public Works Contracting Requirements.** Until the PLDD is required by law, or later resolution of this Board to utilize a competitive bidding or other process for public works and maintenance projects, the PLDD will utilize informal requests for quotes and other informal process which in the exercise of the discretion of its Commissioners provides the most cost effective process to obtain the best service or infrastructure at the most competitive price. However, nothing herein shall prohibit, or otherwise limit, the PLDD in the discretion of its Commissioners from voluntarily utilizing competitive bidding procedures for Public Works or maintenance projects in the future without further resolution of this Board. Any future voluntary use of competitive bidding procedures for Public Works or maintenance projects, shall not be construed to be an intent to repeal this Resolution.
- B. All Other Contracting Requirements.** The PLDD has and shall continue to comply with all applicable Federal, State, and local contracting requirements for purchased services, personal services, architectural and engineering services, and purchase of goods, including, but not limited to, the procedure proscribed in Chapter 39.80.RCW for "architectural and engineering" services.

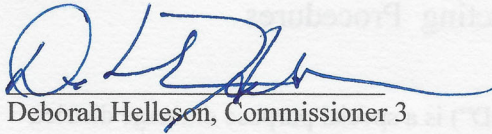
PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 8th day of October 2020.



Don Forbes, Chair, Commissioner 2

Vacant

Commissioner 1



Deborah Helleson, Commissioner 3

WHEREAS, the Board of Commissioners of Port Ludlow Drainage District hereby resolves as follows:

A. Public Works Contracting Requirements. Until the PLDD is required by law, or later resolution of this Board to utilize a competitive bidding or other process for public works and maintenance projects, the PLDD will utilize informal requests for quotes and other informal process which in the exercise of the discretion of its Commissioners provides the most cost effective process to obtain the best service or infrastructure at the most competitive price. However, nothing herein shall prohibit, or otherwise limit, the PLDD in the discretion of its Commissioners from voluntarily utilizing competitive bidding procedures for Public Works or maintenance projects in the future without further resolution of this Board. Any future voluntary use of competitive bidding procedures for Public Works or maintenance projects shall not be construed to be an intent to repeal this Resolution.

B. All Other Contracting Requirements. The PLDD has and shall continue to comply with all applicable Federal, State, and local contracting requirements for purchased services, personnel services, architectural and engineering services, and purchase of goods, including, but not limited to, the procedure prescribed in Chapter 39.80 RCW for "architectural and engineering" services.

WHEREAS, the PLDD has completed all planned and reasonably anticipated drainage improvements and other public works defined in RCW 39.040(1)(a);

WHEREAS, the PLDD is not a municipality required to utilize the state statutory competitive bidding procedures outlined in Chapter 39.04 RCW to contract for Public Works projects, but has utilized the process as "best practices" during the initial construction phase in the development of its infrastructure;

WHEREAS, even as a "best practice" the use of those competitive bidding procedures is not required by RCW 39.030(1)(a) for "ordinary maintenance" and imposes unnecessary costs and administrative burdens on the PLDD due to its small size and lack of staff;

WHEREAS, the PLDD has limited financial resources and no full-time employees;

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

10/06/23

Accrual Basis

	Sep 23	Budget	\$ Over Budget	Jan - Sep 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	655.10			5,509.00			
368.00 · Special Assessment Capital (SA)	700.04	2,909.81	-2,209.77	40,927.80	42,598.23	-1,670.43	70,000.00
Total Income	1,355.14	2,909.81	-1,554.67	46,436.80	42,598.23	3,838.57	70,000.00
Gross Profit	1,355.14	2,909.81	-1,554.67	46,436.80	42,598.23	3,838.57	70,000.00
Expense							
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	360.00	-360.00	0.00	2,520.00	-2,520.00	2,520.00
5535040 · Drainage Maintenance Operation	3,728.34	1,885.00	1,843.34	20,120.08	16,965.00	3,155.08	22,620.00
Total 5535000 · Field Expenses	3,728.34	2,245.00	1,483.34	20,120.08	19,485.00	635.08	25,140.00
5535100 · Engineering							
5535140 · General District Engineering	799.47	1,030.00	-230.53	9,562.02	9,270.00	292.02	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	3,420.00	-3,420.00	4,560.00
Total 5535100 · Engineering	799.47	1,410.00	-610.53	9,562.02	12,690.00	-3,127.98	17,950.00
5535200 · Personnel							
5535210 · Administrative Personnel	736.83	955.05	-218.22	5,752.07	8,595.45	-2,843.38	11,460.60
5535220 · Federal Taxes							
FICA Expense	84.68	140.00	-55.32	713.83	1,052.00	-338.17	1,412.00
FUTA Expense	0.00			4.13			
Total 5535220 · Federal Taxes	84.68	140.00	-55.32	717.96	1,052.00	-334.04	1,412.00
5535221 · State Taxes							
L&I Expense	3.85			37.28			
WAPFML Expense	0.00	38.00	-38.00	19.89	286.00	-266.11	384.00
Total 5535221 · State Taxes	3.85	38.00	-34.15	57.17	286.00	-228.83	384.00
5535230 · Commissioner Meetings/District	370.00	740.00	-370.00	3,914.00	4,070.00	-156.00	5,550.00
Total 5535200 · Personnel	1,195.36	1,873.05	-677.69	10,441.20	14,003.45	-3,562.25	18,806.60
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	85.00	-85.00	43.68	765.00	-721.32	1,020.00
5535341 · Rent	136.38	250.00	-113.62	1,870.72	2,135.00	-264.28	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	66.00	144.00	-78.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	135.00	-135.00	180.00
5535344 · Insurance	0.00	0.00	0.00	5,475.00	5,500.00	-25.00	5,500.00
5535345 · Website Maint. & Renewal	40.00	0.00	40.00	2,920.70	3,110.00	-189.30	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	425.39	200.00	225.39	200.00
Total 5535300 · Miscellaneous/Office Expenses	176.38	366.00	-189.62	10,801.49	11,989.00	-1,187.51	13,206.00
5535301 · Commissioners Mileage & Expense							

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

10/06/23

Accrual Basis

	Sep 23	Budget	\$ Over Budget	Jan - Sep 23	YTD Budget	\$ Over Budget	Annual Budget
5535340 · Commissioner Mileage/Travel Exp	0.00	100.00	-100.00	90.99	300.00	-209.01	400.00
TBA · Commissioner Bond Aid	110.00			110.00			
Total 5535301 · Commissioners Mileage & Expense	110.00	100.00	10.00	200.99	300.00	-99.01	400.00
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
Total 5535302 · Assessments/County Fees/Electio	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
5535400 · Professional Services							
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	486.00	6,615.00	-6,129.00	8,820.00
5535444 · Accounting Clerk	250.00	260.00	-10.00	2,711.00	2,640.00	71.00	3,420.00
Total 5535400 · Professional Services	250.00	995.00	-745.00	3,197.00	9,255.00	-6,058.00	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	5,000.00	-5,000.00	0.00	10,000.00	-10,000.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	5,000.00	-5,000.00	0.00	10,000.00	-10,000.00	10,000.00
Total Expense	6,259.55	11,989.05	-5,729.50	55,347.58	78,922.45	-23,574.87	102,942.60
Net Ordinary Income	-4,904.41	-9,079.24	4,174.83	-8,910.78	-36,324.22	27,413.44	-32,942.60
Net Income	-4,904.41	-9,079.24	4,174.83	-8,910.78	-36,324.22	27,413.44	-32,942.60

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

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
General Fund (GF):														
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	\$ 63,151.34					
GF Receipts	\$ 602.41	\$ 4,654.25	\$ 5,923.67	\$ 24,809.66	\$ 6,005.99	\$ 1,034.73	\$ 905.41	\$ 929.09	\$ 1,322.38					\$ 46,187.59
GF Disbursements	\$ -	\$ (3,943.98)	\$ (6,494.92)	\$ (5,656.32)	\$ (7,403.19)	\$ (5,923.42)	\$ (4,030.11)	\$ (10,570.09)	\$ (6,070.84)					\$ (50,092.87)
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	\$ 58,402.88					
GF Investment Pool														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00					
GF Investment Pool Gross Interest	\$ 524.90	\$ 523.32	\$ 597.87	\$ 599.49	\$ 647.12	\$ 632.29	\$ 658.17	\$ 670.74	\$ 655.10					\$ 5,509.00
GF Investment Pool Fee Amount	\$ -	\$ 26.17	\$ 29.89	\$ 29.97	\$ 32.36	\$ 31.61	\$ 32.91	\$ 33.54	\$ 32.76					\$ 249.21
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26	\$ 637.20	\$ 622.34					\$ 5,259.79
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00					
GF Receipts Breakdown														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10	\$ 5,355.69	\$ 24,240.14	\$ 5,391.23	\$ 434.05	\$ 280.15	\$ 291.89	\$ 700.04					\$ 40,927.80
Interest from GF Investment Pool	\$ 524.90	\$ 497.15	\$ 567.98	\$ 569.52	\$ 614.76	\$ 600.68	\$ 625.26	\$ 637.20	\$ 622.34					\$ 5,259.79
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	\$ 1,322.38					