

Agenda for Board of Commissioners' Meeting #0313**November 9, 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/87243170527?pwd=87HDn7OXsCI9YqvwUW6DAocubSX47j.1>

Meeting ID: 872 4317 0527

Passcode: 259969

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. **Commissioner Communications:**
4. **Public Comment**
5. **Agenda Approval:**
6. **Public Inquiries:**
 - 6.a. **150 Resolute Lane – Review of recommendations from Gray & Osborne Consulting Engineer**

Recommended Action: Review a preliminary scope of work to install a plastic liner in the culvert near 150 Resolute Lane and direct Chair Rygmyr to work with Engineer Sidebottom and Yarddogs Landscaping to develop a Task Order to complete the work.

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

Recommended Action: Receive report from Gray & Osborn Consulting Engineer on recommended next steps.

7. **Consent Agenda:**

Items 7.a, 7.b. and 7.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.*

7.a. Minutes October 9, 2023 Special Meeting #0311

7.b. Minutes October 12, 2023 Special Meeting #0312

7.c. 313 Voucher Summary: numbers 23-093 through 23-100 totaling \$4,383.14 with \$1,406.02 for payroll, \$0 for supplies, and \$2,977.12 for services.

8. New Business

8.a. Approval of a Maintenance Contract with Yard Dogs Landscaping

Recommended Action: The Commissioners will consider approval of a one-year contract with Yard Dogs Landscaping and authorizing the Chair to sign the contract.

9. Old Business

9.a. Approval of Resolution 2023-02 Approving the 2024 Budget

Recommended Action: The Commissioners will consider approval Resolution 2023-02 Approving the 2024 Budget in the amount of \$147,690 with an annual assessment of \$70,000.

9.b. Web Site Content Review

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

10. Reports:

10.a. Financial Reports:

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

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

12. Meeting Adjournment.

PORT LUDLOW DRAINAGE DISTRICT
Resolute Lane Drainage Improvements
G & O #23429
CONSTRUCTION COST ESTIMATE - September 14, 2023

DESCRIPTION	QUANTITY	UNIT	AMOUNT
WSDOT Spec Pay Section			
1-09.7 Mobilization, Cleanup & Demobilization	1	LS	\$1,200.00
1-05.4(2) Survey	1	LS	\$2,500.00
8-01.5 Temporary Water Pollution / Erosion Control	1	LS	\$500.00
1-07.17(1) Locate and Protect Existing Utilities	1	LS	\$500.00
1-04.4(1) Minor Changes	1	LS	\$1,000.00
1-10.4(1) Traffic Control	1	LS	\$2,000.00
7-04.5 CPEP Drain Pipe 18-inch Dia. (incl. bedding and connection)	150	LF	\$15,000.00
2-02.5 Rip Rap	3	CY	\$195.00
2-02.5 Backfill	40	TN	\$1,600.00
Subtotal			\$24,495.00
Sales Tax	9.1%		\$2,300.00
Contingency	10.0%		\$2,700.00
ESTIMATED CONSTRUCTION COST			\$29,495.00
Design/Specifications/Bid Assistance			\$6,000.00
Construction Inspection (10%)			\$3,000.00
FINAL PROJECT COST ESTIMATE (ROUNDED UP)			\$38,500.00



MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT
 FROM: NANCY LOCKETT, P.E.
 DATE: OCTOBER 26, 2023
 SUBJECT: ADMIRALTY CONDOS 1 DRAINAGE
 PORT LUDLOW DRAINAGE DISTRICT,
 JEFFERSON COUNTY, WASHINGTON
 G&O #23429.00

Commissioner Rygmyr and I visited the Admiralty 1 Condos at approximately 11:45 a.m. on October 12, 2023. The weather was overcast. There was no surface water flow at the time of the site visit. Property Owners in the Admiralty 1 Condos complex reported to the Commissioners that surface water from Marine View Drive and the PLA property west of Olympic Place, crosses Olympic Place and causes flooding of the basements in Building 8.

It appears the driveway area is not graded properly to direct surface drainage entering the complex to the existing drainage system. Catch basins are located along Olympic Way at the entrance to Building 13 (two basins) and in front of Building 9. The drainage system discharges to the southeast of Buildings 9 and 10. The Site Plan of the Admiralty 1 Condos and the locations of the catch basins are shown below.





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Catch Basins at Entrance to Building 13



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Catch Basin in Front of Building 9

The Homeowner Association could install low asphalt berms across parking areas of Buildings 8 and 9 at Olympic Way and potentially diagonally across Olympic Way from the east end of a berm along the Building 8 parking area to the east side of the entrance to Building 13, to direct surface flow from Olympic Place and the driveway to the catch basins.



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Potential Berm Locations to Direct Surface Water to Existing Catch Basins

NL/sr

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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 Sea-Wing Designs 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

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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 Earrome 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 Earrome 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.

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.

Port Ludlow Drainage District (PLDD)
October 12, 2023
Board of Commissioners Meeting #0312
Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.

2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr, Vice Chair, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. Nancy Lockett Consulting Engineer of Gray & Osborne and Administrative Coordinator Mary Paxton were present..

PUBLIC: David Bernard, 150 Resolute Lane was present and an unidentified caller via Zoom.

3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Commissioner Nilssen moved to approve the Agenda and Vice-Chair seconded. The motion passed.

4. **OVERVIEW OF THE BUDGET:** Commissioner Nilssen explained that there had been extensive review of the budget at prior meetings. Commissioner Nilssen reported that consulting Engineer Nancy Lockett of Gray & Osborne recommended amendments to include funding for the four-year update to assessment methodology that is prepared by Jefferson County. There was consensus to make the following changes: 1) add \$1,700 to Budget #5535141 Assessment Roll and Certification to cover the cost of Engineering assistance, postage, and envelopes for the month of July; 2) add an additional \$600 for expected costs of Jefferson County to prepare the update to the assessment methodology and approval process;. 3) Add a note in the column that the budget assessment process occurs every four years and note the occurrence after 2024; 4) make corrections to Row D10.

Commissioner Nilssen explained that there should be up to 60 new parcels with new residences in the updated assessment roll which will increase tax assessments collected in the District and could help to incrementally lower parcel assessments.

5. **GENERAL PUBLIC TESTIMONY:** Chair Rygmyr opened the public hearing. There was no public comment or written communications to the Commissioners. Commissioner Nilssen reported that Brian Belmont of the Ludlow Maintenance Commission inquired about whether there would be a significant change to the annual assessment.

MOTION: Vice-chair Cole moved to close the Public Hearing at 10:21 a.m. and Commissioner Nilssen seconded the motion. The motion passed unanimously.

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

7. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that the State Auditor hourly fees will increase but it should not be significant. Chair Rygmyr reported that changes to the web site are being logged. He requested authorization to make incremental changes as time permits. The Commissioners concurred.

8. PUBLIC INQUIRIES:

8.a. 150 RESOLUTE LANE – REVIEW PRELIMINARY OPTIONS OF NEAR TERM AND POSSIBLE PERMANENT SOLUTIONS TO ADDRESS DRAINAGE ISSUES.

The Commissioners, consulting Engineer Nancy Lockett of Gray & Osborn discussed with David Bernard drainage issues on his property. David Bernard shared videos he filmed during rainfall events at his property. Engineer Lockett was directed to prepare a scope of work and cost estimate for a high-density polyethylene liner with UV protection and rock on the bottom and down the middle.

8.b. 20 OLYMPIC WAY, ADMIRALTY 1 BUILDING 8 CONDO (MARK HEAVY) DRAINAGE COMPLAINT. Chair Rygmyr expressed a desire to clarify the District's responsibilities for drainage complaints like 20 Olympic Way in consideration of past precedent of the Commissioners actions and Section 1.5 of the Founding Documents. The Commissioner's reviewed the list of responsibilities in Section 1.5. Engineer Lockett provided historical context. There was consensus that the District needs a better definition of the District role and responsibilities and clarification of the intent of the language in the Founding documents. Chair Rygmyr was directed to schedule a meeting with the District's Attorney and Engineer Lockett to develop a resolution clarifying the District's role responsibilities in relation to the founding documents and past practices.

It was also recommended that a site visit be conducted to determine if there is a preliminary simple fix that could address Mr. Heavey's concern.

9. CONSENT AGENDA:

Commissioner Nilssen identified an error on the vouchers – he did not attend the September meeting and so his payment of \$116.72 should be removed from the vouchers and the payroll submittal should be resubmitted to Falge Financial. Chair Rygmyr recommended deferring approval of the October 9, 2023 Special Meeting Minutes on Consent Agenda Item 9.b. to the November 9, 2023 meeting.

MOTION: Vice-Chair Cole moved to approve the consent agenda with the minutes of the September 14, 2023 meeting #0310 and the Vouchers with the elimination of the payment of \$116.72 to Commissioner Nilssen.

10. NEW BUSINESS

10. a. LETTER OF ENGAGEMENT FALGE FINANCIAL: Chair Rygmyr introduced the Letter of Engagement for Bookkeeping Services from Falge Financial. Commissioner Nilssen commended the work of Falge Financial Inc. in particular Tristan Hefley.

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

10.b. RESOLUTION 2023-02 A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT AUTHORIZING THE CANCELLATION OF A CHECK: Chair Rygmyr introduced Resolution 2023-02 and explained that Jefferson County Auditor's requested the Commissioners approve a resolution authorizing cancellation of the check.

MOTION: Commissioner Nilssen moved to approve Resolution 2023-02 A Resolution of the Port Ludlow Drainage District Authorizing the Cancellation of A Check in the amount of \$13.81 for an unnecessary payment and Vice Chair Cole seconded the motion. The motion passed unanimously.

10. c. REVIEW OF THE PAY RATE FOR THE ADMINISTRATIVE COORDINATOR: The Commissioner's discussed increasing the hourly rate of the Administrative Coordinator by five percent from \$27.29 to \$28.65. Commission Nilssen recommended increasing the hourly rate to \$29.80 due to cost-of-living increases.

MOTION: Chair Rygmyr moved to increase the hourly rate of the Administrative Coordinator by 9.1% from \$27.29 to \$29.80.

11. OLD BUSINESS

11.a. REVIEW NEXT STEPS FOR A NEW MAINTENANCE CONTRACT. Chair Rygmyr reported that he spoke with Russ Lowry of Yarddogs Landscaping Inc. and he is interested in providing services for another year. Chair Rygmyr referred to Resolution 2020-04 Clarifying Public Works Contracting Procedures included with the agenda materials. He explained that contracts for services such as ordinary maintenance do not require a competitive bidding process. He suggested that the Commission pursue an extension or one year contract with Yarddogs Landscaping for maintenance services. The Commissioners and Engineer Lockett commended the work of Yarddogs Landscaping Inc. It was the consensus of the Commission to direct the Chair to coordinate with Yarddogs Landscaping, Inc. to develop an agreement for an additional year of services with the updated Maintenance Table and Map and a three percent increase to the monthly fee for approval at the November meeting..

11.b. WEB SITE CONTENT: The discussion was continued to the November 9, 2023 Meeting #0313.

12. REPORTS:

12.a. FINANCIAL REPORS: Commissioner Nilssen that assessments of \$46,400 have been collected year-to-day. The District is about \$3-\$4,000 ahead. Expenses are maintained with the year-to-date budget of \$78,000 with year-to-day expenses of about \$55,000. There are not any foreseeable major expenses. Commissioner Nilssen

explained the differences between the cash basis reports and the accrual basis monthly reports.

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

MOTION: Vice-Chair moved to adjourn the meeting at 11:36 a.m. and Chair Rygmyr seconded the motion. The motion passed unanimously.

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 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
23-082	Gary Rygmyr -- September Meeting attendance	9227	5535230 Commission Meetings	\$116.73	\$116.73
Payroll Subtotal				\$688.33	\$688.33
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	\$621.81	\$621.81
			5535442	\$888.30	\$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>					\$5,289.10

	Commissioners Signatures
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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


Gary Rygmry (Oct 13, 2023 14:27 PDT)

13/10/2023

APPROVED
Port Ludlow Drainage District


Gary Rygmry (Oct 13, 2023 14:27 PDT)


Dean Cole (Oct 13, 2023 00:09 PDT)



Audited By _____

Date: _____

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	11/13/2023	10/31/2023	V23-093		8925	0 MARY PAXTON	M PAXTON PAYROLL OCT	1026.46	69500589	589400	1026.46
1	11/13/2023	10/31/2023	V23-094		9255	0 DEAN COLE	OCT 9 AND 12 MEETING	207.92	69500589	589400	207.92
1	11/13/2023	10/31/2023	V23-095		9228	0 MICHAEL NILSSEN	OCT 9 AND 12 MEETING	233.45	69500589	589400	233.45
1	11/13/2023	10/31/2023	V23-096		9227	0 GARY RYGMYR	OCT 9 AND 12 MEETING	233.44	69500589	589400	233.44
1	11/13/2023	10/31/2023	4276-V23-097		9022	0 FALGE BOOKKEEPING SERVICES	OCT BOOKKEEPING	250	69500589	589400	250
1	11/13/2023	10/9/2023	10-2-V23-098		3041	0 GRAY AND OSBORNE INC	ENG SERVICES & BUDGET	355.32	69500589	589400	355.32
1	11/13/2023	10/10/2023	5272-5281-V23-099		4574	0 LUDLOW MAINTENANCE COMMI	OCT 9 & 12 MEETING REN	190.93	69500589	589400	190.93
1	11/13/2023	1/1/2023	202311-V23-0100		8781	0 YARD DOG LANDSCAPING INC	OCTOBER MAINTENANCE	1885.62	69500589	589400	1885.62

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. 4383.14

TOTAL WARRANT AMOUNT: 4383.14

NOVEMBER
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

VOUCHER INVOICE NUMBER	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT TO BE CHARGED TO BARS	INVOICE TOTAL
10/31/2023	V23-093		8925 MARY PAXTON	M PAXTON PAYROLL OCTOBER	5535210 \$	731.21
10/31/2023	V23-094		9255 DEAN COLE	OCT 9 SMTG AND OCT 12 M	5535230 \$	207.92
10/31/2023	V23-095		9228 MICHAEL NILSSEN	OCT 9 SMTG AND OCT 12 M	5535230 \$	233.45
10/31/2023	V23-096		9227 GARY RYGMYR	OCT 9 SMTG AND OCT 12 M	5535230 \$	233.44
				PAYROLL SUBTOTAL		\$ 1,406.02
				SUPPLIES SUBTOTAL		\$ -
10/31/2023	V23-097	4276	9022 FALGE BOOKKEEPING SERVICE	OCT BOOKKEEPING	5535443 \$	250.00
10/9/2023	V23-098	10	3041 GRAY & OSBORNE	ENGINEERING SERVICES 9	5535140 \$	266.49
10/9/2023	V23-098	2	3041 GRAY & OSBORNE	BUDGET ASSISTANCE 9/10	5535442 \$	88.83
11/1/2023	V23-0100	202311	8781 YARD DOG LANDSCAPING INC	OCTOBER MAINTENANCE	5535140 \$	1,885.62
10/10/2023	V23-99	5373	LUDLOW MAINTENANCE COMM	OCTOBER 9 SPECIAL MTG & OCTOBER 12 MTG &	5535140 \$	109.10
10/19/2023	V23-099	5281	4574 LUDLOW MAINTENANCE COMM	OWLS	5535341 \$	81.83
9/17/2023	V23-093	SEPT VISA	8925 MARY PAXTON	ADOBE SUBSCRIPTION	5535331 \$	196.25
11/1/2023	V23-093	VISA	8925 MARY PAXTON	MS 365 SUBSCRIPTION	5535331 \$	99.00
				SERVICES SUBTOTAL		\$ 2,977.12
				NOVEMBER TOTAL		\$ 4,383.14

SIGNATURES

COMMISSIONER 1, CHAIR

COMMISSIONER 2

COMMISSIONER 3

I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and the claim is a just, due and unpaid obligation against the district herein and that I am authorized to authenticate and certify to said claim.
SUBSCRIBED THIS 9th DAY OF November, 2023.

APPROVED _____ DATE _____

Port Ludlow Drainage District

2024 MAINTENANCE CONTRACT

THIS AGREEMENT is made this _____ day of _____, 20____, between **PORT LUDLOW DRAINAGE DISTRICT**, a municipal corporation ("District"), and **YARD DOGS LANDSCAPING, INC.** ("Contractor").

In consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties herein covenant and agree as follows:

1. Project. The Contractor shall do all work and furnish all permits, tools, materials, labor and equipment for the District's public works project known as 2024 Maintenance Contract ("Project") in accordance with and as described in the attached Maintenance Inventory and Areas of Responsibility Map, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the Project provided under this contract and every part thereof.

2. Project Cost. The amount of the Project Contract is **TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY-NINE AND 00/100 (\$23,759.00)** annually, including applicable Washington State sales tax. The Annual Project Cost includes all costs associated with the Project work, including, but not limited to, labor, materials, overhead, administrative, permit, and regulatory costs, unless otherwise agreed in writing.

3. District Agreement. The District employs the Contractor to provide the materials and to do and cause to perform the Project work described above and contracts to pay the Annual Project Cost for such work, at the time and in the manner and upon the conditions provided for in this Agreement.

4. Contractor Agreement. The Contractor hereby agrees to fully perform the work for the Annual Project Cost according to the terms and conditions of this Agreement.

5. Contractor Responsibilities. The Contractor represents that Contractor is fully experienced and possesses all of the necessary expertise for performance of all work specified herein. The Contractor shall provide and bear the expense of all equipment, work and labor that may be required completing the work provided for in this Agreement.

6. Equitable Adjustments. Should the Contractor desire an equitable adjustment to the Project Cost, on the basis of a written change order or an oral order from the District, Contractor shall file a written notice of that fact with the District.

7. Contract Termination. The Agreement will be effective as of the date indicated above and shall remain in effect until terminated within 60 days' advance written notice by either party.

8. Payment Terms.

8.1 The District shall pay the Contractor on a monthly basis 1/12th of the annual contract cost, provided all services have been satisfactorily completed during the preceding month. Approval of payment to the Contractor shall be made at the monthly District Board meeting. Payment shall be made within 30 days after approval of the application for payment.

9. Contract Term. The term of this Contract shall be 1 year.

10. Attorney's Fees. Should either the District or the Contractor commence any legal action relating to the provisions of this agreement, the prevailing party shall be awarded judgment for all costs of litigation, including, but not limited to, costs, expert witnesses, and reasonable attorneys' fees, including all such costs and fees incurred on appeal.

11. Indemnification. The Contractor shall defend, indemnify, and save the District and its officers and employees harmless from any and all claim and risk and all losses, damages, demands, suits, judgments, and attorneys' fees or other costs, penalties, fees or expenses of any kind on account of injury to or death of any and all persons, on account of all property damage of any kind, or loss of use resulting therefrom, or on account of liability under any federal, state or local laws, ordinances or regulations (including, but not limited to, those laws set forth in Section 15 below) governing the disposal of waste or debris accumulated and/or generated during the course of performance of the work under this Agreement, that is in any manner connected with, the work performed under this Agreement, or caused in whole or in part by reason of the presence of the contractor, the subcontractors, or their property, employees, or agents, upon or in proximity to the property of the District during performance of the work or at any time before final acceptance, except only for those losses resulting from and to the extent of the negligence of the District with regard to activities within the Contractor's scope of work. The Contractor specifically waives any immunity granted under the State Industrial Insurance Law, RCW Title 51, which is specifically acknowledged by the Contractor. _____ (Contractor's Initials)

12. Insurance.

The Contractor shall obtain and keep in force during the term of the agreement, insurance with insurance companies acceptable to the District in the following amounts:

	<u>General</u>	<u>Automobile</u>	<u>Property</u>
Occurrence	\$1,000,000	\$1,000,000	\$1,000,000
Aggregate	\$1,000,000	\$1,000,000	\$1,000,000

The District and Gray & Osborne, Inc. shall be specifically named as an insured in such policy or policies. A Certificate of Insurance, questionnaire, and endorsement, as required by the District, shall be executed and delivered to the District at the time of execution of

this Agreement. The Contractor shall provide a copy of the annual insurance renewal to the District.

13. Prevailing Wages. The Contractor shall pay prevailing wages as required and shall comply with RCW 39.12 and RCW 49.28. The prevailing wages applicable to the Project are the wage rates in effect as of November 1, 2023. Notice of intent to pay prevailing wages and prevailing wage rates for the project must be posted for the benefit of workers. Final payment will be made in accordance with the requirements of RCW 39.12.

14. Trench Safety Systems. All trenches shall be provided with adequate safety systems as required by RCW 49.17 and WAC 296-155-650 and 655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650-655.

15. Environmental Regulation. The Contractor is expected to comply with all environmental statutes and regulations, including but not limited to: 42 USC 4321 et seq.; Executive Order 11514; 33 USC 1251 et seq.; and RCWs 43.21; 70.74; 70.94; 90.48; 90.58; and WAC 197-11.

16. Special Provisions. The Contractor shall furnish the labor and equipment necessary to perform the work as specified in this Contract.

OWNER:

CONTRACTOR:

PORT LUDLOW DRAINAGE DISTRICT

YARD DOGS LANDSCAPING, INC.

By _____

By _____

(Print or type name)

(Print or type name)

Its _____
(Title)

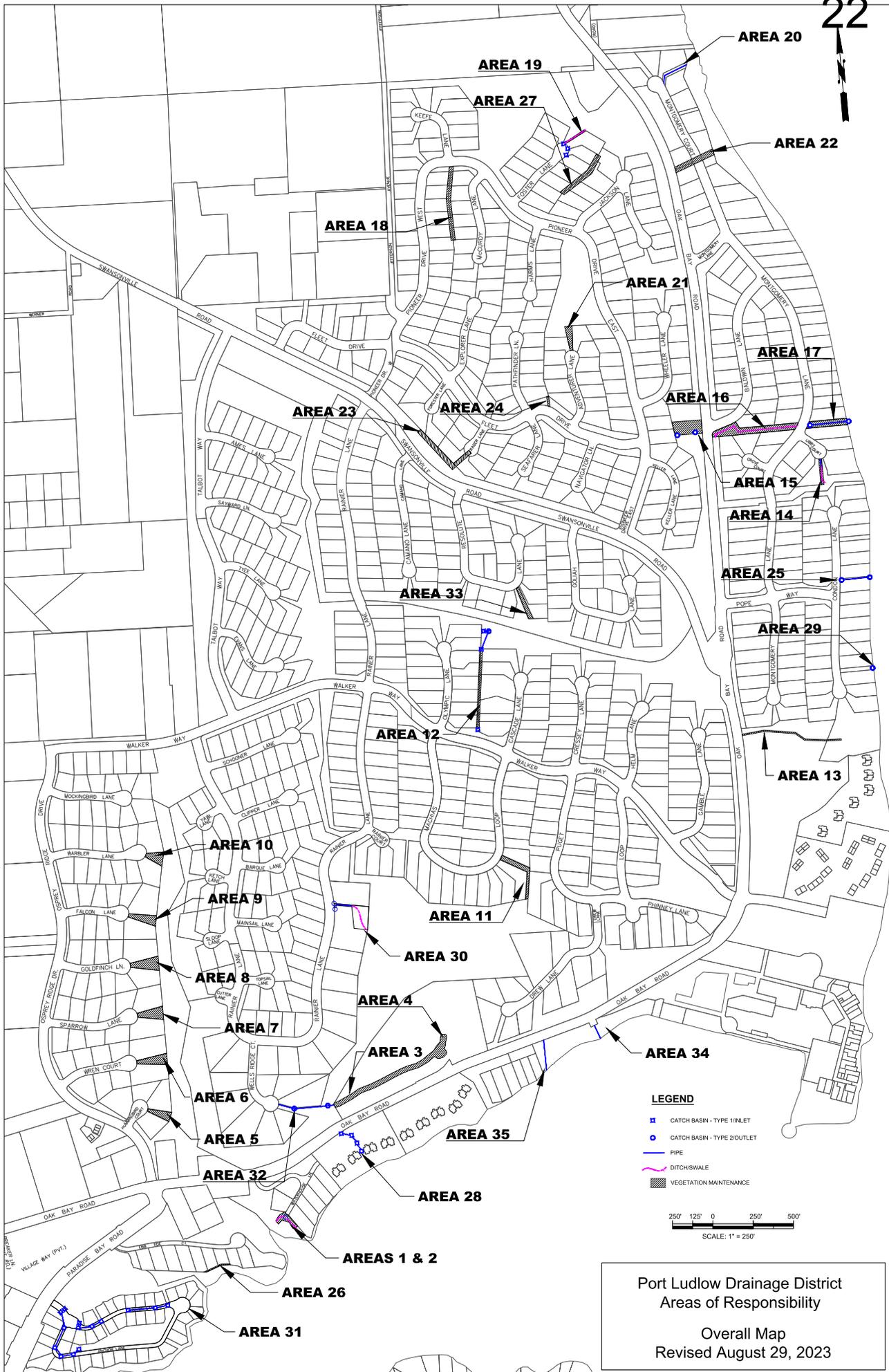
Its _____
(Title)

Address _____

Telephone _____

a _____ corporation
_____ partnership
_____ joint venture
_____ sole proprietorship

State of Washington General Contractor's License No. _____.



Port Ludlow Drainage District
 Areas of Responsibility
 Overall Map
 Revised August 29, 2023

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	968800100	479189	1604774	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	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	821171015	464018	1604627	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	PLDD Project #2. Bioswale Stormwater Facility	Vegetation clearing	4	3	12	
4	"	"	"	"	Detention pond	Detention pond	"	4	6	24	"
5	990500081	?	256622	LMC	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court	Open woodlands	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court	Corrugated metal pipe	Vegetation clearing	2	2	4	Outfall could cause minor erosion
7	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane	Open ditch after driveway culvert	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane	Open ditch after driveway culvert	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane	Open ditch after driveway culvert	Vegetation clearing	1	1	1	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	256622	"	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane	Open ditch after driveway culvert	Vegetation clearing	2	2	4	See construction docs
11	990400530	646997		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	2	1	2	

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
12	990404103 <u>Covers several parcels North and South of Walker Way</u>	589304		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	PLDD Projects #7 & 18: French drain in easement. Drain basin off Rainier trail.	Light maintenance, Drain basin: clear leaves/debris 4x/yr	2	2	4	
13	821093001	508252		PLA	Easement west of Waste Water Treatment Plant	PLDD Project #12: Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	4	3	12	
14	990600164	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	200294	LMC	Common area South end of Libby Court	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.	Vegetation maintenance	4	2	8	Green Facilities installed by others?
15	990603236	589305		LMC	West of Oak Bay Road and Baldwin Lane intersection	PLDD Projects #5 & 15. Upper Baldwin Drainage Improvement	Clean/Inspect	4	2	8	990603236 covers a wide area. Only one recorded easment #589305.
16	990600164	?	200294	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	PLDD Project #4. Incised Ditch – Oak Bay Road to Montgomery (Oak Bay Road Phase II)	Vegetation maintenance	4	4	16	Repair/rehabilitation of rock lining and check dams?
17	990600164	?	200294	LMC	Montgomery Lane north of Libby Ct to beach	PLDD Project #3. Libby Court Outfall	Inspect and remove any sediment from catch basin.	2	2	4	
18	990603236	534006 for APN 990603126 535493 for APN 990603123		LMC	Area at the back of lots between Pioneer Drive West and McCurdy Lane	PLDD Project #10. McCurdy Lane Cutoff Trench drain with closed catch basins and a cleanout	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.

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
19	990603236	See survey sheet 5-6	200294	LMC	Northeast end Foster Lane cul-de-sac. G & O Project 06413.05, March 2007.	PLDD Project #8. Foster Lane Drainage Improvement	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	990900019	?	256452	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	990603236	?	200294	LMC	North end Adventurer Lane cul-de-sac	PLDD Project #6. Adventurer Lane Cut-off trench	Inspect & clean	2	1	2	
22	990900019		256452	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	1	1	1	
23	990603236	589305	200294	LMC	South of Trader Lane cul-de-sac	PLDD Project #17. Forester/Trader Lane Improvements	Inspect & clean	2	1	2	
24	990603236	?	200294	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.
25	990400227	523709		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
26	990400228 968800103	523708 487620-CCR	487625	?	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

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
28	990200060	471027		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	990400264	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	990100200	527176	406389	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1	1	1	See email from 2022
31	968900100	587899		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	990100200	465680	406389	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	990602105	1		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.
					Beach Outfalls		Inspect & note any maintenance required	1	2	2	All Commissioners should inspect the beach outfalls annually with the engineer

RESOLUTION #2023-03

**Port Ludlow Drainage District
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365**

Approving the 2024 Annual Budget

WHEREAS the Port Ludlow Drainage District (PLDD) is a Special Purpose District formed under RCW 85.38 for the purpose of operating a drainage district in Jefferson County; and,

WHEREAS the PLDD under RCW 85.38.170 is required to prepare and approve an annual budget to be used by the Jefferson County legislative authority and treasurer to impose a special assessment to properties within the PLDD pursuant to its Assessment System Calculation Method, approved by the Jefferson County Board of Commissioners by ordinance 06-0817-20, August 17, 2020; and,

WHEREAS the PLDD Commissioners have determined that it is in the best interests of the public and the properties served by PLDD to approve the 2024 budget, attached hereto as Exhibit A, and incorporate herein by this reference as presented in an Open Public Meetings held October 9, 2023, October 12, 2023, and November 9, 2023.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the PLDD Commissioners approve and adopt the 2024 budget presented in Exhibit A in the amount of \$147,690, with an assessment of \$70,000, for calendar year 2024.

PASSED at Special Meeting #0313 of the Port Ludlow Drainage District Board Commissioners on Thursday, November, 9, 2023.

Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Vice-Chair, Commissioner 2

Michael Nilssen, Commissioner 3

Revenue EXHIBIT A
PLDD 2024 Budget

Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2023.

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	\$	147,690
Estimated Year End Balance	\$	126,736

Expenses		Rounded with 5% Contingency												
		Total	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	\$ 1,978	\$ 1,978	\$ 1,547	\$ 1,547
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
5535230	Commissioner Meetings/District Business	\$	6,150	\$ 390	\$ 390	\$ 780	\$ 390	\$ 390	\$ 390	\$ 390	\$ 780	\$ 780	\$ 390	\$ 390
5535220	FWH & FICA	\$	1,570	\$ 117	\$ 116	\$ 148	\$ 116	\$ 116	\$ 116	\$ 116	\$ 148	\$ 148	\$ 116	\$ 116
5535221	WA - ESD	\$	420	\$ 31	\$ 31	\$ 40	\$ 31	\$ 31	\$ 31	\$ 31	\$ 40	\$ 40	\$ 31	\$ 31
Field Expenses	\$	28,000	\$ 28,000	\$ 2,000	\$ 2,000	\$ 2,380	\$ 2,380	\$ 2,380	\$ 2,380	\$ 2,380	\$ 2,380	\$ 2,000	\$ 2,000	\$ 2,000
5535030	Misc Supplies	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535040	Drainage Maintenance Operations	\$	25,200	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
5535018	Temporary Labor	\$	2,800	\$ -	\$ -	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ -	\$ -	\$ -
Engineering	\$	20,680	\$ 20,680	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,100	\$ 1,500	\$ 1,500	\$ 2,590	\$ 1,500
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
5535141	Assessment Roll & Certification	\$	1,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ 1,090	\$ -
5535142	Project Review	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535143	Unanticipated Engineering Costs	\$	5,040	\$ 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	\$ -	\$ -	\$ -
Commissioners Meeting, Mileage & Expenses	\$	470	\$ 470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ 110	\$ -	\$ 110
5535340	Mileage/Travel Expense	\$	470	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ -	\$ 110	\$ -	\$ 110
Miscellaneous/Office Expenses	\$	14,080	\$ 14,080	\$ 865	\$ 215	\$ 445	\$ 605	\$ 315	\$ 165	\$ 3,215	\$ 5,995	\$ 445	\$ 735	\$ 215
5535341	Rent-LMC Room & Storage, PO BOX	\$	3,010	\$ 300	\$ 140	\$ 270	\$ 140	\$ 140	\$ 140	\$ 770	\$ 140	\$ 270	\$ 270	\$ 140
5535342	Postage/Mailings	\$	900	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10	\$ -	\$ 760	\$ 10	\$ 10	\$ 10	\$ -
5535343	Advertising	\$	420	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ -
5535331	Supplies	\$	1,510	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 1,155	\$ 25	\$ 25	\$ 25	\$ 25
5535344	Insurance	\$	6,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,780	\$ -	\$ -	\$ -
5535345	Web Site Maintenance & Renewal	\$	1,640	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ 390	\$ -
5535346	Miscellaneous Filing/Recording Fee	\$	530	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -
Assessments/County Fees/Elections	\$	43,310	\$ 43,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
5535348	Election Cost - Jefferson County	\$	42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
5535347	State Auditor	\$	1,310	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan Payments/Transfers to Reserve	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5591570	Replace Reserve moneys	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5592580	PWTF Loan Principal Repayment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Loan Interest	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$	9,780	\$ 9,780	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650
5535442	Budget Assistance	\$	1,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -
5535443	Legal	\$	3,910	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310
5535444	Accounting Clerk	\$	4,290	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340
5535445	Recording Secretary	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SubTotal Expenses	\$	147,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Plan	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585640	Unanticipated Storm Improvement Costs	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5585641	Contingency	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$	147,690	\$ 6,891	\$ 7,510	\$ 12,666	\$ 7,016	\$ 6,712	\$ 6,670	\$ 10,387	\$ 12,676	\$ 12,666	\$ 8,351	\$ 48,208
Subtotal	\$	147,690												

Budget Adjustments
 All amounts rounded up to nearest \$10
 County Assessment Certification Required Every 4 Years (for example 2024 & 2028)

**ATTACHMENT A 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	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	1,510
695001010.53150.31.0030	5535040	FIELD EXP-DRAINAGE MAINT OPER	23,060	23,760	25,200
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	1,580
695001010.53150.41.0030	5535141	ASSESSMENT ROLL PREPARATION	1,090	1,090	1,780
	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	900
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 MANAGEMENT	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	147,690

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

HOME TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
Intro Paragraph about District				
Announcements/News–				
➤ Commission Meetings	Commission meeting agenda			
➤ Covid Restrictions		Is this outdated?	Consensus to remove 6/11/2023	6/20/2023
➤ Election Results – No Election				
➤ Inspection of Beach Outfalls	Inspection Report	<p>1 Consider replacing text as shown in right column.</p> <p>2. Discuss where to place inspection report on the web page.</p>	<p>New</p> <p>Inspection of Beach Outfalls</p> <p>There are five drainage pipes that terminate in outfalls on the beach between the sewage treatment plant and the North end of Montgomery Court. These outfalls are</p>	8/16/2023

			<p>inspected about every four years. Here are the reports from those inspections: 2023 2021 2017 (There would be links to the reports for each year.)</p>	
<p>➤ Looking for something else?</p>	<p>Links:</p> <ul style="list-style-type: none"> • Minutes & Agendas • Resolution • Assessment System • Small Works Roster application (1) • Public Records Request form (1) • Founding Documents and Comprehensive plan under history • Projects (1) 	<p>The Small Works Roster process was repealed. Keep on the web site?</p>	<p>Consensus to remove 7/13/2023</p>	<p>7/18/2023</p>

ABOUT TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
ABOUT History Subtab				
<ul style="list-style-type: none"> ➤ 		<p style="text-align: center;">Study Session 10 09 23</p> <p>About Tab: 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.</p>	<p>Study session 10 29 2023</p> <p>When the new maintenance map and table is uploaded to the web site, the maintenance maps currently on the web site will be saved to archives and removed from the web site.</p>	
<ul style="list-style-type: none"> ➤ Paragraph about PLDD 	Link to assessments			
<ul style="list-style-type: none"> ➤ Maps 	Link to three maps and three maintenance maps	Suggest using just center map of the district. The one on the right side is the same as the middle. The one on the left shows less info. E.g. road names.	7/13/2023 discussion of using one new updated map with district boundaries and maintenance areas.	

		Question: Will the new maintenance map be placed here or in projects section?		
ABOUT History and Documents Subtab	<ul style="list-style-type: none"> • Historical background about district formation • Founding documents • Comprehensive Stormwater Management Plan 	Note: Founding documents and Comprehensive Stormwater Management Plan were added in March.		
➤ Assessment System 2001-2020	Links to Assessment Ordinances and BOCC Hearings to present			
➤ Accordion tabs for history by year 2021 to 1998				
➤ Press	Links to Port Ludlow Voice articles	Note: This was removed sometime around 2020-2021 and added back 3/2023		
➤ Commissioner History	<ul style="list-style-type: none"> • History of Commissioners • JC worksheet for • JC BOCC Minutes 11/27/200 	There is duplicate content noted with the teal highlight.	Consensus 7/13/2023 to keep History of Com., JC worksheet and JC BOCC Minutes under ABOUT	

			Commissioners under Commissioner History	
ABOUT Commissioners				
➤ Table of Commissioners/terms				
➤ Contact info	emails			
➤ Elections	Election Results PDFs			
➤ Commissioner History	<ul style="list-style-type: none"> • History of Commissioners • JC worksheet for 	This information is redundant with Commissioner history in the History section of ABOUT. Maybe this could be deleted or add text saying for History of Commissioners go to History and Documents Commission History	Consensus to move to About Com – tab Commissioner History	
➤ Commissioner Bonding	References for Commissioner Bonding (3 links)			
ABOUT Projects				
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> • Links with maps and brief description of each CIP 			
➤ Project Maps	<ul style="list-style-type: none"> • Shows three maintenance maps 	Perhaps title could be changed from		

	and link to maintenance inventory	Project Maps to Maintenance Inventory Map with the link to the maintenance inventory.		
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New Tab I HAVE A QUESTION OR PUBLIC INQUIRY	New fillable email inquiry			
RECORDS	LINK	CONSIDER CHANGE	DECISION	
➤ Minutes	Links to minutes, agendas and recordings	Should the title be changed to Agendas, minutes, recordings?	Consensus on 7/13/2023 to change title from Minutes to Agendas - Minutes	7/18/2023
➤ Resolutions	Links to resolutions			
➤ Financials	<ul style="list-style-type: none"> • 2023 Budget • Statements of Financial Income & Expenses (monthly 2023, 2022) • 2021 Quarterly reports and 2021 year end reports • 2020 Quarterly reports 		Consensus to make the following changes: <ul style="list-style-type: none"> • Remove the word 'Final' from the title of Budget. • Remove "Budget and Assessment to Jefferson County" • Replace the words Statement 	7/18/2023 8/2/2023 8/2/2023

			<p>of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement.</p> <ul style="list-style-type: none"> • Retain the Budget and Assessment with a recognition that this will be changed in the future. 	
FORMS	LINK	CONSIDER CHANGE	DECISION	
<ul style="list-style-type: none"> ➤ Property owner tree cutting form ➤ Public Records request ➤ Claim Form for Damages <p>Looking for founding documents and other historical documents – refers to history -- similar references to projects and, media.</p>	<p>Links for forms listed in left column.</p> <p>Links to Public Records procedures and for agent and process for damages</p>	<p>Delete tree cutting form?</p> <p>Comment: Historical information, projects and media are not forms and the</p>	<p>Delete tree cutting & outdate claim form 6/11/2023</p> <p>Remove claim form and replace with an updated one from Enduris</p>	<p>6/20/2023</p> <p>Removed 6/20/2023</p>

Archive link		reference seems inappropriate This link does not go to archives.	10/9/2023 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	10/10/2023
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			provided with other tabs on the website.	
Q&A	LINK	CONSIDER CHANGE	DECISION	
➤ Who is responsible for maintaining driveway culverts?	2018 PL Village Voice	Is this outdated?		
➤ Are there potential culvert replacements required to protect fish habitat within the boundaries of PLDD?				
➤ Is the PLDD part of the LMC?				
➤ Considering removal of brush and trees?	Read Guidelines	Are guidelines up to date?		
➤ Do I need a drainage plan to build?	Planning for Construction within LMC of PL flow chart <ul style="list-style-type: none"> • Link to Jefferson County Permit Portal and development review chart 	Recommend remove chart. Recommend asking Kerri and County how to answer question.		
????		Do we want to explain what the district does and does not maintain?		

		Do we want a link that may be redundant to our public inquiry here?		
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(1) Link also on Documents and Forms page

- [Home, https://pldd.org](https://pldd.org)
- [About the PLDD, overview, purpose, history, historical documents, press archives, district maps](#)
 - [essay with historical background on the original LMC Drainage Committee](#)
 - [Commissioners, contact the PLDD](#)
 - [District Meeting Schedule](#)
 - [Minutes, Agendas for District meetings](#)
 - [Resolutions; Board of Commissioners](#)
 - [Documents and Forms for Vendors, Property Owners](#)
- [Questions & Answers](#)
- [PLDD Projects – Summary](#)
- 1. [North Bay Condos No. 2 Conveyance System](#)
- 2. [Area 7 Detention Pond/Bioswale Rehabilitation](#)
- 3. [Oak Bay Road to Libby Court Outfall \(Oak Bay Road Phase I\)](#)
- 4. [Incised Ditch – Oak Bay Road to Montgomery \(Oak Bay Road Phase II\)](#)
- 5. [Oak Bay Road Ditch Modification \(Oak Bay Road Phase III\)](#)
- 6. [Adventurer Lane Cutoff Trench](#)
- 7. [Olympic/Cascade Easement Cutoff Trench](#)
- 8. [Foster Lane Drainage Improvements](#)
- 9. [Pope/Condon Lane Outfall Improvements](#)
- 10. [McCurdy Lane Cutoff Trench](#)
- 11. [Montgomery Lane Redirection/Outfall Abandonment](#)
- 12. [Waste Water Treatment Plant Ditch and Culvert Improvements](#)
- 13. [Jackson-Foster/Machias Loop/Warbler Drainage Improvements](#)

14. [North Bay No. 2 Drainage Improvements](#)
15. [Upper West Baldwin to Oak Bay Road Improvements](#)
16. [Beach Club Drainage Improvements \(Participant\)](#)
17. [Forester/Trader Lane Improvements](#)
18. [Cascade Lane Flood Abatement](#)