

Agenda for Board of Commissioners' Meeting #0303

March 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/81434286665?pwd=SDNMbDdBRXN4NGRhUk1GY1loNW02Zz09>

Meeting ID: 814 3428 6665

Passcode: 595424

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 off the meeting.

If you do not have access to a phone, please email commish@pldd.org or districtadmin@pldd.org for help joining the meeting.

1. Call to Order:

2. Roll Call:

3. Public Comment: The public comment period 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.

4. Commissioner Communications:

5. Agenda Approval:

6. Public Inquiries.

6.a. Follow-up Site Inspection: Ann and David Bernard, 150 Resolute Lane regarding drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane.

Recommended Action: Commissioners will receive a report from District Engineer Kerri Sidebottom and Chair Rygmyr regarding the site inspection and the drainage issues reported at the February 9, 2023 Meeting #302 during public comment.

6.b. Admiralty Condos Building 8 Site Inspection follow-up report.

Recommended Action: Commissioners will receive a report from District Engineer Kerri Sidebottom sharing the findings from the Admiralty Condos Building 8 Site Inspection.

7. Consent Agenda:

Items 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 February 9, 2023 Meeting #0302.

7.b. 303 Voucher Summary: numbers 23-010 through 23-017 totaling \$6,494.92 with \$1,089.08 for payroll, and \$6,494.92 for supplies and services.

8. New Business

8.a. Maintenance contact

Recommended Action: Discuss in consultation with consulting District Engineer Kerry Sidebottom recommended next steps to solicit a contract for maintenance services prior to the expiration of the current contract in December 2023 in relation to Resolution 2020-04 A Resolution of the Port Ludlow Drainage District Clarifying Public Works Contracting Protocols.

8.b. Records Retention

Recommended Action: Discuss possible District policy for local retention of public records beyond the State Archive requirements such as but not limited to contracts and agreements, construction documents and facility inspections.

8.c. Communication protocol between the public and the Port Ludlow Drainage District (PLDD) Commission and the PLDD vendors and staff.

Recommended Action: Discuss protocol between the public and the Port Ludlow Drainage District and vendors that perform services for the District including but not limited to Bookkeeping, Engineering, Legal, Maintenance and staff.

9. Old Business

9.a. Review of Draft Port Ludlow Drainage District Bylaws.

Recommended Action: Commissioners will review a revised draft of the BYLAWS of the Jefferson County, Port Ludlow Drainage District (PLDD), and provide direction for further changes.

9.b. Approve an Updated Contract with Sea-Wings Designs for web services.

Recommended Action: Approve by motion a revised contract with Sea-Wings Designs for web services that includes a one-time cost to create a WordPress theme that matches the current web design for \$2,445.00, replace the Artemis hosting provider to a Standard Hosting Package at a rate of \$49.99 per month, replace the 2 hours per month web maintenance (\$120/month) with an hourly rate of \$80.00 based on need and require notification of subscription rate changes in August.

10. Reports:

10.a. Financial Reports and 2022 Budget Status.

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

10.b. Port Ludlow Drainage District Inventory Review.

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

10.c. Web Site Updates.

Recommended Action: Commissioners will receive an update on changes to the Web site from Commissioner Cole.

10.d. Commissioner Reports/Future agenda items.

Recommended Action: The Commission will receive reports from Commissioners and discuss recommendations for future agenda items.

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

12. MEETING ADJOURNMENT.

Item 6.a.



MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT
FROM: KERRI SIDEBOTTOM, P.E.
DATE: March 3, 2023
SUBJECT: 150 RESOLUTE LANE SITE VISIT

As requested by the District, Commissioner Rygmyr and I visited 150 Resolute Lane at approximately 1:30 pm on February 17, 2023. At the time of the site visit the weather was clear and cool with no precipitation or active surface runoff observable. We met with homeowners David and Ann Bernard to discuss their drainage concerns.

A corrugated metal pipe (CMP) was observed crossing Resolute Lane from north to south, which connects to a grated drainage structure approximately in alignment with the east edge of the resident's driveway. The structure includes another pipe that outlets to the ditch running north to south along the east edge of the driveway.

The ditch alignment is generally consistent with the existing drainage easement shown on the Port Ludlow No. 2 Area 2 plat (Figure 1 below). We were not able to determine whether the ditch is located within the drainage easement or on the Bernard property, however, Gray & Osborne's previous survey of this location shows the ditch crossing the property line (Figure 2 below). The ditch leads to a stream within the reserved drainage easement to the south of the property. The Bernards noted that they do not observe drainage problems to the south of their property, only along the east side of the driveway.

The ditch is approximately 3 feet deep along its length, with a moderate slope heading to the south. The ditch is contained by a 2- to 3-foot high berm along the western edge, abutting the driveway, such that the driveway is only slightly higher in elevation than the bottom of the ditch. The ditch is eroded in places, and logs and other plant debris were observed within the flowline of the ditch. The bottom of the ditch is uneven, with areas of apparent ponding, and the ditch was wet with several inches of saturated mud and water at the time of the visit. The ditch is shown in Figures 3 and 4. The Bernards pointed to two trees approximately 50 feet from the road edge on the east side of their driveway, under which water pours through the bank of the ditch onto their driveway. Closer observation of the interior slope of the ditch in this location showed eroded soils and undercutting of the bank below the trees. This can be seen in Figures 5 and 6.

The Bernards described the issues with the water impacting their property, with water running along the driveway and ponding at the foot of the garage. They also noted that several trees have fallen from the ditch area within the greenbelt onto their property.

Commissioner Rygmyr recommended that the Bernards reach out again to the Ludlow Maintenance Committee for assistance in removing problem trees and cleaning the ditch, as the LMC is in charge of maintaining the greenbelt. He also explained that drainage from the roadway and the infrastructure within the road and right-of-way, including the drain structure at the upstream end of the ditch, is likely County responsibility. We also discussed survey to confirm which property the ditch and the trees in question are actually located on.

Gray & Osborne had previously designed a project to improve the greenbelt drainage to the south of the property, but this project was cancelled due to concerns from WA Department of Natural Resources (DNR). DNR had classified the channel within the greenbelt as well as the ditch alongside the Bernard's driveway as natural channels that may be fish-bearing, and the permitting requirements to complete a project in such a channel were prohibitive. I have reached out to WA DNR to see if this decision can be reconsidered, as the ditch appears to be intended for drainage and State mapping does not indicate the presence of fish in this channel or the channel downstream. The 2012 DNR decision is attached to this memo.

An initial idea for a solution to this problem is to install a pipe from the existing drain structure at the top of the ditch extending beyond the portion of the ditch with the eroded soils. Hard piping and backfilling this section of the ditch should help to limit the amount of water leaking through the berm. It is assumed that the pipe would need to be 18 inches in diameter to match the size of the existing pipe in the road, and would extend approximately 50 to 60 feet, however additional investigation would be necessary to confirm the details.

The feasibility of doing any work in the ditch may depend on input from DNR. If DNR does not have concerns with the project, the District should plan to discuss design and construction responsibility with the County, as the existing drainage in this location does not appear to be related to any District projects.

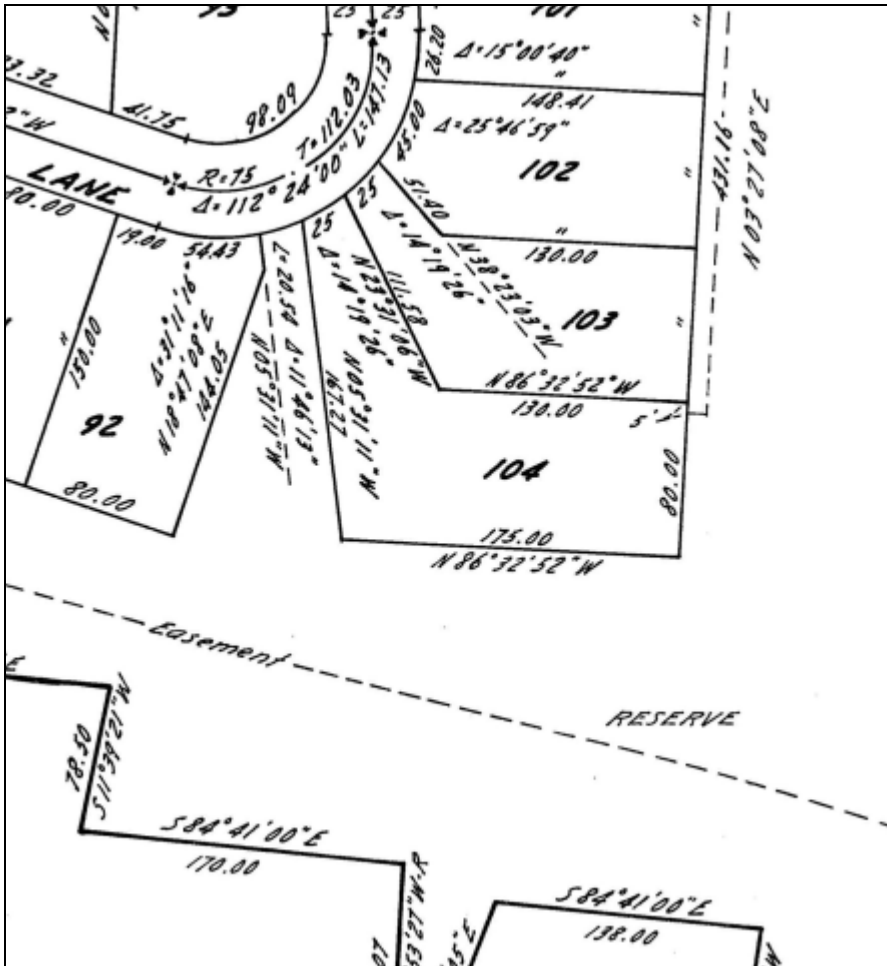


Figure 1 – Lot Location (Lot 104) from Port Ludlow No. 2 Area 2

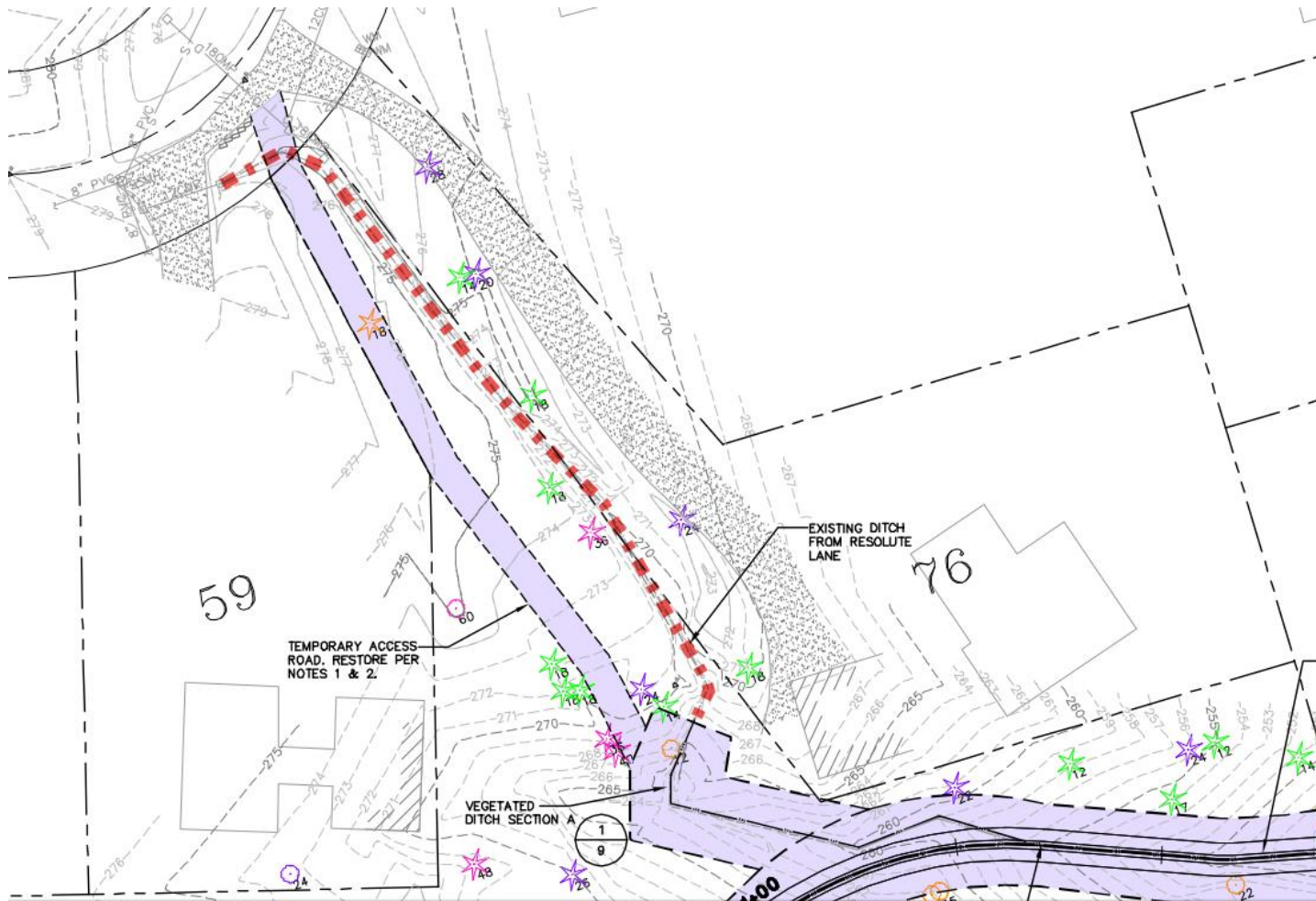


Figure 2 – Gray & Osborne Survey, 2012 (ditch in red)



Figure 3 - Ditch looking north toward Resolute Lane



Figure 4 – Ditch looking south



Figure 5 – Erosion of ditch bank



Figure 6 – Undercutting of ditch bank



ICN No. 110249	Legal Subdivision SW 1/4	Section 9	TWP 28	RGE E/W 01E	Application / Notification #	Class
Landowner Ludlow Maintenance Comm		Timber Owner Same		Operator N/A		
Mailing Address PO Box 65060		Mailing Address		Mailing Address		
City, State (Province), Zip (Postal Code) Port Ludlow, WA 98365		City, State (Province), Zip (Postal Code)		City, State (Province), Zip (Postal Code)		
Meeting Location On site		Telephone Conference <input type="checkbox"/>	Date 06/04/12	Time 10:00	Region Olympic	

Subjects Discussed:

The purpose of this ICN is to document a site visit to review a proposed drainage project in a Port Ludlow greenbelt between Rainier Ln and Oak Bay Rd. The site visit took place on 06/04/2012. The group included representatives from the Port Ludlow Drainage District, the project engineering firm, the Port Ludlow community, Jefferson County DCD, WDFW, DOE and DNR. We discussed the project and walked the site from the drainage terminus in Port Ludlow Bay west toward Rainier Lane.

A description of the proposed project from the proponents SEPA Checklist is as follows:

"The project will improve and construct approximately 2,400 LF of natural drainage channel within the Greenbelt that extends between Rainier Lane and Oak Bay Road in Port Ludlow. The work will include clearing and grubbing of the entire project area, re-grading of 1,200 LF of the existing ditch and construction of 1,200 LF of new ditch. This project will eliminate stormwater flows from the Greenbelt flowing onto adjacent private properties."

There are essentially two distinct channels within the greenbelt, both within the project area. One has it's "headwaters" coming from the Resolute Lane cul-de-sac and flows east to Oak Bay Road. This channel is in the topographic low spot, flowing through an approximately 80 year old stand of timber, and appears to have been present historically. The second (westerly) channel originates from the road ditch system on Rainier Lane. This channel was excavated in the late 1990's in an effort to alleviate stormwater issues. The excavated channel eventually "benches out" on flatter topography and water flow has found it's own way south and during heavy storm events apparently impacts one or more cul-de-sac neighborhoods.

Decisions Made:

The more easterly channel that flows to Oak Bay Road does meet the defininiton of a natural stream under WAC 220-110-020(105), and would be considered a Type Ns stream under WAC 222-16-030(4). The channel originating from Rainier Lane appears to be a constructed ditch and therefore would not meet the definition of a natural stream.

As part of the clearing and grubbing component of the project the SEPA checklist states that "Approximately 40 trees with a diameter of 24 inches or larger will need to be removed to complete the proposed project." This amount of tree removal would require an approved Forest Practice Application.

Additionally, given the natural stream, the project as proposed appears to be in conflict with DOE, WDFW and Jefferson County regulations.

PRINT Participants' Names	*SIGNATURES of Participants	Representing	Copies Mailed
Nancy Lockett Walt Cairns Dan Dafoe Charles Toal Craig Graber		Gray & Osborne, Inc Pt Ludlow Drain. Dist. WDFW DOE DOE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Position No. 1621	Signature & Title of DNR Representative FOREST PRACTICE FORESTER	Date 06/11/12	Work Phone 360-374-2800
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* (Participant signature means Note is correct for subjects discussed and decisions made at the meeting.)

Did not attend -- mail copies to:

- Timber Owner Landowner Others: Hans Daubenberger, Port Gamble S'Klallam

Handwritten: KP 6/15/12

Item 7.a.

**Port Ludlow Drainage District (PLDD)
February 9, 2023
Board of Commissioners Meeting - #0302
Zoom/In Person Meeting - Minutes**

1. CALL TO ORDER: Chair Rygmyr called Meeting #0302 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

2. ROLL CALL: Commissioner 1, Gary Rygmyr, Commissioner 2, Dean Cole, and Commissioner 3, Michael Nilssen present. Administrative Coordinator Mary Paxton was present. District Engineer Kerri Sidebottom was present via zoom.

PUBLIC: Ann and David Bernard, 150 Resolute Lane, on agenda item 8.a.1 to provide public comment.

ZOOM: Unidentified caller.

3. PUBLIC COMMENT: Chair Rygmyr noted that Ann and David Bernard, residents of 150 Resolute Lane, were in the audience and they were included on the agenda as Item 8.a. Public Inquiries. There was consensus that the Bernards express their concerns with Public Comment. The residents stated that drainage from the greenbelt next to their lot poses ongoing challenges with three trees falling and hitting cars, drainage flowing to their garage and concerns about potential damage to the garage. The residents said they moved into their home in 2015. Mr. and Mrs. Bernard stated it was their understanding that there were previous efforts to install a trail in the greenbelt but their neighbor on the other side of the greenbelt organized opposition to tree removal.

The Bernards shared a video and were asked to provide the video to be retained as a public record of the meeting.

Commissioner Nilssen said that he previously served on the Greenbelt Committee. Commissioner Nilssen said he did not recall plans for a trail in the easement.

The Commissions noted that Jefferson County is responsible for drainage on the roads and that many culverts under driveways are in the county right-of-way.

Commissioner Nilssen recommended that they contact the Greenbelt Committee because the Committee reviews tree removal.

The Commission directed the District Engineer Kerry Sidebottom to meet with Chair Rygmyr to conduct an inspection with a tentative date of February 17, 2023.

4. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that there was a census survey reminder that was part of mail received at the last meeting. Commissioner Nilssen reported that the survey was completed on December 9, 2022.

Commissioner Nilssen reported that he researched 104 Wells Ridge Court. He said the LMC and Port Ludlow Associates provided an easement for the property and the Port Ludlow Drainage District is responsible for a drainage that passes through the greenbelt to a detention pond. He suggested that the area be added to the maintenance map and table. Commissioner Nilssen also suggested that the District Engineer should review the site when she conducts site visits next week. Commissioner Nilssen said he would share information and maps he received from the District Engineer with the other Commissioners. The Commissioners mentioned the greenbelt area could be added as a new Area 32. Commissioner Cole suggested inviting the members of the Greenbelt to the meeting. It was concluded that a separate meeting could be scheduled but not as a part of the initial site visit. Commissioner Nilssen offered to forward contact information from the Greenbelt Committee.

5. AGENDA APPROVAL: Chair Rygmyr introduced the agenda. Commissioner Nilssen stated there was a typo on the Consent Agenda – the vouchers should be numbered 6.b. not 7.b. Chair Rygmyr said that agenda item 8.a.1. had been moved to the Public Comment. Commissioner Nilssen questioned why an Executive Session was not included on the agenda. Chair Rygmyr explained that the request for executive session was last minute. Chair Rygmyr said he reviewed Municipal Research Service Center (MRSC) best practices for an executive session and determined it would be best to schedule a session later.

MOTION: Chair Rygmyr moved to approve the agenda with correction of the number 6.b. on the Consent agenda and that agenda Item 8.a.1 was moved to Public Comment. Commissioner Cole seconded. The motion passed unanimously.

6. CONSENT AGENDA: Chair Rygmyr introduced the consent agenda.

MOTION: Commissioner Cole moved to approve the consent agenda including the minutes of the January 12, 2023 Meeting #0301, and 0302 Voucher Summary numbers 23-001 through 23-009 totaling \$3,943.98 with \$975.98 for payroll and \$2,968 for supplies and services. Chair Rygmyr seconded. The motion passed unanimously.

7. NEW BUSINESS:

7.a. AUTHORIZE ADMINISTRATIVE COORDINATOR TO DESTROY NON-ARCHIVAL PAPER AND ELECTRONIC PUBLIC RECORDS. The Administrative Coordinator gave a brief explanation of the requirements for documentation of destroying public records.

MOTION: Commissioner Cole moved to authorize the destruction of public records on the 2022 and 2023 destruction logs and to destroy non-archival records that were scanned for electronic retention. Commissioner Nelsson seconded. The motion passed unanimously.

7.b. REVIEW OF ADMINISTRATIVE CALENDAR. Commissioner Cole provided an overview of the purpose of the 2023 Administrative Calendar. The Administrative

Coordinator was directed to send the draft to the Commissioners.

7.c. REVIEW OF TWO SIGNED UNRECORDED STORM DRAINAGE EASEMENTS FOR THE CASCADE FLOOD ABATEMENT PROJECT. The Commissioners reviewed the easements. Commissioner Nilssen pointed out that the cost for recording should be charged to budget number 5535346: Miscellaneous Filing/Recording Fees.

MOTION: Chair Rygmyr moved to direct the Administrative Coordinator to record the storm drainage easements on Assessor Parcel Numbers 990400419 and 990400416. Commissioner Nilssen noted the budget number is 5535346: Miscellaneous recording/filing fees. Commissioner Nilssen seconded the motion. The motion passed unanimously.

NEW BUSINESS:

8.a. PUBLIC INQUIRIES

8.a.1. REQUEST FROM ANN AND DAVID BERNARD, 150 RESOLUTE LANE, TO DISCUSS DRAINAGE ISSUES IN THE GREENBELT BETWEEN LOTS 59 AND 76 ON RESOLUTE LANE: This agenda item was moved to Public Comment.

8.b. REVIEW OF THE DRAFT PORT LUDLOW DRAINAGE DISTRICT BYLAWS:

Commissioner Nilssen reported that he received good questions and comments from Chair Rygmyr related to the draft bylaws. Commissioner Nilssen explained that the term “seal” in Section 1 – Authority refers to the District’s logo which should be included on letterhead and communications. At the completion of the review of the recommended changes from Chair Rygmyr there was consensus to make the following changes to the draft: 1) Add the language in paragraph 3 of Section 6 – Further Duties of the Commissioners as shown with underlined text - “Oversight of inquiries from landowners, maintain facility documentation, oversee maintenance of existing facilities and visit each facility at least annually, and oversee all drainage engineering and maintenance functions, and new development requiring State Environmental Policy Act (SEPA) permits.” 2) Remove text from Section 8 - **MEETINGS AND WORKSHOPS:** Meetings of the PLDD are subject to the Open Public Meetings Act (OPMA) Chapter 42.30 RCW. Notification to the public of all meetings shall be made ~~through advertisement in a legal newspaper of record with county-wide circulation and~~ on the PLDD website. Before the start of the calendar year, the PLDD shall notice dates for the upcoming year; and 3) all three Commissioners will sign the approval of the bylaws instead of the Chair and suggested addition of the Vice-Chair.

The Commissioners reviewed the suggested addition of the words “With the exception of passively receiving information” to the last paragraph of Section 8 Meetings and Workshops. Commissioners Nilssen and Cole requested more clarification to assure there could not be a serial meeting. Commissioner Cole discussed the “appearance of fairness”. Commissioner Nilssen agreed to review the language with the District’s attorney and report back at the March meeting.

8.c. APPROVE TASK ORDER 2023-01 WITH SEA-WINGS DESIGNS FOR SUPPLEMENTAL ALTERATIONS FOR THE WEB PLATFORM AND UPDATED SUBSCRIPTIONS. Chair Rygmyr requested a naming format for Task Orders so that the Task Order 2023-01 for SeaWings Designs could not be confused with the Task Order 2023-01 approved last month with Yard Dogs Landscaping, Inc.

The Commissioners noted that there was a motion to approve the proposal from SeaWings Designs to change the web platform to WordPress for \$2450.00 and to add a monthly subscription of \$49.99 per month. Commissioner Cole said that he was not present during the discussion and asked if training for staff and Commissioners to post to the PLDD was included in the proposal. The Administrative Coordinator mentioned that there could be cost savings with the new platform and subscription because staff and Commissioners could post web content. The Commissioners discussed concern that the costs would exceed the District' budget for web services – an additional \$600/year. The Administrative Coordinator was directed to do the following: 1) Determine if staff and Commissioner training is included in the proposal and if not, the cost; 2) clarify the services provided with the monthly subscription; 3) clarify the monthly maintenance costs from SeaWings Designs with and without the subscription.

9. REPORTS

9.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS:

Commissioner Nilssen reported that Jefferson County sent a 13-month financial report for 2022 with revenues of \$62,000 and Expense of \$63,00 and \$1,600 over revenue to expenses.

Commissioner Nilssen reported he hopes to go into further detail with the 2024 budget and the 2024 assessment should not need to go to \$80,000 or \$100,000.

The Year-to-Date report from Falge Financial has a revenue of \$64,094.06 Expenses of \$79,830 and \$148,000 in the Investment Pool.

Commissioner Nilssen reported the District is in good financial shape.

9.b. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW: Chair Rygmyr provided an explanation of the tabs on the maintenance table such as an annual maintenance chart, notation if an area on the table relates to a District project, maintenance notes (e.g. frequency and when), areas to watch, and hotlinks to each area to provide easy-to-trace documentation of maps, easements etc. He explained that some of the assessor parcels are color coded because they are large parcels that encompass more than one maintenance area. Chair Rygmyr said he would like to review the frequency tab with Russ Lowry of Yard Dogs Landscaping. He noted that weather patterns will be an ongoing variable for frequency, but the table could be a guide. The Commissioners expressed appreciation for the commitment of Yard Dogs Landscaping, Inc. Chair Rygmyr said that he has compiled notes and documentation on each area the

can be placed in an electronic folder with photos, letters, etc. Chair Rygmyr stated that would like the Maintenance table and map included on each agenda as a report item.

Commissioner Cole commended the table. He said it could be a model for drainage districts.

9.c. WEB SITE UPDATES: Vice-Chair Cole reported that he met with the Administrative Coordinator regarding the request to add historical documents back to the web page. They wanted to follow-up with Jason Earrame of SeaWings Design but he has COVID and there will be a follow-up report at the March meeting.

9.d. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS:

The following Items were mentioned to be included on the March agenda: 150 Resolute Lane, next steps for approval of a new Maintenance Contract.

The Commissioners discussed recently received emails that were copied in email to the District from a representative of the Cottages Homeowners Association. Chair Rygmyr said he reviewed prior correspondence, documents, letters, communications and made note of the communications last fall from Cliff O’Brien. He reminded the Commissioners that Mr. O’Brien was working with Jefferson County to secure permits. The Commissioners discussed section 2.3 in the recorded Stormwater Facilities Maintenance Agreement #585109 between the District and the Port Ludlow Commission. The Commissioners determined that there was not a need to place the email communication on the March agenda.

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

12. MEETING ADJOURNMENT:

MOTION: Chair Rygmyr moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The Motion carried. The meeting adjourned at 12:10 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 the website.

ATTACHMENT TO COUNTY CHECK REQUEST PLDD meeting #302
 PLDD Voucher Summary for Fund #695 001 010
 February 9, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-001	Mary Paxton – Employee Payroll Hours worked in January	8925	553210	\$634.33	\$634.33
23-002	Dean Cole- February Meeting attendance	9255	5535230 Commission Meetings	\$105.27	\$105.27
23-003	Michael Nilssen - February Meeting attendance	9228	5535230 Commission Meetings	\$118.19	\$118.19
23-004	Gary Rygmyr – February Meeting attendance	9227	5535230 Commission Meetings	\$118.19	\$118.19
				Payroll Subtotal \$	\$975.98
23-005	Falge Financial, Inc. Invoice# 3841 Bookkeeping Services for month of January	9022	5535444	\$250.00	\$250.00
23-006	Gray & Osborne, Inc. Invoice# 1 General Engineering services Jan 1 through Jan 28	3041	5535140	\$557.28	\$557.28
23-007	Ludlow Maintenance Commission January room rental Invoice# 5005	4574	5535341	\$109.10	\$109.10
23-008	Yarddogs Landscaping, Inc. Invoice #202301 Maintenance thru January	8781	55435040	\$1,885.62	\$1,885.62
23-009	US Postmaster	8117	5535341	\$166.00	\$166.00
				Supplies and Services	\$2,968.00
				TOTAL	\$3,943.98

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 February 2023

Gary Rygmyr
 APPROVED
 Port Ludlow Drainage District

Commissioners Signatures
 <small>Gary Rygmyr (Feb 11, 2023 2:55 PM PST)</small>
 <small>Dean Cole (Feb 12, 2023 2:55 PM PST)</small>


Item 7.b.

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	3/13/2023	2/28/2023	V23-010		8925	0 MARY PAXTON	M PAXTON FEB PAYROLL	1172.76	69500589	589400	1172.76
1	3/13/2023	2/28/2023	V23-011		9255	0 DEAN COLE	FEB MEETING ATTENDAN	105.27	69500589	589400	105.27
1	3/13/2023	2/28/2023	V23-012		9228	0 MICHAEL NILSSEN	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	V23-013		9227	0 GARY RYGMYR	FEB MEETING ATTENDAN	118.22	69500589	589400	118.22
1	3/13/2023	2/28/2023	3888-V23-014		9022	0 FALGE BOOKKEEPING SERVICES	FEBRUARY BOOKKEEPING	250	69500589	589400	250
1	3/13/2023	3/1/2023	2-V23-015		3041	0 GRAY AND OSBORNE INC	ENGINEERING 1/29 - 2/25	1290.15	69500589	589400	1290.15
1	3/13/2023	2/14/2023	5018-V23-016		4574	0 LUDLOW MAINTENANCE COMMI	RENTAL FEB 9 2023 MEET	136.38	69500589	589400	136.38
1	3/13/2023	3/2/2023	202302-V23-017		8781	0 YARD DOG LANDSCAPING INC	FEBRUARY MAINTENANC	3303.92	69500589	589400	3303.92

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

MARCH TOTAL WARRANT AM 6494.92
MONTH

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

ATTACHMENT TO COUNTY CHECK REQUEST PLDD MEETING#0303
 PLDD Voucher Summary for Fund #695 001 010
 March 9, 2023

Voucher Number	Vendor Services	Vendor Number	Account to be Charged (BARS)	Amount	Total Voucher Amount
23-010	Mary Paxton – Employee Payroll Hours worked in February	8925	5535210	\$747.37	\$747.37
23-011	Dean Cole- February Meeting attendance	9255	5535230 Meetings	\$105.27	\$105.27
23-012	Michael Nilssen - February Meeting attendance	9228	5535230 Meetings	\$118.22	118.22
23-013	Gary Rygmyr -- February Meeting attendance	9227	5535230 Meetings	\$118.22	\$118.22
				<i>Payroll Subtotal \$</i>	\$1,089.08
23-010	Reimbursement recording fees for Cascadia storm drainage easements (Barnes and Carver)	8925	5535346	\$425.39	\$425.39
23-014	Falge Financial, Inc. Invoice #3888 Bookkeeping Services for month of February	9022	5535444	\$250.00	\$250.00
23-015	Gray & Osborne, Inc. Invoice #2 General Engineering services 1/29/2023 through 2/25/2023	3041	5535140	\$1,290.15	\$1,290.15
23-016	Ludlow Maintenance Commission February room rental Invoice #5018	4574	5535341	\$136.38	\$136.38
23-017	Yarddogs Landscaping, Inc Invoice #2023-01 Maintenance thru January and \$1300 for Task Order 2023-01 Foster Lane Cleanout	8781	5535040	\$3,303.92	\$3,303.92
				<i>Vouchers for supplies and services subtotal \$5,405.84</i>	\$5,405.84
				TOTAL	\$6,494.92

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 __9 th DAY OF _March 2023 <hr/> APPROVED Port Ludlow Drainage District	Commissioners Signatures	

Audited By _____

Item 8.a,

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); ;

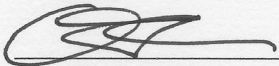
WHEREAS, the PLDD is not a municipality required to utilize the state statutory competitive bidding procedures outlined in Chapter 39.04 RCW to contract for Public Works projects, , but has utilized the processes as “best practices during the initial construction phase in the development of its infrastructure;

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.

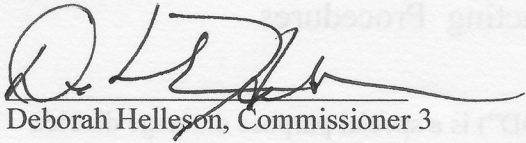
PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 8th day of October 2020.



Don Forbes, Chair, Commissioner 2

Vacant

Commissioner 1



Deborah Helleson, Commissioner 3

WHEREAS, the PLDD is not a municipality required to utilize the state statutory competitive bidding process 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 these competitive bidding procedures is not required by RCW 39.030(1)(c) for "ordinary maintenance" and imposes unnecessary costs and administrative burdens 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 prescribed in Chapter 39.80 RCW for "architectural and engineering" services.



1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2011-169 Rev. 2	<p><i>Contracts and Agreements – Capital Assets (Non-Real Property)</i> Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that relate to capital asset ownership, <i>but do not establish, alter, or abolish real property ownership.</i> Includes negotiations, change orders, compliance monitoring, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Purchase and sales agreements (non-real property only); • Bond, grant and levy project contracts/agreements (non-real property only); • Building construction and improvements; • Rights-of-way and/or easements <u>granted to (received by)</u> the agency; • Franchises <u>granted to (received by)</u> the agency. <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Capital Assets (Real Property)</i> (DAN GS55-05A-06) (for real property agreements, rights-of-way/easements granted by the agency, etc.); • <i>Financial Transactions - Bond, Grant and Levy Projects</i> (DAN GS2011-183); • <i>Franchise Requests – Granted by Agency</i> (DAN GS50-05A-10). <p><i>Note: Bond transactions are completed when the final bond payment is made.</i></p>	<p>Retain for 6 years after completion of transaction or 6 years after termination/expiration of instrument or 6 years after disposition of asset (if asset owned by agency), <i>whichever is later</i> then Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



1.5 CONTRACTS/AGREEMENTS			
<i>The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 Rev. 4	<p>Contracts and Agreements – General</p> <p>Records relating to agreements between the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit, and that <u>do not</u> establish, alter, or abolish ownership of capital assets.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Memoranda of understanding (MOU); • Negotiations, final/initial agreements, change orders, amendments, addenda; • Compliance monitoring; • Legal interpretations, mediation, arbitration, etc. <p>Contracts/agreements include, but are not limited to:</p> <ul style="list-style-type: none"> • Bonds (fidelity/surety coverage, performance/vendor, elected & appointed official, etc.); • Customer account authorizations (automatic payments, ongoing discounts, etc.); • Employee use of <i>personally-owned</i> items for work-related purposes (weapon, vehicle, ergonomic equipment, Personal Protective Equipment [PPE], cell phone, laptop, etc.); • Human resources (delegation of authority, employee/employment, etc.). Does <u>not</u> include retirement verification records covered by GS2017-009; • Inter-agency, intra-agency, inter-governmental, inter-local agreements; • Labor relations (collective bargaining, Public Employer Relations Commission (PERC) filings, etc.) Does <u>not</u> include employee grievances; • Lease, escrow, and rental agreements; • Lending agreements (facility, equipment, vehicle, etc.); • Liability waivers (hold harmless, insurance, etc.); • Loan agreements (long-term debt. etc.): • Master depository contract (banking); 	<p>Retain for 6 years after completion of transaction or 6 years after termination/expiration of instrument/coverage <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
Continued Next Page	Continued Next Page	Continued Next Page	Continued Next Page

1.5 CONTRACTS/AGREEMENTS

The activity of managing contracts and agreements entered into by the local government agency and processes involved in the development of such contracts and agreements.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-01-11 <i>Continued From Previous Page</i>	<p>Contracts/agreements include, but are not limited to: <i>Continued From Previous Page</i></p> <ul style="list-style-type: none"> • Ongoing exemptions/discounts/rate reductions (utilities, property taxes, etc.); • Professional and client services; • Purchase and sales agreements (non-capital asset purchases only); • Retirement investment portfolios (for agencies operating their own pension systems); <p>Excludes contracts/agreements covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Employee Retirement/Pension Verification (DAN GS2017-009);</i> • <i>Financial Transactions - Bond, Grant, and Levy Projects (DAN GS2011-183).</i> <p><i>Note: Pursuant to RCW 4.16.040, the statute of limitations for the commencement of actions upon a contract "...or liability express or implied arising out of a written agreement..." is 6 years.</i></p>	<i>Continued From Previous Page</i>	<i>Continued From Previous Page</i>
GS2012-017 Rev. 0	<p>Franchise Requests – Declined</p> <p>Records relating to franchise request proposals <u>submitted to</u> or <u>requested by</u> the local government agency where the request is not granted. Includes review, development, negotiations, and related communications.</p> <p>Excludes franchises granted <u>by</u> the agency, which are covered by GS50-05A-10.</p> <p>Excludes franchises granted <u>to</u> the agency, which are covered by GS2011-169.</p>	Retain for 6 years after request declined <i>then</i> Destroy .	NON-ARCHIVAL NON-ESSENTIAL OPR

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-08 Rev. 1	<p>Inspections – Bridges</p> <p>Records relating to the inspection of bridges owned by the agency and performed in accordance with National Bridge Inspection Standards (NBIS) pursuant to <u>23 CFR § 650(C)</u> and <u>23 USC 151</u>. Includes inspection diaries, field notes, etc.</p> <p>Excludes records held by the county engineer and covered by GS2012-031.</p> <p>Excludes reports covered by GS2012-044.</p>	<p>Retain for 6 years after asset no longer owned by agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS2012-037 Rev. 0	<p>Inspections/Monitoring – Non-Regulated</p> <p>Records documenting inspections/monitoring of assets owned, used or maintained by the local government agency, where not required by regulatory agencies. Includes inspections/monitoring completed by agency staff and/or contractors. Includes structures and infrastructure, equipment and systems, vehicles/vessels, IT hardware and systems, etc.</p> <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> • Temperature and humidity records; • Equipment functionality/safety checks (vehicle daily checks, etc.); • IT system health monitoring (benchmarks, real-time performance logs, etc.). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Regulated and/or environmental inspections/monitoring covered by GS51-07-10, GS50-19-15, GS50-01-42, GS50-18-08, and GS2012-038; • Traffic/light monitoring covered by GS50-18-33 and GS50-18-34; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency’s physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS51-07-10 Rev. 2	<p><i>Inspections/Monitoring – Regulated (Environmental)</i> Records relating to environmental monitoring of assets owned by the agency where required by regulatory agencies and where not covered by a more specific records series. May include monitoring of soil, air, water (ground, drinking, surface, waste), etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Atmospheric monitoring of confined spaces (<u>WAC 296-809-50006</u>). <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • <i>Hazardous materials abatement/remediation (DAN GS50-19-15);</i> • <i>Authorizations/Certifications – Agency Management (DAN GS50-01-42);</i> • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory agency requirements.</i></p>	<p>Retain for 30 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

2.6 INSPECTION/MONITORING

The activity of observing, examining, testing, calibrating, measuring or otherwise evaluating/confirming the functionality, safety, or performance of the agency's physical assets. Includes routine, preventive, predictive, scheduled, and unscheduled assessments.

**Excludes inspections/monitoring completed by outside regulatory agencies and covered in Authorizations/Certifications.*

**Excludes inspections/monitoring completed by the local government agency in its capacity as a regulatory agency, which is covered in sector schedules.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-038 Rev. 0	<p><i>Inspections/Monitoring – Regulated (Non-Environmental)</i> Records relating to non-environmental monitoring of assets owned by the agency <i>where required by regulatory agencies and where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Airport self-inspections (<u>14 CFR § 139.327</u>); • Underground storage tank (UST) inspections (<u>40 CFR § 280.45</u>); <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • Bridge inspections covered by GS2012-031, GS50-18-08, and GS2012-044; • Environmental inspections/monitoring covered by GS51-07-10 and GS2012-037; • Hazardous materials abatement/remediation covered by GS50-19-15; • Inspections/monitoring relating to an authorization/certification and covered by GS50-01-42 or GS2012-033; • Inspections/monitoring of assets not owned by the agency but <i>monitored by the agency in a regulatory capacity</i>, which is covered in sector schedules. <p><i>Note: Local government agencies may need to retain these records longer in order to comply with additional federal or state regulatory requirements.</i></p>	<p>Retain for 6 years after end of calendar year <i>and</i> violations (if any) corrected <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS2012-035 Rev. 0	<p>As-Built Drawings – Appraised and Not Selected for Archival Preservation Final set of drawings (as-builts) produced at the completion of the construction of the local government agency’s <u>structures and infrastructure</u> where Washington State Archives has appraised and not selected the records for preservation. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p>	<p>Retain until structure no longer owned by agency <i>then</i> Transfer to new owner <i>or</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
GS50-18-06 Rev. 1	<p>As-Built Drawings – Appraised and Selected for Archival Preservation Final set of drawings (as-builts) produced at the completion of the construction of the local government agency’s <u>structures and infrastructure</u> where Washington State Archives has appraised and selected the records for preservation. Documents the approved design (as-designed drawings) and changes made during construction. Includes redesigns, remodels, and renovations; architectural and engineering drawings and specifications.</p> <p><i>Note: If a final set of as-built drawings is <u>not</u> produced, then the as-designed drawings (with notations) serve as the as-built.</i></p> <p><i>Note: Due to the significance of this record, Washington State Archives recommends that upon project completion, the agency create a working copy for its use and transfer the original to Washington State Archives.</i></p>	<p>Retain until completion of project <i>then</i> Transfer original to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL (for Disaster Recovery) OPR</p>

2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS50-18-10 Rev. 1 <i>continued next page</i>	<p>Construction Project Files</p> <p>Records documenting the planning, design, and construction phases of the local government agency’s structures and infrastructure. Includes redesigns, remodels, renovations, improvements, betterments, and increases in efficiency.</p> <p>Structures and infrastructure (above or below ground) include, but are not limited to:</p> <ul style="list-style-type: none"> • Buildings (offices, schools, plants, warehouses, etc.); • Roads, bridges, tunnels, dams, drainage systems, water and sewer systems; • Ferry terminals/docks, helipads, runways; transit stops/pads/shelters; park facilities; • Curbs, gutters, sidewalks, parking lots; park benches; fire hydrants; • Street lighting systems, traffic lights, signs, and signals; parking meters; art installations. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • As-designed drawings (provided that as-built drawings are retained in accordance with GS50-18-06); • Design and décor documentation for historical reference (paint colors, building material and fixture descriptions, etc.); • Public feedback (input, support, opposition, etc.); • Public meeting materials (handouts, comments, etc.); • Photographs, official dedication/opening, etc.; • Preliminary drawings and specifications; • Schedules, calendars, construction logs, quality control reports; • Related communications (with contractors, consultants, attorneys, regulatory agencies, municipalities, etc.). <p>Excludes records covered more specifically in CORE or sector schedules such as:</p> <p style="text-align: center;"><i>continued next page</i></p>	<p>Retain for 6 years after completion of project or terms of grant agreement, <i>whichever is later</i> <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> <p style="text-align: center;"><i>continued next page</i></p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> <p style="text-align: center;"><i>continued next page</i></p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
<p><i>continued from previous page</i> GS50-18-10 Rev. 1</p>	<p>Construction Project Files <i>continued from previous page</i></p> <p>Excludes records covered more specifically in <i>CORE</i> or sector schedules such as:</p> <ul style="list-style-type: none"> • As-Designed drawings (serving as As-Built drawings) covered by GS50-18-06 or GS2012-035; • Records filed/recorded with the county engineer covered by GS2012-031; • Construction permits and inspections covered by GS2012-033; • Contracts and agreements covered by GS2011-183, GS55-05A-06, etc.; • Real property ownership records (SEPA, contracts, etc.) covered by GS55-05A-06. <p><i>Note: Per RCW 4.16.310, the statute of limitations for the commencement of actions or claims arising from construction, alteration, repair, design, planning, survey, engineering, etc., of improvements upon real property is 6 years after substantial completion of construction or termination of services.</i></p>	<p><i>continued from previous page</i></p>	<p><i>continued from previous page</i></p>



2.3 CONSTRUCTION

The activity of designing, planning and construction of structures (buildings, schools, power plants, park facilities, transit centers, etc.), infrastructure (roads, sidewalks, bridges, runways, helipads, water, sewer, drainage and lighting systems, etc.), and information systems (IT)(software, networks, etc.) owned, leased, maintained, or occupied by the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS55-05G-04 Rev. 1	<p><i>Standards and Specifications Manuals</i> Design and development standards and specifications approved by the agency’s governing body for the construction, operation, and maintenance of structures and infrastructure within the agency’s jurisdiction.</p>	<p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM</p>

Item 9.b.

SeaWings Contract Changes Overview	2022 invoicing	Proposed Change
SUBSCRIPTIONS *		
New Hosting Package allows staff and Commissioners to post to the website eliminating the need for SeaWings to post agendas, minutes, financials etc.	N/A	\$ 685.00
Artemis hosting package	\$ 269.00	\$ -
Domaine renewal	\$ 28.00	\$ 28.00
Rackspace email	\$ 388.80	\$ 388.80
Subtotal Subscriptions	\$ 685.80	\$ 1,101.80
MAINTENANCE*	\$ 1,440.00	\$ 500.00
Subtotal Web services***	\$ 2,125.80	\$ 1,601.80
2023 Move to Word Pres with two hour zoom training one time cost		\$ 2,450.00

2023 Budget	\$ 3,600.00
Maintenance	\$ 1,480.00
Subscriptions	\$ -
Move to Word Press (one time cost)	\$ 2,000.00

NOTES

* Subscriptions are billed annually in December and were inadvertently omitted from the 2023 budget. The updated contract requires notification of any subscription rate changes in August to assure the costs can be factored into the budget process in September and October.

** The \$500 maintenance cost is a high estimate based on the \$80/hour rate. The District will be able to post documents agendas, minutes, announcements thereby reducing maintenance costs.

*** In 2023 Costs for subscriptions with Artemis and the new Hosting Package will be prorated.



Please send Checks to:

Sea-Wing Designs
P.O. Box 681
Rochester, WA
98579

Quote #	Subject	Date Created	Valid Until
247	Rebuild of PLDD.org with the WordPress Platform	12/12/2022	01/12/2023

Recipient

Port Ludlow Drainage District
ATTN: Mary Paxton
P.O. Box 65261
Port Ludlow, Washington, 98365
United States

Qty	Description	Unit Price	Discount %	Total
1	Create a WordPress theme that matches the current design. Recreate 28 pages with accordion menus on 3 pages and image galleries on 18 pages. *This includes up to 2 hours of education on how to make updates to the website.	2445.00	0.00	\$2445.00 USD
1	*Optional* Standard Hosting package for \$49.99 per month: -Full Web Hosting on Linux Servers -Access to Hosting Control panel -Unlimited Bandwidth -Up to 10 email addresses included -Monthly software updates of the WordPress core files, plugins and themes for security and function enhancements. -Daily backups -Virus and malware scans -Spam removal -SEO Keyword monitoring -Visitor tracking Annual amount = \$599.88 Prorated \$224.18 for hosting already paid for 2023	375.70	0.00	\$375.70 USD
			Sub Total	\$2820.70 USD
			Total	\$2820.70 USD



SEA-WING DESIGNS

WEB DEVELOPMENT, DESIGN, AND HOSTING AGREEMENT

Company / Client: **PLDD.org**

City: Port Ludlow State: WA Zip: 98365

Authorized Representative of the Client : Mary Paxton

Country: U.S.A.

Phone: (831) 801-4625

E-mail address: districtadmin@pldd.org

Address: P.O. Box 65261

Present WWW URL (if any): PLDD.org

TERMS OF AGREEMENT

Authorization

The above named client is engaging Sea-wing Designs as an independent contractor for the specific purpose of developing and/or improving a World Wide Web site to be installed on the client's web space located on an Internet Service Provider's (ISP) server.

Hereafter, the client will be known as the "Client" and Sea-wing Designs will be known as the "Developer."

The Client will establish a separate contract with an Internet Service Provider (ISP) for hosting, or the Developer will establish one for the Client. The Client hereby authorizes Developer to access the above FTP account, and authorizes the web hosting service to provide Developer with "write permission" for the Client's web page directory, cgi-bin directory, and any other directories or programs which need to be accessed for this project. The Client also authorizes Developer to publicize their completed web site to Web search engines, as well as other Web directories and indexes.

Payment Terms / Work Flow

The Developers hourly rate is \$80 and this amount will be paid for all work that is not quoted as a standard package. Unpaid accounts accrue interest at 1.5% per month and will result in termination of service. If a check is returned due to non-sufficient funds (NSF) the Developer reserves the right to charge the Client \$25 service fee in addition to the late fee.

Correspondence

With this agreement there is an expectation of clear and timely communication. Telephone messages, email and other agreed communications will be responded to within 2 business days. This applies to both parties. All communications regarding the details of the website **PLDD.org** will be between Sea-Wing Designs and the 'Authorized Representative' **Mary Paxton**. If at any point the communication is delayed, work on the project will stop and a bill for the work completed will be sent to the client.

Website Platform Upgrade

The Developer will create a WordPress theme that matches the current design. Recreate 28 pages with accordion menus on 3 pages and image galleries on 18 pages. This will include up to 2 hours of education on how to make updates to the website.

The agreed one time expense is \$2445.00

Maintenance Agreements

Maintenance Agreements are negotiated on a Client by Client basis as each Client will have differing needs. This is another way the Developer seeks to help the Client control cost. If you have chosen a Maintenance Agreement the terms of such will be listed as an Appendix to this agreement.

The developer offers two kinds of maintenance agreements. In one, the Client pays a fixed monthly rate for such things as changing price to an item, adding additional inventory, making moderate graphic changes, and coordinating delivery of the web site with the Host Provider. In the other agreement, the customer pays on an 'as needed' hourly basis.

Maintenance, if included in the contract, shall be on a month to month basis, with a minimum of \$40 payable in any month where updating is necessary. Fees will be assessed on an hourly basis at \$80 per hour or part thereof. No fee will be required in a month where no updating is necessary. Search engine re-submissions, other than the original submission included in the contract fee, shall be included in the maintenance fee.

Maintenance and Correction of Errors

The developer takes no responsibility for the functionality or maintenance (unless a maintenance contract is in place) of the Website after the Work has been completed. Errors (both technical and typographical) attributable to the developer will be corrected free of charge, but the developer reserves the right to charge a reasonable fee for correction of errors for which the developer is not responsible, including, but not limited to malicious modification of the Website by a third party and typographical errors contained in materials provided to the developer by the Client.

Hosting Plans

Managed Hosting Plan (see below) at \$599.88 per year. (Prorated to \$224.18 for the amount paid for 2023)

Managed hosting includes:

- Web site hosting on Dreamhost shared servers
- Access to hosting control panel
- Unlimited bandwidth and storage
- Up to 10 email addresses included
- Daily backups
- Monthly WordPress software Updates
- Monthly Theme software updates
- Monthly Plugin software updates
- Database optimization
- Monthly Comment spam removal
- Monthly Database and file backups
- Spam removal
- SEO Keyword monitoring
- Spam removal

Rackspace email hosting \$388.80 per year (or \$32.40 per month)

GoDaddy domain name renewal \$28 per year

This agreement does not include these items and will be billed separately at the Developers hourly rate of \$80:

- Web site redesign, re-alignment or re-development
- Search engine optimization services
- CMS design or integration including but not limited to blogs, shopping carts and web forums. These require a separate design agreement.
- Adding and configuring new plugins.
- Editing text. All content must be provided in complete form.
- Graphic design.
- Creating a new navigation structure or changing the link graphics at the Clients request.
- Repairing damage from malware, viruses or other malicious code.
- Correction of errors for which the developer is not responsible, including, but not limited to malicious modification of the Website by a third party and typographical errors contained in materials provided to the developer by the Client
- Errors that occur due to upgrading 3rd party software including WordPress, WordPress themes and plugins.

Changes to Agreement

Any changes to this agreement must be done in writing. Financial changes will be made no later than August 31st for the following year.

Assignment of Project

The Developer reserves the right to assign certain subcontractors to this project to insure the right fit for the job as well as on-time completion. The Developer warrants all work completed by subcontractors for this project. When subcontracting is required, the Developer will only use industry recognized professionals.

Additional Expenses

Client agrees to reimburse the Developer for any critical Client requested expenses necessary for the completion of the project.

Examples would be:

- Purchase of specific fonts at the Client's request,
- Purchase of specific photography at the Client's request.
- Purchase of specific software at the Client's request.

Copyrights and Trademarks

The Client represents to the Developer and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished to the Developer for inclusion in the Client's web site are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend the Developer and its subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

Age

Authorized representative of the Client certifies that he or she is at least 18 years of age and legally capable of entering a contract on behalf of the Client.

Limitations of Liability

Client agrees that any material submitted for publication will not contain anything leading to an abusive or unethical use of the Web Hosting Service, the Host Server or the Developer. Abusive and unethical materials and uses include, but are not limited to, pornography, obscenity, nudity, warez, piracy, violations of privacy, computer viruses, harassment, any illegal activity, spamming, advocacy of an illegal activity, and any infringement of privacy.

Client hereby agrees to indemnify and hold harmless the Developer from any claim resulting from the Client's publication of material or use of those materials.

It is also understood that the Developer will not publish information over the Internet which may be used by another party to harm another. The Developer will also not develop a pornography or warez web site for the Client. The Developer reserves the right to determine what is and what is not pornography.

Sea-Wing Designs shall not be liable for any consequential damages the Client may suffer as a result of a breach of this agreement. Sea-Wing Designs' liability to the Client shall be limited to the fees the Client has paid to Sea-Wing Designs under this agreement.

Indemnification

Client agrees that it shall defend, indemnify, save and hold the Developer harmless from any and all demands, liabilities, losses, costs and claims, including reasonable attorney's fees associated with the Developer's development of the Client's web site. This includes Liabilities asserted against the Developer, its subcontractors, its agents, its clients, servants, officers and employees, that may arise or result from any service provided or performed or agreed to be performed or any product sold by the Client, its agents, employee or assigns.

Client also agrees to defend, indemnify and hold harmless the Developer against Liabilities arising out of any injury to person or property caused by any products or services sold or otherwise distributed over the Client's web site. This includes infringing on the proprietary rights of a third party, copyright infringement, and delivering any defective product or misinformation which is detrimental to another person, organization, or business.

Attorneys Fees Clause

In the event of litigation to interpret or enforce this agreement the prevailing party shall be awarded his/her/its reasonable attorney fees and costs of litigation.

In the case of delinquent accounts that require collection services, client agrees to pay all collection fees.

Laws Affecting Electronic Commerce

The Client agrees that it is responsible for complying with the laws, taxes, and tariffs related to e-commerce, and will hold harmless, protect, and defend the Developer and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the client's use of Internet electronic commerce.

Client also understands that the Developer can not provide legal advice.

Ownership to Web Pages and Graphics

License to the finished assembled work of web pages produced by the Developer, and the graphics, shall be vested with the Client upon final payment for the project.

This license gives the Client the right to use the elements designed for their web site as a whole. The client cannot re-sell the web pages, design, source code or layout. The Client may add new pages to their site but each new page must contain the original source code and follow the same design structure as the rest of the site, in order to retain the integrity of the site.

Design Credit

Client agrees that the Developer may put a byline on the bottom of their web site establishing design and development credit. Client also agrees that the web site created for the Client may be included in the Developer's portfolio.

Nondisclosure

The Developer, its employees and subcontractors agree that, except as directed by the Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever. Likewise, the Client agrees that it will not convey any confidential information obtained about the Developer to another party.

Completion Date

The Developer and the Client must work together to complete the web site in a timely manner for both parties to remain profitable.

Cancellation

Cancellation of the project at the request of the Client or Developer must be made by registered mail. In the event that work is postponed or cancelled at the request of the Client or Developer by registered mail, the Developer shall have the right retain the original deposit. In the event this amount is not sufficient to cover the Developer for time (\$120 per hour) and expense already invested in the project additional payment will

be due. If additional payment is due, this will be billed to the Client within 10 days of notification via registered mail to stop work. Final payment will be expected under the same terms as listed in Article "**Payment Terms / Work Flow**" above.

Integration Clause

This Document contains the entire agreement of the parties and no prior or contemporaneous terms which are not contained herein shall be of any effect.

Entire Understanding

This contract and the Appendices attached thereto constitute the sole agreement between the Developer and the Client regarding this project. It becomes effective only when signed by both parties. It is the spirit of this agreement that this will be a mutually beneficial arrangement for the Client and the Developer. Specific details of our agreement will be attached as an Appendix.

Both parties warrant that they have read and understand the terms set forth in this agreement.

This agreement shall be governed and construed in accordance with the laws of United States of America.

Initial Payment and Refund Policy.

The total amount At this time is \$ 2820.70 (see estimate)

The total annual anmouts:

Rackspace email hosting \$388.80

GoDaddy domain name registration \$28

Hosting and WordPress maintenance \$599.88

Annual total \$1016.68

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

On behalf of the Client. _____ Date _____

On behalf of the Developer_



Date Feb 21, 2023

Definitions

Terms

Sea-wing Designs Jason E.G.Earrame, trading as Sea-Wing Designs having its principal place of business at 19231 Marble St., Rochester, WA, U.S.A. 98579, aforesaid.

The Client - the entity which enters into a contract with Sea-wing Designs.

Domain Name - the root address of a website, e.g. www.businessname.com. All such names must be registered with the appropriate naming authority, which will usually charge a fee.

Downtime - time when the website is not accessible via the Internet. This may be because of a technical failure of the Host (Hosting Company) or because work is being carried out on the site.

Host - the company on whose system the Website physically resides.

Link, Hyperlink - a 'clickable' link embedded on a web page which may take the form of a graphic or text.

Search Engine - a website which contains a directory of websites on the Internet enabling users to find websites by subject matter classification.

Website - a collection of web pages and associated code which forms an integrated presence.

The Work - the subject matter of the contract between the Client and Sea-Wing Designs.

Services

Standard Hosting Service

It is agreed that this account will be hosted by Dreamhost companies. In the opinion of the Developer these Host Providers offers superior service and affordable value. The Developer will secure this account on behalf of the Client. We also offer the Client the ability to secure an account independently as a way to help the Client control cost. If however, the Client is not an advanced user of the Internet, the Client is encouraged to use the services of the Developer to secure and maintain this account.

Please note: Using an alternate host is always an option for the Client. Should the Client desire to use a Host Provider other than Dreamhost, the name of the host provider and the terms of the hosting agreement will be listed in Appendix A. Additional setup charges may apply.

Domain Registration

The Developer will secure a domain name (www.myname.com) for the Client at the Client's request. All charges incurred in doing so will be billed to the Client as an addition to the base price contemplated by this agreement. These are domain name fees, and are not a source of income for the Developer.

If the Client already has a domain name, the Developer will coordinate redirecting the address to the new host. Should the Client desire a specific domain name which is already owned by another party and negotiations for said domain name must be undertaken by the Developer, additional charges may apply. The Client will be contacted in advance before any negotiations of this nature are undertaken or charges are incurred.

Training

The Developer will provide e-mail assistance to the Client's designated representatives regarding management of the Client's web site. Sometimes, however, training for groups on-site at the Client's place of business is desired. If this is desired the charges incurred by the Client for training and the details of what will be provided will be listed in Appendix A of this agreement.

Text

Final text should be supplied by the Client unless otherwise specified in Appendix A. 500 words per page approximate standard. Web pages of more than 1,200 words of text per page may be subject to additional fees for increased formatting time. Writing, editing and re-writing text will be charged at an hourly rate listed in Appendix A.

Links

This agreement provides for up to an average of 12 external or relative links per page and an e-mail response link on each web page to any e-mail address specified by Client.

This agreement also provides for making any link the Client desires to open in a new window if requested at the specific dimensions and configuration specified by the Author.

Photos

Unless specified otherwise under appendix A, photos and other miscellaneous graphic images must be supplied by Client.

Cross Browser Compatibility

Our agreement provides for the creation of a web site viewable by Firefox, Mozilla, Netscape 6+, Microsoft Internet Explorer 7+. Compatibility is defined herein as all critical elements of each page being viewable in these browsers. Client is aware that some advanced techniques on the Internet, however, may require a more recent browser version and brand or plug-in. Client is also aware that as new browser versions are developed, the new browser versions may not be backward compatible. In the absence of a Maintenance Agreement time spent to redesign a site for compatibility due to the introduction of a new browser version will be separately negotiated and in addition to the base price of our agreement.

Graphic Creation / Banner Advertisements

It is anticipated that the Developer will create, capture or receive from the Client all the graphic elements necessary to complete the Client's web site. This includes a basic logo, buttons, layouts and photography as listed below. This contract does not contemplate, however, the creation of banner advertisements, branding logos or flash objects. Should the Client need graphic design and branding the charge will be listed in Appendix A.

Logo

A logo to be used for anything other than the Internet is classed as a '*Branding logo*'; this incurs a graphic design fee dependant on whether logo is for a business, corporation, non-profit organization or club. The logo fee will be set out in Appendix A.

E-commerce

This contract provides for the *possibility* of an e-commerce enabled site. The charges for the shopping cart will be listed in Appendix A as an addition to the base price of this agreement.

Secure Certificate

If the Client selects an e-commerce enabled site, the Client is encouraged to obtain a secure certificate for online transactions. The Client understands that if they do not obtain their own secure certificate, design capabilities on the shopping cart itself may be limited.

Date: _____

Report of Account Balances and Changes
 For February 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												
GF Receipts	\$ 602.41	\$ 4,654.25												\$ 5,256.66
GF Disbursements	\$ -	\$ (3,943.98)												\$ (3,943.98)
GF Ending Cash Balance	\$ 62,910.57	\$ 63,620.84												
GF Investment Pool														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00												
GF Investment Pool Gross Interest	\$ 524.90	\$ 523.32												\$ 1,048.22
GF Investment Pool Fee Amount	\$ -	\$ 26.17												\$ 26.17
GF Investment Pool Net Interest	\$ 524.90	\$ 497.15												\$ 1,022.05
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00												
GF Receipts Breakdown														
Special Assessment Revenue	\$ 77.51	\$ 4,157.10												\$ 4,234.61
Interest from GF Investment Pool	\$ 524.90	\$ 497.15												\$ 1,022.05
Transfers & Other Activity	\$ -	\$ -												\$ -
<i>GF Receipts</i>	\$ 602.41	\$ 4,654.25												

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

03/06/23
 Accrual Basis

	Feb 23	Budget	\$ Over Budget	Jan - Feb 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	523.32			1,048.22			
368.00 · Special Assessment Capital (SA)	4,157.10	5,512.20	-1,355.10	4,234.61	5,690.34	-1,455.73	70,000.00
Total Income	4,680.42	5,512.20	-831.78	5,282.83	5,690.34	-407.51	70,000.00
Gross Profit	4,680.42	5,512.20	-831.78	5,282.83	5,690.34	-407.51	70,000.00
Expense							
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	0.00	0.00	0.00	0.00	0.00	2,520.00
5535040 · Drainage Maintenance Operation	1,885.62	1,885.00	0.62	3,716.32	3,770.00	-53.68	22,620.00
Total 5535000 · Field Expenses	1,885.62	1,885.00	0.62	3,716.32	3,770.00	-53.68	25,140.00
5535100 · Engineering							
5535140 · General District Engineering	557.28	1,030.00	-472.72	2,551.34	2,060.00	491.34	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	760.00	-760.00	4,560.00
Total 5535100 · Engineering	557.28	1,410.00	-852.72	2,551.34	2,820.00	-268.66	17,950.00
5535200 · Personnel							
5535210 · Administrative Personnel	689.07	955.05	-265.98	1,024.07	1,910.10	-886.03	11,460.60
5535220 · Federal Taxes							
FICA Expense	81.03	111.00	-29.97	81.03	222.00	-140.97	1,412.00
FUTA Expense	4.13			4.13			
Total 5535220 · Federal Taxes	85.16	111.00	-25.84	85.16	222.00	-136.84	1,412.00
5535221 · State Taxes							
L&I Expense	6.11			6.11			
WAPFML Expense	0.00	30.00	-30.00	0.00	60.00	-60.00	384.00
Total 5535221 · State Taxes	6.11	30.00	-23.89	6.11	60.00	-53.89	384.00
5535230 · Commissioner Meetings/District	370.00	370.00	0.00	370.00	740.00	-370.00	5,550.00
Total 5535200 · Personnel	1,150.34	1,466.05	-315.71	1,485.34	2,932.10	-1,446.76	18,806.60
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	85.00	-85.00	43.68	170.00	-126.32	1,020.00
5535341 · Rent	275.10	125.00	150.10	411.48	410.00	1.48	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	0.00	32.00	-32.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	30.00	-30.00	180.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
5535345 · Website Maint. & Renewal	0.00	2,000.00	-2,000.00	0.00	2,370.00	-2,370.00	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	100.00	-100.00	200.00
Total 5535300 · Miscellaneous/Office Expenses	275.10	2,241.00	-1,965.90	455.16	3,112.00	-2,656.84	13,206.00

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

03/06/23
 Accrual Basis

	Feb 23	Budget	\$ Over Budget	Jan - Feb 23	YTD Budget	\$ Over Budget	Annual Budget
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	70.20	0.00	70.20	400.00
Total 5535301 · Commissioners Mileage & Expense	0.00	0.00	0.00	70.20	0.00	70.20	400.00
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	1,200.00	-1,200.00	0.00	1,200.00	-1,200.00	1,200.00
Total 5535302 · Assessments/County Fees/Electio	0.00	1,200.00	-1,200.00	0.00	1,200.00	-1,200.00	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	0.00	1,470.00	-1,470.00	8,820.00
5535444 · Accounting Clerk	250.00	560.00	-310.00	500.00	820.00	-320.00	3,420.00
Total 5535400 · Professional Services	250.00	1,295.00	-1,045.00	500.00	2,290.00	-1,790.00	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total Expense	4,118.34	9,497.05	-5,378.71	8,778.36	16,124.10	-7,345.74	102,942.60
Net Ordinary Income	562.08	-3,984.85	4,546.93	-3,495.53	-10,433.76	6,938.23	-32,942.60
Net Income	562.08	-3,984.85	4,546.93	-3,495.53	-10,433.76	6,938.23	-32,942.60

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

03/06/23
 Accrual Basis

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	524.90			524.90			
368.00 · Special Assessment Capital (SA)	77.51	178.14	-100.63	77.51	178.14	-100.63	70,000.00
Total Income	<u>602.41</u>	<u>178.14</u>	<u>424.27</u>	<u>602.41</u>	<u>178.14</u>	<u>424.27</u>	<u>70,000.00</u>
Gross Profit	602.41	178.14	424.27	602.41	178.14	424.27	70,000.00
Expense							
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	0.00	0.00	0.00	0.00	0.00	2,520.00
5535040 · Drainage Maintenance Operation	1,830.70	1,885.00	-54.30	1,830.70	1,885.00	-54.30	22,620.00
Total 5535000 · Field Expenses	<u>1,830.70</u>	<u>1,885.00</u>	<u>-54.30</u>	<u>1,830.70</u>	<u>1,885.00</u>	<u>-54.30</u>	<u>25,140.00</u>
5535100 · Engineering							
5535140 · General District Engineering	1,994.06	1,030.00	964.06	1,994.06	1,030.00	964.06	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	380.00	-380.00	4,560.00
Total 5535100 · Engineering	<u>1,994.06</u>	<u>1,410.00</u>	<u>584.06</u>	<u>1,994.06</u>	<u>1,410.00</u>	<u>584.06</u>	<u>17,950.00</u>
5535200 · Personnel							
5535210 · Administrative Personnel	335.00	955.05	-620.05	335.00	955.05	-620.05	11,460.60
5535220 · Federal Taxes							
FICA Expense	0.00	111.00	-111.00	0.00	111.00	-111.00	1,412.00
Total 5535220 · Federal Taxes	<u>0.00</u>	<u>111.00</u>	<u>-111.00</u>	<u>0.00</u>	<u>111.00</u>	<u>-111.00</u>	<u>1,412.00</u>
5535221 · State Taxes							
WAPFML Expense	0.00	30.00	-30.00	0.00	30.00	-30.00	384.00
Total 5535221 · State Taxes	<u>0.00</u>	<u>30.00</u>	<u>-30.00</u>	<u>0.00</u>	<u>30.00</u>	<u>-30.00</u>	<u>384.00</u>
5535230 · Commissioner Meetings/District	0.00	370.00	-370.00	0.00	370.00	-370.00	5,550.00
Total 5535200 · Personnel	<u>335.00</u>	<u>1,466.05</u>	<u>-1,131.05</u>	<u>335.00</u>	<u>1,466.05</u>	<u>-1,131.05</u>	<u>18,806.60</u>
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	43.68	85.00	-41.32	43.68	85.00	-41.32	1,020.00
5535341 · Rent	136.38	285.00	-148.62	136.38	285.00	-148.62	2,635.00
5535342 · Postage/Mailings	0.00	16.00	-16.00	0.00	16.00	-16.00	191.00
5535343 · Advertising	0.00	15.00	-15.00	0.00	15.00	-15.00	180.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
5535345 · Website Maint. & Renewal	0.00	370.00	-370.00	0.00	370.00	-370.00	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	100.00	-100.00	200.00
Total 5535300 · Miscellaneous/Office Expenses	<u>180.06</u>	<u>871.00</u>	<u>-690.94</u>	<u>180.06</u>	<u>871.00</u>	<u>-690.94</u>	<u>13,206.00</u>
5535301 · Commissioners Mileage & Expense							

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

03/06/23
 Accrual Basis

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
5535340 · Commissioner Mileage/Travel Exp	70.20	0.00	70.20	70.20	0.00	70.20	400.00
Total 5535301 · Commissioners Mileage & Expense	70.20	0.00	70.20	70.20	0.00	70.20	400.00
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Total 5535302 · Assessments/County Fees/Electio	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	735.00	-735.00	8,820.00
5535444 · Accounting Clerk	250.00	260.00	-10.00	250.00	260.00	-10.00	3,420.00
Total 5535400 · Professional Services	250.00	995.00	-745.00	250.00	995.00	-745.00	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total Expense	4,660.02	6,627.05	-1,967.03	4,660.02	6,627.05	-1,967.03	102,942.60
Net Ordinary Income	-4,057.61	-6,448.91	2,391.30	-4,057.61	-6,448.91	2,391.30	-32,942.60
Net Income	-4,057.61	-6,448.91	2,391.30	-4,057.61	-6,448.91	2,391.30	-32,942.60

SeaWings Contract Changes Overview	2022 invoicing	Proposed Change
SUBSCRIPTIONS *		
New Hosting Package allows staff and Commissioners to post to the website eliminating the need for SeaWings to post agendas, minutes, financials etc.	N/A	\$ 685.00
Artermis hosting package	\$ 269.00	\$ -
Domaine renewal	\$ 28.00	\$ 28.00
Rackspace email	\$ 388.80	\$ 388.80
Subtotal Subscriptions	\$ 685.80	\$ 1,101.80
MAINTENANCE*	\$ 1,440.00	\$ 500.00
Subtotal Web services***	\$ 2,125.80	\$ 1,601.80
2023 Move to Word Pres with two hour zoom training one time cost		\$ 2,450.00

2023 Budget	\$ 3,600.00
Maintenance	\$ 1,480.00
Subscriptions	\$ -
Move to Word Press (one time cost)	\$ 2,000.00



2022 Maintenance Contract

Overall Map
Revised November 3, 2022

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	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	2/yr	4	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	2/yr	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	2/yr	4	
4	"	"	"	"	Detention pond	Detention pond	"	4/yr	16	"
5	990500081	?	256622	LMC	PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court	Open woodlands	Vegetation clearing	Every 3 Years	2	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	Every 3 Years	2	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	Every 3 Years	2	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	Every 3 Years	2	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	Every 3 Years	2	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	Every 3 Years	2	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	2x/year	2	

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	Comments
12	990404103	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.	Easement: Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	
13	821093001	508252		PLA	Easement west of WWTP	PLDD Project #12. Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	6x/Year	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	6x/Year	12	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	Every 3 Years	1	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	6x/Year	12	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.	1x/year	2	
18	990603236	Can't find any		LMC	Easement 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	4x/year	8	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	Maint Frequency	Est Hr/Yr	Comments
19	990603236	See survey sheet 5-6	200294	LMC	Northeast end Foster Lane cul-de-sac	PLDD Project #8. Foster Lane Drainage Improvement	Pipe inlet cleaning, check rock lined ditch and clear as necessary	2x/year	4	G & O Project 06413.05, March 2007. 12-13-22: reviewed with Russ. He will send bid to clear. 1-13-23: bid approved at monthly mtg.
20	990900019	?	256452	LMC	East side of Montgomery Court cul-de-sac	North Montgomery Court Outfall	Inlet Inspect/clean	2x/year	2	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	1x/year	1	
22	990900019		256452	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	990603236	589305	200294	LMC	South of Trader Lane cul-de-sac	PLDD Project #17. Forester/Trader Lane Improvements	Inspect & clean	1x/year	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	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.	1x/year	1	
26	968800103	487620 - CCR	487625	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	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 & clean	1x/year	1	PLDD Responsibility???

PLDD Area Inventory and Maintenance Schedule

Area #	APN #	Easements	Surveys	Owner	Area Description	Facility Description, Documents, Photos	Maintenance Activities	Maint Frequency	Est Hr/Yr	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.	1x/year	0.5	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 baisn on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & dcoument outfall condition	1x/year	1	
30	990100200	527176	406389	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022
31	Tract J	587899	587899		Anchor Lane Cottages	Road Catch Basins	Inspect & clean	1x/year	1	Clarified and confirmed at the August regular meeting, #295

Year Total 117.5
Avg/Mo 10

PLDD Capital Projects

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

Useful County Links

- Permits, surveys, etc.: <https://gisweb.jeffcowa.us/TaxParcelViewer/>
- Assessor & Auditors records <https://trueweb.jeffcowa.us/propertyaccess/PropertySearch.aspx?cid=0>
- Recorded document search <https://er-web.co.jefferson.wa.us/recorder/eagleweb/docSearch.jsp>

Maintenance Notes 2022

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

PLDD Inventory and Maintenance

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

Year Total 1
 Avg/Mo 0

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

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

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