

## Agenda for Board of Commissioners' Meeting #0302

February 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/82213197039?pwd=Yi82WTJZSThsbkROWHI5cWVMYXZYdz09>

**Meeting ID: 822 1319 7039**

**Passcode: 879897**

**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](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

**1. Call to Order:**

**2. Roll Call:**

**3. 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. 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.*

**6.a.** Minutes January 12, 2023 Meeting #0301.

**7.b.** 302 Voucher Summary: numbers 23-001 through 23-008 totaling \$3,943.98 with \$975.98 for payroll, and \$2,968.00 for supplies and services.

## **7. New Business**

### **7.a Authorize the Administrative Coordinator to Destroy Non-Archival Paper and Electronic Public Records.**

**Recommended Action:** Direct the Administrative Coordinator by motion to destroy public records on the 2022 and 2023 Destruction logs and to destroy non-archival paper records that were scanned for electronic retention in 2022.

### **7.b. Review of the Administrative Calendar for 2023.**

**Recommended Action:** Commissioner Cole will present the draft 2023 Administrative Calendar to the Commissioners for review and discussion.

### **7.c. Review of two signed unrecorded Storm Drainage Easements for the Cascade Flood Abatement Project.**

**Recommended Action:** Review the easements and direct my motion the recordation of the easements.

## **8. Old 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.**

**Recommended Action:** Commissioners receive information regarding ongoing drainage issues in the greenbelt between lots 59 and 76 on Resolute Lane.

### **8.b. 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.

### **8.c. Approve Task Order 2023-01 with Sea-Wings Designs for supplemental alterations for the web platform and updated subscriptions.**

**Recommended Action:** Approve by motion Task Order 2023-01 authorizing Sea-Wings Designs to create a WordPress theme that matches the current design for \$2,445.00 and the Optional Standard Hosting package a rate of \$49.99 per month.

**9. Reports:****9.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.

**9.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.

**9.c. Web Site Updates.**

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

**9.d. Commissioner Reports/Future agenda items.**

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

**10. 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.

**11. MEETING ADJOURNMENT.**

**Port Ludlow Drainage District (PLDD)**  
**January 12, 2023**  
**Board of Commissioners Meeting - #0301**  
**Zoom/In Person Meeting - Minutes**

**1. CALL TO ORDER:** Chair Rygmyr called Meeting #0301 of the Port Ludlow Drainage District to order at 10:00 a.m. at the Beach Club Gallery Room, Port Ludlow, Washington.

Chair Rygmyr recommended moving agenda item 2, Election of Officers, to after agenda item 6, Agenda Approval. There was consensus from the Commission to move the agenda item.

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

**PUBLIC:** Dave Kimmel, 104 Wells Ridge Court

**ZOOM:** Katie Smith, Cliff O'Brien.

**4. PUBLIC COMMENT:** Dave Kimmel, 104 Wells Ridge Court, said the walkway is lifting due to a poplar tree. He would like to have a plumber run a fiber optic camera through a pipe before spending a lot of money on drainage improvements. Mr. Kimmel said that Jefferson County informed him that maintenance of the area is the responsibility of the Port Ludlow Drainage District.

Commissioner Nilssen reported that he had received an email regarding the issue. He reviewed minutes and agendas from May to December of 2002. The minutes reflect that the District discussed accepting easements from the Area 7 Homeowners Association, but he could not find any record of any approved easements or agreements. He mentioned that former consulting District Engineer Barry Baker was involved with the discussions and suggested that he should be contacted for information.

Mr. Kimmel asked who is responsible for the pipe. Through the course of discussion there was consensus among the Commissioners that more information is needed to clarify what party constructed the pipe and what entity is responsible for the pipe. The Commission directed District Consulting Engineer Kerri Sidebottom to contact Barry Baker and to research if there was ever an easement prepared. The Commissioners also requested that Mr. Kimmel provide a copy of the Covenants, Conditions and Restrictions (CC&R's) for the Area 7 Homeowners Association. Commissioner Nilssen agreed to follow up with collecting information and report to the Commission at the February 9<sup>th</sup> meeting.

**5. COMMISSIONER COMMUNICATIONS:** There were no Commissioner communications.

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

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

**7. CONSENT AGENDA:** Chair Rygmyr introduced the consent agenda.

Commissioner Nilssen noted that Tristan Hefley of Falge Financial identified a \$30 shortfall on the zoom subscription reimbursement to the Administrative Coordinator. Mary Paxton explained that she reviewed the issue with Mr. Hefley. There was a typographical error in the right-hand column of the December 8, 2022 Voucher Attachment #300. She reported the correct cost was included in the left-hand column of the voucher attachment and on the voucher submitted to Jefferson County and her pay stub.

**MOTION:** Commissioner Nilssen moved to approve the consent agenda including the minutes of the December 12, 2022 Meeting #0300, and 0301 Voucher Summary numbers 22-095 through 22-106 totaling \$7,789.41 with \$704.18 for payroll and \$4,660.02 for supplies and services, \$606.49 for payroll taxes and \$1818.72 for an erroneous deposit from the Department of Natural Resources. Commissioner Rygmyr seconded. The motion passed unanimously.

**2. ELECTION OF OFFICERS:** Commissioner Nilssen recommended rotating the Chair and Vice Chair positions yearly in the order of the Commissioner numbers. Commissioner Nilssen explained that since Commissioner 1 was Chair in 2022, Commissioner 2 would become Chair in 2023 and Commissioner 3 would become Vice-Chair in 2023. Through the course of discussion, it was explained that the rotation of the Chair and Vice-Chair officers would not affect the other administrative, engineering, and financial duties of the Commissioners. Commissioner Cole stated that rotating the Officers is a common practice with public agencies and that the Vice-Chair is often groomed to serve as a Chair. For this reason, he recommended that Chair Rygmyr remain as Chair for 2023 and that he could serve as Vice-Chair for 2023. Commissioner Cole recommended that the rotation of officers could be added to the draft bylaws.

**MOTION:** Commissioner Nilssen moved to elect Commissioner 1 as the Chair for 2023 and Commissioner 2 as the Vice-Chair for 2023. Chair Rygmyr seconded the motion and it passed unanimously.

Commissioner Cole reported that he was feeling ill and left the meeting at 10:30 a.m.

**8. NEW BUSINESS:**

**8.a. and 8.c. DISCUSSION OF A PROPOSAL FROM SEA-WINGS DESIGNS TO ALTER THE WEB PLATFORM, CLOUD STORAGE AND DISCUSSION OF TECHNOLOGY FOR RECORDING COMMISSIONER MEETINGS IN RELATION TO CLOUD STORAGE AND REQUIREMENTS FOR RECORD MANAGEMENT:** The

Commissioners received a telephonic presentation from Jason Earrame of Sea-Wings Designs. He explained the pros and cons of the current web hosting platform of Dreamweaver and the suggested platform of WordPress. The benefits of switching to WordPress included the following: improved security, less challenges with content updates, more user-friendly public inquiry form and staff and Commissioners could be trained to post content which could also result in cost savings for web services. Mr. Earrame explained that the Optional cost with \$49.99 per month would provide access to Commissioners and staff, daily backups, and improved security.

Commissioner Rygmyr stated that with the District's Microsoft subscription there is a total of six terabytes which would be ample to store the District recordings on the District laptop. There was consensus of Chair Rygmyr and Commissioner Nilssen to record all meetings. Chair Rygmyr preferred to just preserve the audio recordings. Mr. Earrame affirmed the cloud storage could provide a back-up for the content on the web page.

**MOTION:** Chair Rygmyr moved to accept the proposal from Sea-Wings Designs to create a WordPress theme that matches the current web design for \$2445.00 and include the Optional Standard Housing Package for \$49.99 per month. Commissioner Nilssen seconded and the motion passed unanimously.

**8.d. APPROVE TASK ORDER 2023-01 WITH YARD DOGS LANSCAPING FOR SUPPLEMENTAL MAINTENANCE AT AREA 19 (FOSTER LANE) ON THE DRAFT MAINTENANCE MAP AND TABLE.** Chair Rygmyr provided background on the basis for Task Order 2023-01 and explained that this is an area that is being added to the updated Maintenance Table and Map – Area 19.

**MOTION:** Chair Rygmyr moved to approve Task Order 2023-01 and Commissioner Nilssen seconded the motion. The motion passed unanimously.

**8.b. PRESENTATION FROM THE PORT LUDLOW AUTHORITY (PLA) ABOUT PENDING NEW DEVELOPMENT, TIMING AND PROPOSED DRAINAGE SYSTEMS:** Cliff O'Brien of the Port Ludlow Authority (PLA) joined the meeting via ZOOM. Mr. O'Brien reported that Admiralty III is a 42-unit development with a combination of single-family homes, duplexes, and quads that are likely to be constructed in 2025-2026. Mr. O'Brien also spoke about a marina development. He stated that he is not familiar with the conditions of the marina development and that any work would need a new State Environmental Protection Analysis (SEPA).

Commissioner Nilssen requested that the PLA do the following: provide the District with a copy of the SEPA for both developments, approval documents and a copy of the plans; 2) refer any pending SEPA document to the District to provide an opportunity for the District to comment. He also emphasized that it is important to clarify during the SEPA/approval process for new development what the Homeowners Associations are responsible for related to drainage improvements and maintenance and whether or not the District will accept any obligations. Mr. O'Brien agreed and cited the Cottages as a situation to avoid.

Mr. O'Brien reported that there is a pending culvert improvement. He stated that he is monitoring storm water flows during rain events to assure that it is sized properly.

## 9. OLD BUSINESS

**9.a. PUBLIC INQUIRIES:** The Commissioners noted that the Public Comment period discussion of 104 Wells Ridge Court was the only public inquiry.

**9.b. DISTRICT BYLAWS:** Chair Rygmyr reported that he preferred to have more time to review the draft bylaws. Commissioner Nilssen recommended to continue the review, flush out changes and provide a draft to review at the February meeting and target approval at the March meeting. Chair Rygmyr said he would try to provide comments within the next two weeks.

**9.c. PORT LUDLOW DRAINAGE DISTRICT INVENTORY REVIEW:** Chair Rygmyr provided an overview of the table and explained that he has tried to include hot links to photos, easements, county records, property surveys and explain the type and frequency of maintenance for each area on the table. Kerri Sidebottom offered to provide any plans to augment the table. Commissioner Nilssen commended the table as a road map to provide information that he might need.

Chair Rygmyr discussed information related to the following four areas on the table. Area 3 – The drainage area near Wells Ridge. Consulting Engineer Sidebottom offered to research what party installed the pipe. The Commissioners concurred additional research is needed to clarify areas of responsibility. The addition of land near the Rainer trail to Area 12. Commissioner Nilssen provided historic information about homeowner participation to deed property to develop drainage improvements to collect runoff from gutters. Area 19 was added to the draft inventory as noted in the discussion of agenda item. 8.d. Chair Rygmyr and Yarddogs Landscaping Inc. were unable to establish the basis for maintenance at the location Area 24 (Fleet Drive) and question why it is on the table and map. District consulting engineer, Kerri Sidebottom was directed by the Commission to review records for any easements or improvement plans for Area 24. Commissioner Nilssen suggested a property owner may have installed the improvement.

## 10. REPORTS

**10.a. FINANCIAL REPORTS AND 2022 BUDGET STATUS:** Commissioner Nilssen provided an explanation of three items on the December 2022 Trial Balance: Fund Balance Unreserved and Investments. Commissioner Nilssen explained that the Fund Balance Reserve of \$216,706.05 is a non-number that was a carryover from the old accounting system. The Investment Pool of \$148,000 generates monthly interest. The Investment Interest of \$1,946.65 is from the Investment pool.

Commissioner Nilssen reported that the Year-to-Date Revenue is \$64,106 and Expenses are \$63,121. The District is close to \$40,000 under the 2022 budgeted expenses for

several reasons: 1) the budgeted election was not held; 2) legal expenses were lower than projected; and 3) the reserve for an unexpected capital project was not used. Commissioner Nilssen reported supplies were over budget due to the Zoom and Adobe subscriptions, laptop purchases and rent increased with the use of the Gallery Room for meetings.

Commissioner Nilssen reported he hopes to go into further detail with the 2024 budget and possibly lower the total budget to closer to \$80,000.

Commissioner Nilssen stated when the new web hosting is completed, he would like to manage postings for finances.

**10.b. COMMISSIONER REPORTS/FUTURE AGENDA ITEMS:** The Commissioners noted the Bylaws will be on the February agenda.

Chair Rygmyr recommended that the discussion of the District Maintenance Table and Map should be added as a Report item on future agendas like the Financial Reports.

The Commissioners recommended using the screen share during Commission meetings to allow the public joining via Zoom to see the agenda materials. Chair Rygmyr recommended just preserving the audio recordings to reduce data storage. The Administrative Coordinator stated that the State Archives would need to be contacted to determine whether that audio or video recording would need to be preserved.

**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 12:02 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
				<i>Payroll Subtotal \$</i>	\$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
				<i>Supplies and Services</i>	\$2,968.00
				<i>TOTAL</i>	\$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 __9 <sup>th</sup> DAY OF February 2023  <hr/> APPROVED Port Ludlow Drainage District	Commissioners Signatures	

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

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

Port Ludlow Drainage District  
Public Records of Conversion of Paper Non-Archival Records to Scanned PDFs 2020

The purpose of this form is to document converting paper records for digital records retention. The following paper non-archival records were scanned to PDFs and the files were saved to the District laptop for retention and one drive cloud storage. Pursuant to GS50-09-14 Rev. 3 the imaged non-archival records will be destroyed after the end of 2022. of paper non-archival records for compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention period before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070 and WAS 434-640-010, -020 and -030. This record need only be filled out when destroying all public records whose minimum retention is other than "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the Local Government Common Records Retention Schedule (CORE).

Legal Disposition Authority (taken from Records Retention Schedule)				Description	Dates Scanned
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period		
				Ludlow Maintenance Commission Annul billing Invoice 4777 2/24/2022	
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	Jefferson County Invoice Entry Proof Lists and A/P Cash Disbursements for March, April & May 2022 January, July 2022 FEB, June 2022 SEPT, OCT 2021 Nov Dec  Jefferson County YTD Budget Report 08 221 JC Dec Reports DEC 2020(Monthly Investment & detailed ledger, Treasurer's Receipt, M T D Detailed Transfers	6/1/2022 8/1/2022 8/10/2022 9/30/2022 10/31/2022 12/19/2022  8/10/2022 8/10/2022
Employee Payroll	GS50-03E-15 Rev. 1	4 Years after end of FY & no longer need for agency business (e.g. retirement)	12/31/2026	Mary Paxton January Time sheet Mary Paxton February Time Sheet Mary Paxton March Time Sheet Mary Paxton April time sheet Mary Paxton May time sheet Mary Paxton June time sheet Mary Paxton time sheet	1/31/201 2/1/2022 3/1/2022 4/1/022 5/1/2022 6/1/20223 8/1/202 9/30/2022
				Affidavit Proof of Publication procurement Eng. Services 11/3/11	8/10/2022
Financial Transactions - General	GS2011-184 Rev. 3	6 Years after end of FY then destroy	12/31/2028	LMC d9/2022 Invoice Office Max business card invoice Office Max 11 23 2022 payment receipt	9/30/2022 10/31/2022 12/19/2022
Surety Bond Employee Dev & work History	GS50-04B-06	6 years after separation from agency	pending	Michael Nilssen Surety Bond 09 2022	12/19/2022
				US Census Itr with links for US Dept of Com 2022 Census of Local Govts.	12/19/2022

The public records listed above have met their minimum retention period, are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business and shall be destroyed.

The person responsible for the destruction of records must sign upon destruction of the listed records:

Signature: \_\_\_\_\_

Date Records Destroyed: \_\_\_\_\_

Port Ludlow Drainage District  
Public Records Destruction Log Year 2022

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention period before being destroyed pursuant to RCW 40.14.070, WAC 434-610-070 and WAS 434-640-010, -020 and -030. This record need only be filled out when destroying all public records whose minimum retention is other than “Retain until no longer needed for agency business then destroy” (such as records covered in the “Records with Minimal Retention Value” section of the Local Government Common Records Retention Schedule (CORE)).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description	Dates Covered	Date Minimum Retention Met	Methods of Destruction
Employee pay – IRS forms W-9 W-4	GS50-03A-17 Rev 1	Destroy 1/22 or later	5 Years	Kate Smith W-9	2016-2017	12/2021	Delete PDF
Financial Transactions - General	GS2011-184 Rev. 3	CORE	6 Years from end of fiscal year	2015 Voucher summaries (Jan – Dec.) and invoices	Jan to Dec 2015	12/31/2021	Destroy paper records in 2015 Binder and emails District Admin email 2015 voucher folder
General Ledger Reports	GS50-03A-15 Rev. 1	CORE	6 years from end of fiscal year	2015 General Ledger reports	Jan to Dec 2015	12/31/2021	Destroy paper records in 2015 binder and emails in District admin email
Citizen Complaints Request	GS50-01-09 Rev. 2 p 15	CORE	3 years after matter closed	Property Owner Email inquiries	2018	12/31/2021	Delete email 2018 District Admin Engineering/Property Owner Inquiry
Preliminary Budget	GS50-03D-10 Rev. 0 p 104	CORE	2 YEARS	Preliminary 2019 budget emails with attachments	2019	12/31/21	Delete email in 2018 District Admin Preliminary budge folder
Payroll Processing Distribution & Reporting	GS50-03E-02 Rev. 1 p107	CORE	3 Years or completion of State audit	2018 Payroll Summary reports for 2018 Time sheets 2015	2018	12/31/2021	Destroy Paper records at Beach Club
Contracts Agreements	GS2011-169	CORE	6 Years	Recorded Easement from PLMC to PLDD APN 990603236	2/2015	2/2021	Destroy Paper records at Beach Club
Contracts Agreements	GS2011-169	CORE	6 Years	2002 Contract with Gray & Osbourne for Engineering Services	2/5/02 -5/14/2014	9/2016	Destroy Paper records at Beach Club
Bids and Proposals - Successful	GS50-08A-01 Rev. 1, p.110	CORE	6 Years	2002 Gay & Osborne Inc. Notice of Consultant Selection,  10/12/2010 Proposal from Artemis Computing Inc.	2002 2010	2009 2017	Destroy Paper records at Beach Club

The public records listed above have met their minimum retention period, are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business and shall be destroyed.

The person responsible for the destruction of records must sign upon destruction of the listed records:

Signature: \_\_\_\_\_

Date Records Destroyed: \_\_\_\_\_



## PLDD – 2023 DRAFT Work Schedule

### Monthly Agenda Items

- Consent agenda: 1) Approve minutes from prior meetings; and 2) vouchers on the consent agenda.
- Property owner inquiries
- Reports: Financial including Statement of Financial Income & Expenses Budget Report, Maintenance Table and Map and Web Site

### ANNUAL EVENTS

#### JANUARY

January 12 Regular meeting.

January 31 Tax Filing of 1099s (non-corporate vendors + commissioners)

- Election of Officers
- Quarterly payroll taxes placed on voucher.
- Sign Authorization of Commissioners to sign vouchers [provide from Jefferson County.
- ~~Monthly County Financial Report – Account Balance sheets from County~~
- Quarterly Accounting Summary prepared internally **by Finance Commissioner**
  - ~~Post on website after meeting.~~

#### FEBRUARY

Feb. 9 Regular Meeting Jan 13 Regular Meeting:

- Per Resolution 2019-02 delegate authority to Commissioners for Finance, Administration and Engineering.
- Approve by motion authorizing disposition of certain non-archival District public records and if warranted submittal of public records to the Washington State Archives for review and appraisal for permanent retention.
- ~~Monthly County Financial Report – Account Balance sheets from County~~

#### MARCH

March 9 Regular Meeting

- ✓ Annual Report to State Auditor for the prior year
- ✓ Biennial Assessment Audit with State Auditor
- ✓ Begin review of process for procuring maintenance services contract [current contract expires December 2023].
- ✓ ~~Monthly County Financial Report – Account Balance sheets from County~~

#### APRIL

April 13 Regular Meeting

- ✓ Quarterly payroll taxes
- ✓ Enduris Renewal Review and online Submission of Update

*Vouchers*

- ~~✓ Monthly County Financial Report – Account Balance sheets from County~~
- ~~✓ Quarterly Accounting Summary prepared internally by Finance Commissioner~~
- ~~○ Post on website~~

**MAY**

May 11 Regular Meeting  
 May 30 – Deadline for Annual Report with State Auditor

**JUNE**

June 9 Regular Meeting  
 Possible date for Beach Outfall Inspections with Commissioner 1 and District Engineer

**JULY**

- July 14 Regular Meeting
- ✓ Quarterly payroll taxes
  - ✓ Consider whether to extend Contract for Engineering Services for an additional year in November or solicit a Request for Qualifications.
  - ✓ Start process for procurement of new maintenance services (Yard Dog contract ends 12/23)
  - ~~✓ Monthly County Financial Report – Account Balance sheets from County~~
  - ~~✓ Quarterly Accounting Summary prepared internally by Finance Commissioner~~
  - ~~✓ Post on website Quarterly payroll taxes~~

**AUGUST**

- August 10 Regular Meeting
- Annual Budget Preparation begins by Finance Commissioner and District Engineer.
  - Renewal of Enduris insurance included on the August Voucher.
  - Report to state on cost of public records requests (due 9/1). Note: Procedures are included on the District laptop Public Records Request Folder.

NOTE: Aug -Assessment Methodology approved by Jefferson County by Ordinance at a Public Hearing @ every 4 years (next due in Aug-2024)

**SEPTEMBER**

- September 1 Enduris Renewal - Effective Date of New Policy Year  
 September 14 Regular Meeting
- Review of draft budget
  - Other alternative date for Beach Outfall inspections with Commissioner 1 and District Engineer.
  - Send out RFP for Maintenance Services.

**OCTOBER**

October 12 Regular Meeting

- Public Hearing for draft budget and assessment
- Adoption of final budget and direct District Engineer to prepare the assessment for pdate to Jefferson County Assessor and Auditor
- Quarterly payroll taxes
- Contract for Engineering Services renewed or approved.
- Update Letter of Engagement with Falge Financial

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➤ Monthly County Financial Report – Account Balance sheets from County

**NOVEMBER**

November 9 Regular Meeting

- Deliver Final Budget & Resolution to Courthouse (4 copies to– County Commissioners/ Auditor/Assessor/Treasurer)
- District Engineer informs the County Assessor of the annual PLDD assessment amount for the upcoming year.
- About 8 days later District Engineer? completes review of the County Assessment and receives final assessment roll from County.
- Save excel copy of the final budget in the shared One Drive Budget folder as an archival record.

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➤ *Monthly County Financial Report – Account Balance sheets from County*

**DECEMBER**

December 14 Regular Meeting

- Finance Commissioner prepares agenda material for Commissioners acceptance of assessment roll and letter to the County documenting the acceptance on the Tuesday ccept assessment roll and authorize sending a letter to Jefferson County



# Gray & Osborne, Inc.

CONSULTING ENGINEERS

**DATE:** 1/13/2023

**TO:** Port Ludlow Drainage District

**ATTN:** Mary Paxton, Administrative  
Coordinator

P.O Box 65261  
Port Ludlow, WA 98365

**FROM:** Kerri Sidebottom

**PROJECT #:** 12577

**SUBJECT:** Cascade Flood Abatement Project Drainage Easements

***WE ARE TRANSMITTING:***

- Herewith  
 Under Separate Cover

Number of Copies: 1

***THE FOLLOWING:***

- Prints  
 Construction Drawings  
 Specifications  
 Shop Drawings  
 Change Order  
 Legal Description  
 Letters  
 Easement Documents

***FOR:***

- Review and Comment  
 Approval  
 Signature  
 Your Use and Files  
 As Requested  
 Action Noted Below

**COMMENTS:**

Mary,

Please find enclosed for the District's records two easements from the Cascade Flood Abatement project – one for Barnes (990400416), and the other for Carver (parcel 990400419). Apologies for the delay on sending these! Please let me know if you have any questions.

Thanks!  
Kerri Sidebottom

Return to:  
Gray & Osborne, Inc.  
1130 Rainier Ave. S., Suite 300  
Seattle, WA 98144

## STORM DRAINAGE EASEMENT

Grantor(s):  
KRISTIN L. CARVER  
IAN E. CARVER

Grantee(s):  
PORT LUDLOW DRAINAGE DISTRICT

Abbreviated Legal Description:

Lot 18, PORT LUDLOW No. 1, AREA 4, Vol. 5, Pg. 26-32

Legal Description is on Exhibit A, Page 1 of Document.

Assessor's Property Tax Parcel Number: 990400419

The Grantor, for and in consideration of \_\_\_\_\_ or other valuable consideration, the receipt of which is hereby acknowledged, hereby conveys to the Grantee:

A perpetual, non-exclusive easement and right-of-way for storm drainage and all appurtenances related thereto, through, over and across the following described real property:

**THE LOCATION OF SAID EASEMENT SHALL BE AS DESCRIBED IN EXHIBIT 'A', AND AS DEPICTED IN EXHIBIT 'B', BOTH OF WHICH ARE ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.**

Grantee and its agents, designees or assigns shall have the right, without prior institution of any suit or proceeding at law and without prior notice to Grantor, at such time as Grantee deems necessary, to enter upon said property, by foot or vehicle, for the installation, repair, reconstruction or maintenance of storm drainage facilities and appurtenances accomplished in a manner that existing private improvements shall not be disturbed or destroyed or in the event that they are disturbed or destroyed, they will be replaced or repaired, as nearly as is practicable, to as good a condition as they were immediately before the property was entered upon by the Grantee.

Grantor hereby agrees that no building, wall, fence, rockery, trees or structure of any kind shall be erected or planted, nor shall any fill material be placed within the boundaries of said easement area. No excavation shall be made within the easement area and the surface level of the ground within the easement area shall be maintained at the elevation as currently existing. In the even that this provision is violated the Grantee shall have the right to require removal of any such structure and the same shall be accomplished within a reasonable period of time and at Grantor's expense. Failure of Grantee to so exercise its right to require removal shall not constitute waiver of this right.

Grantor additionally grants to the Grantee, its agents, designees or assigns, the use of such additional area immediately adjacent to said easement area as shall be required for the construction, reconstruction, maintenance and operation of said storm drainage facilities. The use of such additional area shall be held to a reasonable minimum and be returned to the condition existing immediately before the property was entered upon by Grantee or its agents.

This Agreement and each of the terms, provisions, conditions and covenants herein shall be binding upon and apply to the benefit of the parties hereto and their respective successors and assigns.

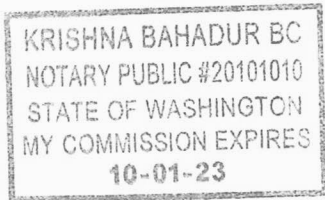
DATED this 29 day of July, 2021

[Signature]  
Ian Carver

State of Washington )  
County of Kitsap ) ss.

On this 29<sup>th</sup> day of July, 2021, before me Krishna Bahadur BC,  
Notary Public personally appeared Ian Carver to  
me known to be the individual(s) described in and who executed the within and foregoing instrument, and  
acknowledged that he signed the same as his free and voluntary act and deed, for the uses  
and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



[Signature]  
Notary Public in and for the State of  
Washington, residing at Poulsbo, Washington  
Krishna Bahadur BC  
Print Name  
My Appointment Expires 10-01-2023

**EXHIBIT 'A'**

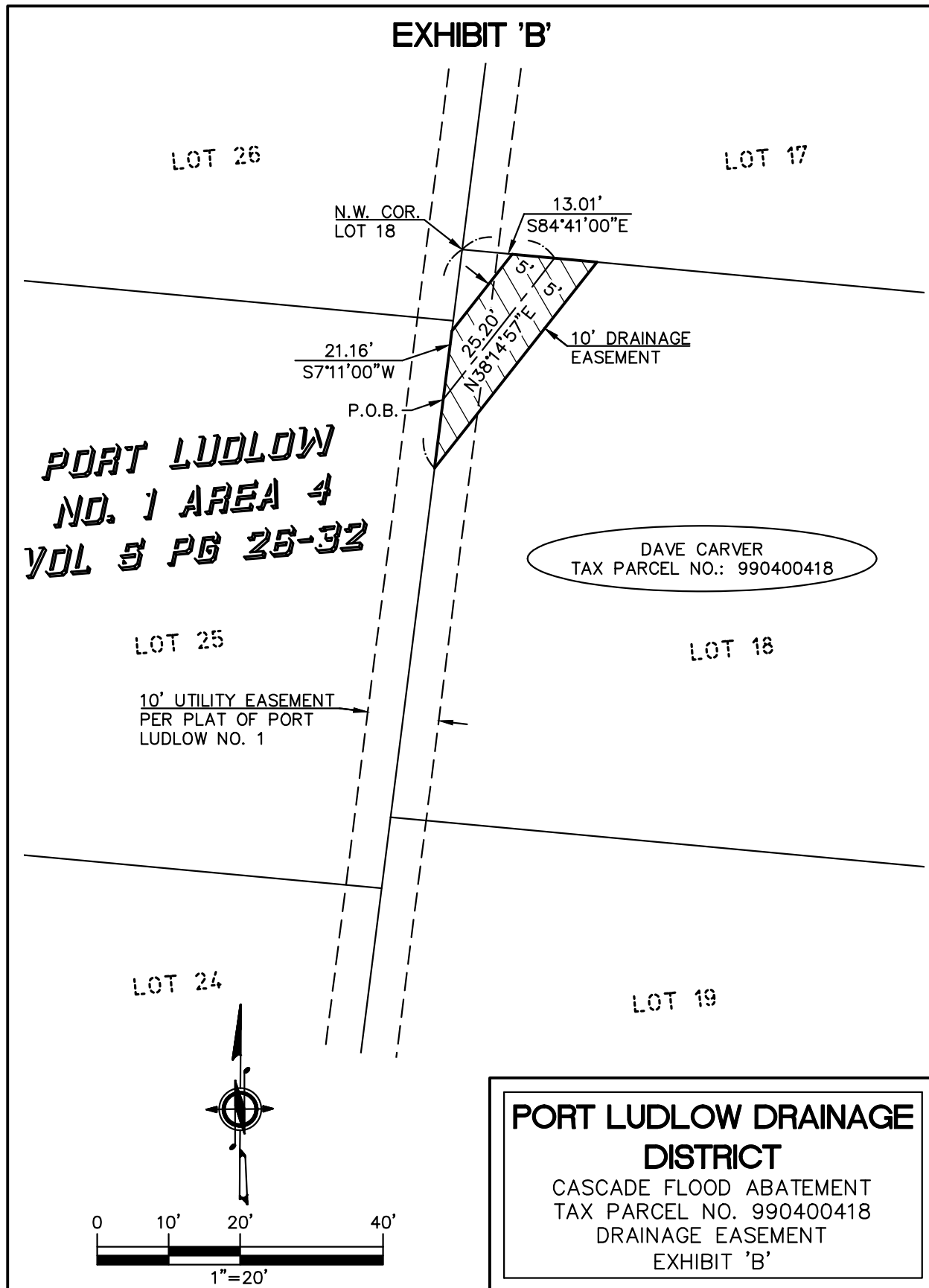
**Owner: Dave Carver**  
**Parcel No. 990400418**  
**Drainage Easement**

That portion of Lot 18, PORT LUDLOW NO. 1, Area 4, According to the Plat thereof, recorded in Volume 5 of Plats, Pages 26 through 32, records of Jefferson County, Washington, included within a strip of land 5 feet on each side of the following described centerline:

COMMENCING at the Northwest corner of said Lot 18;  
THENCE South  $07^{\circ}11'00''$  West along the West line of said Lot 18 a distance of 21.16 feet to the POINT OF BEGINNING of the herein described centerline:  
THENCE North  $38^{\circ}14'57''$  East a distance of 25.20 feet to the North line of said Lot 18 and the TERMINUS of the herein described centerline, said point lies South  $84^{\circ}41'00''$  East along said North line a distance of 13.01 feet from the Northwest corner of said Lot 18.  
The sidelines of said strip shall be shortened or lengthened to begin on the Westerly line of said Lot 18 and terminate on the Northerly line of said Lot 18.

Contains: 252 Square Feet, more or less.

EXHIBIT 'B'





Return to:  
Gray & Osborne, Inc.  
1130 Rainier Ave. S., Suite 300  
Seattle, WA 98144

## STORM DRAINAGE EASEMENT

Grantor(s):  
BARNES REVOCABLE TRUST

Grantee(s):  
PORT LUDLOW DRAINAGE DISTRICT

Abbreviated Legal Description:

Lot 16, PORT LUDLOW No. 1, AREA 4, Vol. 5, Pg. 26-32

Legal Description is on Exhibit A, Page 1 of Document.

Assessor's Property Tax Parcel Number: 990400416

The Grantor, for and in consideration of \_\_\_\_\_ or other valuable consideration, the receipt of which is hereby acknowledged, hereby conveys to the Grantee:

A perpetual, non-exclusive easement and right-of-way for storm drainage and all appurtenances related thereto, through, over and across the following described real property:

**THE LOCATION OF SAID EASEMENT SHALL BE AS DESCRIBED IN EXHIBIT 'A', AND AS DEPICTED IN EXHIBIT 'B', BOTH OF WHICH ARE ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.**

Grantee and its agents, designees or assigns shall have the right, without prior institution of any suit or proceeding at law and without prior notice to Grantor, at such time as Grantee deems necessary, to enter upon said property, by foot or vehicle, for the installation, repair, reconstruction or maintenance of storm drainage facilities and appurtenances accomplished in a manner that existing private improvements shall not be disturbed or destroyed or in the event that they are disturbed or destroyed, they will be replaced or repaired, as nearly as is practicable, to as good a condition as they were immediately before the property was entered upon by the Grantee.

Grantor hereby agrees that no building, wall, fence, rockery, trees or structure of any kind shall be erected or planted, nor shall any fill material be placed within the boundaries of said easement area. No excavation shall be made within the easement area and the surface level of the ground within the easement area shall be maintained at the elevation as currently existing. In the even that this provision is violated the Grantee shall have the right to require removal of any such structure and the same shall be accomplished within a reasonable period of time and at Grantor's expense. Failure of Grantee to so exercise its right to require removal shall not constitute waiver of this right.

Grantor additionally grants to the Grantee, its agents, designees or assigns, the use of such additional area immediately adjacent to said easement area as shall be required for the construction, reconstruction, maintenance and operation of said storm drainage facilities. The use of such additional area shall be held to a reasonable minimum and be returned to the condition existing immediately before the property was entered upon by Grantee or its agents.

This Agreement and each of the terms, provisions, conditions and covenants herein shall be binding upon and apply to the benefit of the parties hereto and their respective successors and assigns.

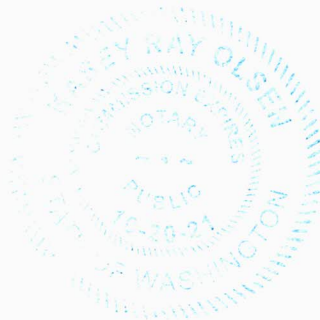
DATED this 27 day of May, 2021.

Carol Barnes  
Hyatt L. Barnes

State of Washington )  
  ) ss.  
County of Jefferson )

On this 27<sup>th</sup> day of May, 2021, before me Hyatt Barnes and Carol Barnes to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that They signed the same as Their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.



Kasey Ray Olsen  
Notary Public in and for the State of  
Washington, residing at Port Townsend, WA  
Print Name Kasey Ray Olsen  
My Appointment Expires 10-20-21

**EXHIBIT 'A'**

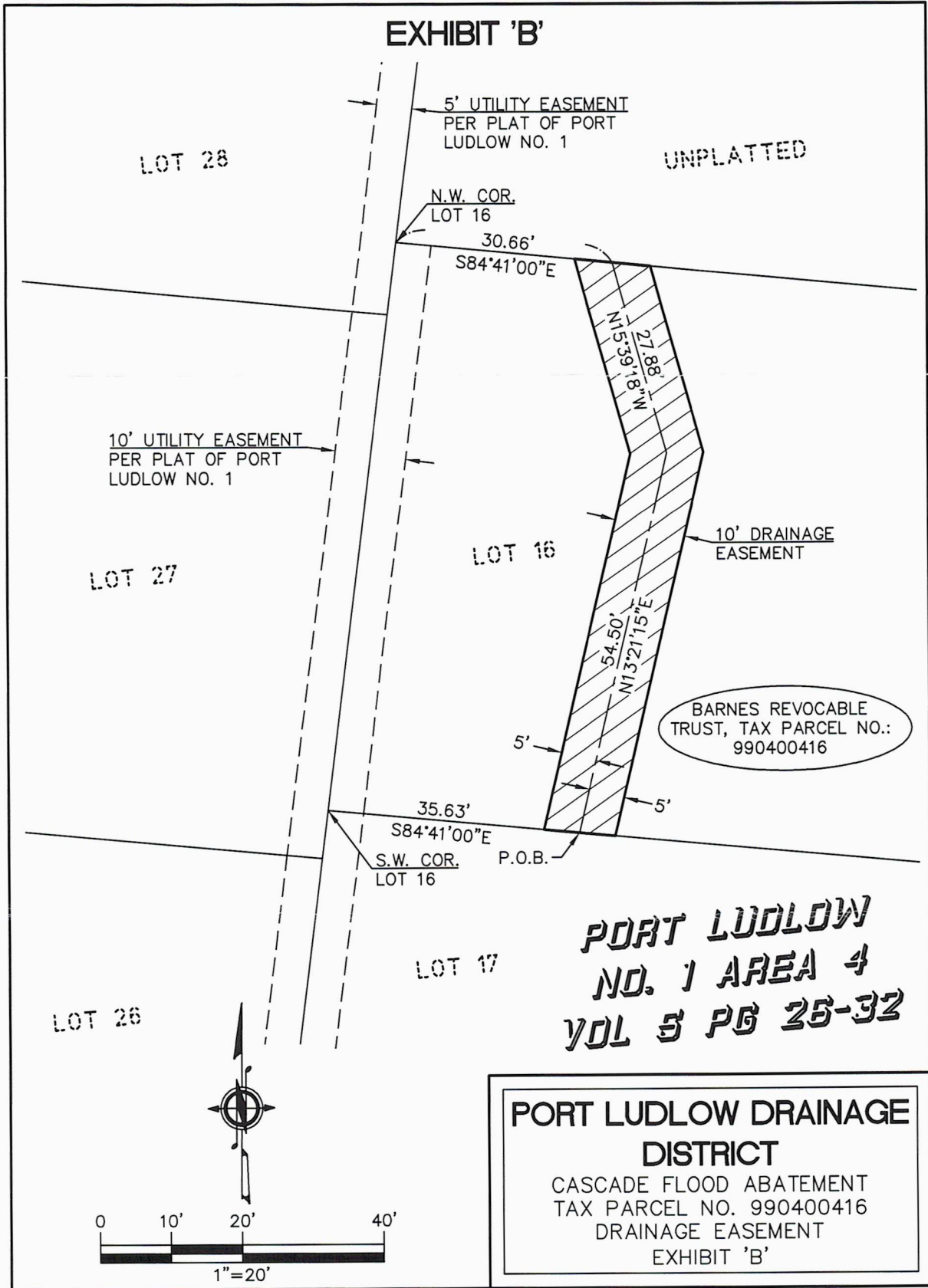
**Owner: Barnes Revocable Trust**  
**Parcel No. 990400416**  
**Drainage Easement**

That portion of Lot 16, PORT LUDLOW NO. 1, Area 4, According to the Plat thereof, recorded in Volume 5 of Plats, Pages 26 through 32, records of Jefferson County, Washington, included within a strip of land 5 feet on each side of the following described centerline:

COMMENCING at the Southwest corner of said Lot 16;  
THENCE South 84°41'00" East along the South line of said Lot 16 a distance of 35.63 feet to the POINT OF BEGINNING of the herein described centerline;  
THENCE North 13°21'15" East a distance of 54.50 feet;  
THENCE North 15°39'18" West a distance of 27.88 feet to the North line of said Lot 16 and the TERMINUS of the herein described centerline, said point lies South 84°41'00" East along said North line a distance of 30.66 feet from the Northwest corner of said Lot 16.  
The sidelines of said strip shall be shortened or lengthened to begin on the Southerly line of said Lot 16 and terminate on the Northerly line of said Lot 16.

Contains: 824, Square Feet, more or less.

**EXHIBIT 'B'**



**PORT LUDLOW  
NO. 1 AREA 4  
VOL 5 PG 25-32**

**PORT LUDLOW DRAINAGE  
DISTRICT**  
CASCADE FLOOD ABATEMENT  
TAX PARCEL NO. 990400416  
DRAINAGE EASEMENT  
EXHIBIT 'B'



GLR Edits

## BYLAWS

Of the Jefferson County, Port Ludlow Drainage District (PLDD)

Implemented XX/XX/2023

**SECTION 1 - AUTHORITY:** These bylaws are promulgated in compliance with the **RCW 85.06.010**

**Districts authorized—Powers—Management.** Any portion of a county, requiring drainage, which contains five or more inhabitants and freeholders therein may be organized into a drainage district, and when so organized such district and the board of commissioners hereinafter provided for shall have and possess the power herein conferred or that may hereafter be conferred by law upon such district and board of commissioners, and said district shall be known as The Port Ludlow Drainage District (PLDD) a Jefferson County Special Purpose District of the state of Washington, and shall have the right to sue and be sued by and in the name of its board of commissioners hereinafter provided for, **and shall have perpetual succession, and shall adopt and use a seal.** The commissioners hereinafter provided for and their successors in office shall, from the time of the organization of such drainage district, have the power, and it shall be their duty, to manage and conduct the business and affairs of the district, make and execute all necessary contracts, employ and appoint such agents, officers and employees as may be required, and prescribe their duties, and perform such other acts as hereinafter provided, or that may hereafter be provided by law. The Port Ludlow Drainage District has quasi-judicial authority.

**SECTION 2 - MEMBERSHIP:** The PLDD shall be comprised of three members from North Bay District Map Boundaries of the Port Ludlow Drainage District, Jefferson County. The board of drainage commissioners shall consist of three elected commissioners. The initial commissioners may be appointed, and then elected, as provided in chapter **85.38** RCW. The board shall have exclusive charge of the construction and maintenance of all drainage systems which may be constructed by said district and shall be the executive officers thereof, with full power to bind said district by their acts in the performance of their duties as provided by law.

**SECTION 3 - MEMBER'S RESPONSIBILITIES AND DUTIES:** The duties and responsibilities of the PLDD Commission shall be as follows:

The PLDD shall review and manage the operations and planning to determine if the PLDD plans, goals, policies, land use and regulations are promoting orderly and coordinated development within the District.

**Oversee maintenance of existing facilities and visit each facility at least annually.**

The PLDD may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

The PLDD shall have such other duties and powers as heretofore have been or hereafter may be conferred upon the commission by District resolutions.

#### **ENTER RESOLUTION**

**SECTION 4 - OFFICERS:** Officers of the PLDD shall be chair and vice chair. Candidates for chair and vice chair shall be nominated and elected annually at the first regular meeting in January from among its active members.

**SECTION 5 - OFFICERS' RESPONSIBILITIES AND DUTIES:** The chair of the PLDD shall: (1) preside at all meetings and execute the agenda of such meetings in an orderly manner and (2) officially represent the commission before organizations or groups. The vice chair shall officiate as chair in the chair's absence.

**SECTION 6 – FURTHER DUTIES OF THE COMMISSIONERS:** The Commissioners shall select individual Commissioners to provide oversight and manage the facilities and administrative components of the District. The following positions shall be:

**Administrative Commissioner:** Oversight of clerical processes, records management, insurance, correspondence log, and website administration.

**Engineering-Maintenance Commissioner:** Oversight of inquiries from landowners, maintain facility documentation and oversee all drainage engineering and maintenance functions, and new development requiring State Environmental Policy Act (SEPA) permits.

**Financial Commissioner:** Oversight of budgeting, invoices, vouchers, external and internal financial reports, and governmental reports.

**SECTION 7 – ADMINISTRATIVE COORDINATOR:** The Administrative Coordinator (AC) shall be provided by the PLDD. The AC's duties shall be to record the proceedings of all Commission meetings. (1) prepare for future meetings with the chair, (2) distribute agendas for meetings and workshops, (3) assist with administrative duties and the preparation of the annual budget, (4) account for and process expenditures, (5) notify members by email of workshops, and (6) act in any other manner deemed necessary by the PLDD.

**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

of all regularly scheduled meetings. Changes to this schedule shall be noticed according to the OPMA. Meetings requiring public notification include but are not limited to: (1) regular meetings, (2) special meetings, (3) public hearings, (4) workshops, and (5) retreats, or any meeting where a quorum of the PLDD Commissioners shall be present. Notification of public hearings will appear at least ten (10) days prior to the hearing date. If a meeting needs to be cancelled due to a lack of a quorum, a notice shall be posted on the door of the meeting place.

Official action can take place at any regular meeting or public hearing. Official action may take place at any other gathering of the PLDD where a quorum is present, if the agenda of the meeting, including the topic of action, is included in the agenda and that agenda is posted at least twenty-four (24) hours before the start of the meeting. Under the OPMA, an “action” is defined broadly to include “the transaction of the official business ... including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.”

When appropriate and necessary, the chair shall establish committees and appoint members to them. If a committee is made up of less than a quorum then the committees are not governed by the OPMA and therefore such committee meetings do not require public notice or an audio record.

The OPMA generally requires that meetings of the governing body be open to the public and that no conditions preventing attendance by the public, except for orderly conduct, may be imposed. Therefore, a District legislative body shall not ban the use of recording devices or video cameras from the open portion of a meeting held pursuant to the OPMA. The District legislative body may impose restrictions on the use of recording devices, but only to the extent necessary to preserve the orderly conduct of the meeting.

With the exception of passively receiving information, emails between members addressing matters before the PLDD could be construed to be a public meeting, particularly if there was any response to such communication. Therefore, all emails related to matters before the PLDD should be forwarded to the AC at [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for appropriate distribution.

**SECTION 9 - CONDUCT:** Except where in conflict with these bylaws, Roberts Rules of Order shall guide the conduct of all public meetings and hearings of the PLDD.

**SECTION 10 - QUORUM:** A majority of the PLDD membership, being not fewer than (2) two, shall constitute a quorum for the consideration of most items of business, with a majority vote of those present being sufficient to take action.

In the event of a challenge to a member or members of a decision-making body that would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of



violation of the appearance of fairness doctrine (RCW 42.36.090, Participation of challenged member of decision-making body).

**SECTION 11 - VOTING:** All members are entitled to one vote. A vote shall be either (1) yay/yes, (2) nay/no, or (3) abstain. An abstention per Roberts Rules of Order is not counted as a nay vote. If a member recuses themselves, they shall leave the room and not take part in any of the discussion pertaining to the matter before the Planning Commission. As per the OPMA, no action can be taken by secret ballot. The chair is a PLDD member and is therefore allowed one vote on all issues.

All matters acted on shall be recorded as written motions. The PLDD shall not take any action in the form of a consent agenda, other than the acceptance of documents pertaining to matters that are currently before the PLDD. The “action” in this case is the acceptance of these documents such that a written motion of acceptance will be recorded into the minutes.

**SECTION 12 - BUDGET:** A preliminary budget for the Planning Commission shall be prepared by the Financial Commissioner, Administrative Coordinator, and the District Engineering staff. An itemized estimate of expenditures for the ensuing calendar year shall be included in the preliminary budget.

The preliminary budget shall be prepared and distributed to all Commissioners in advance of the September Commissioner meeting, and placed on the District Website for public review. There shall be a PLDD Budget Public Hearing at the October Commissioners Meeting the Second Thursday in October at the beginning of the regularly scheduled Commissioner Meeting.

The budget shall become final at the November Commissioner meeting. The budget and any amendments thereof shall be prepared in accordance with requirements established by the Jefferson County Ordinance 06-0817-20, Auditor, Treasurer and the PLDD.

**SECTION 13 - CLAIMS FOR EXPENDITURES:** All claims for expenditures for operating the PLDD shall be made in accordance with requirements established by the Jefferson County Auditor and Treasurer.

**SECTION 14 - REPORTS:** Reports of official PLDD reviews or official recommendations shall include only that which has been approved by a majority vote of the Commissioners present as expressed in Section 10.

Drafts of reports of official PLDD reviews or official recommendations shall be reviewed, corrected as necessary, and adopted by a majority vote of the Commissioners present.

**SECTION 15 - AMENDMENTS:** Amendment to these bylaws may be made at any regular meeting of the PLDD, provided the following conditions have been met:

1. The proposed change has been an item of business at the previous meeting,
2. The proposed change has been emailed to the Commissioners ten (10) days prior to the meeting considering the proposed change,
3. The proposed change is not in conflict with the statutes that authorize the PLDD, and,
4. The proposed change receives an affirmative vote with a majority of the Commissioners.

**SECTION 16 - REPEALER:** All previous bylaws of the PLDD are hereby repealed and replaced.

**SECTION 17 - ADOPTION:** These bylaws, as amended, are hereby adopted this \_\_\_\_\_ day of 202X.

**Port Ludlow Drainage District**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

_____	_____
Co-Chair	Date

\_\_\_\_\_  
Mary Paxton, Administrative Coordinator





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.	2445.00	0.00	\$2445.00 USD
1	Basic WordPress Hosting -Full Web Hosting -Up to 5 email addresses included -Access to Hosting Control panel -Quarterly Security Scans -Quarterly Database Optimization -Quarterly WordPress software updates -Quarterly report of the updates on your site. Annual amount = \$239.88 (You are already paid up for this level of hosting for 2023)	0.00	0.00	\$0.00 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	0.00	0.00	\$0.00 USD
<b>Sub Total</b>				<b>\$2445.00 USD</b>
<b>Total</b>				<b>\$2445.00 USD</b>



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	<a href="#">968800100</a>	<a href="#">479189</a>	<a href="#">1604774</a>	Jefferson County	LUDLOW COVE DIVISION 1 PHASE 1 OPEN SPACE TRACTS A, B & C ASSESSED W/LOTS-End of Waterhouse Ln	Developer installed detention pond and outlet structure	Vegetation clearing	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	<a href="#">821171015</a>	<a href="#">464018</a>	<a href="#">1604627</a>	PLA	Bioswale Stormwater Facility west of Oak Bay Road across from Port Ludlow Condos	<a href="#">PLDD Project #2. Bioswale Stormwater Facility</a>	Vegetation clearing	2/yr	4	
4	"	"		"	Detention pond	Detention pond	"	4/yr	16	"
5	<a href="#">990500081</a>	?	<a href="#">256622</a>	LMC	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Hummingbird Court</a>	<a href="#">Open woodlands</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
6	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Wren Court</a>	<a href="#">Corrugated metal pipe</a>	Vegetation clearing	Every 3 Years	2	Outfall could cause minor erosion
7	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Sparrow Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
8	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Goldfinch Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
9	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Falcon Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	10-11-22: no obvious infrastructure or area to maintain.
10	"	?	<a href="#">256622</a>	"	<a href="#">PORT LUDLOW NO. 4 RESERVE AREA LESS R/W - East end of Warbler Lane</a>	<a href="#">Open ditch after driveway culvert</a>	Vegetation clearing	Every 3 Years	2	See construction docs
11	<a href="#">990400530</a>	<a href="#">646997</a>		LMC	PORT LUDLOW NO. 1 AREA 5, RESERVE AREAS 1-4 TR 3. Parcel Drainage easement east of Machias	Machias Loop Conveyance Improvement	Inlet inspection/cleaning	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	<a href="#">990404103</a>	<a href="#">589304</a>		LMC	Easement between Olympic Lane and Cascade Lane and Rainier trail on LMC greenbelt	<a href="#">PLDD Projects #7 &amp; 18:</a> French drain in easement. Drain basin off Rainier trail.	Easement: Light maintenance, Drain basin: clear leaves/debris 4x/yr	4x/year	8	
13	<a href="#">821093001</a>	<a href="#">508252</a>		PLA	Easement west of WWTP	<a href="#">PLDD Project #12.</a> Waste water treatment plant (WWTP) Ditch and Culvert Improvements	Ditch clearing, culvert inlet inspection	6x/Year	12	
14	<a href="#">990600164</a>	See survey sheet 2 of 5, south of Lots 21,39, and 49 and north of lots 13,14, 20, and 48	<a href="#">200294</a>	LMC	Common area South end of Libby Court	<a href="#">Open rock lined ditch with check dams that leads to a 36" pipe to a catchbasin and CMP culvert under Montgomery Lane, then into a new CB and 36" 32" HDPE pipe to the marine outfall.</a>	Vegetation maintenance	6x/Year	12	Green Facilities installed by others?
15	<a href="#">990603236</a>	<a href="#">589305</a>		LMC	West of Oak Bay Road and Baldwin Lane intersection	<a href="#">PLDD Projects #5 &amp; 15.</a> <a href="#">Upper Baldwin Drainage Improvement</a>	Clean/Inspect	Every 3 Years	1	990603236 covers a wide area. Only one recorded easment #589305.
16	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Oak Bay Road to Montgomery Lane south of Baldwin	<a href="#">PLDD Project #4.</a> 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	<a href="#">990600164</a>	?	<a href="#">200294</a>	LMC	Montgomery Lane north of Libby Ct to beach	<a href="#">PLDD Project #3.</a> Libby Court Outfall	Inspect and remove any sediment from catch basin.	1x/year	2	
18	<a href="#">990603236</a>	Can't find any		LMC	Easement between Pioneer Drive West and McCurdy Lane	<a href="#">PLDD Project #10.</a> 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	<a href="#">990603236</a>	See survey sheet 5-6	<a href="#">200294</a>	LMC	Northeast end Foster Lane cul-de-sac	<a href="#">PLDD Project #8. Foster Lane Drainage Improvement</a>	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	<a href="#">990900019</a>	?	<a href="#">256452</a>	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	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	North end Adventurer Lane cul-de-sac	<a href="#">PLDD Project #6. Adventurer Lane Cut-off trench</a>	Inspect & clean	1x/year	1	
22	<a href="#">990900019</a>		<a href="#">256452</a>	LMC	Between 70 and 120 Montgomery Court	Montgomery Court Outfall	Inspect & clean	2x/year	2	
23	<a href="#">990603236</a>	<a href="#">589305</a>	<a href="#">200294</a>	LMC	South of Trader Lane cul-de-sac	<a href="#">PLDD Project #17. Forester/Trader Lane Improvements</a>	Inspect & clean	1x/year	2	
24	<a href="#">990603236</a>	?	<a href="#">200294</a>	LMC	Greenbelt north side of Fleet Drive between Pathfinder Lane and Adventurer Lane	French drain	None. Included as reference to older inventory	0	0	Some discussions in past meetings but no regular maintenance required.
25	<a href="#">990400227</a>	<a href="#">523709</a>		ANITA M & DAVID H WEAKLEY TRUST	East of Condon Lane at intersection of Pope Way and Condon Lane	<a href="#">PLDD Project #9. Pope Way Outfall</a>	Inspect/clean inlet catch basin. Inspect outfall. Potential debris removal at beach outfall.	1x/year	1	
26	<a href="#">968800103</a>	<a href="#">487620 - CCR</a>	<a href="#">487625</a>	?	Bioswale East of Ebb Tide Ct	Stormwater Drainage Ditch/Swale	Vegetation maintenance/clearing	2x/year	4	
27	?	?	?	?	Easement between Jackson Lane and Foster Lane	<a href="#">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.</a>	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	<a href="#">990200060</a>	<a href="#">471027</a>		PORT LUDLOW CONDO #2 ASSOC	North Bay Condos No. 2 south of Oak Bay Road	<a href="#">PLDD Projects #1 &amp; 14.</a> 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	<a href="#">990400264</a>	None		LMC	Part of APN 990400264 reserve between 191 and 201 Condon Lane	Catch basin on Condon Lane with a 12 inch PVC pipe underground to an outfall at the beach.	Inspect & document outfall condition	1x/year	1	
30	<a href="#">990100200</a>	<a href="#">527176</a>	<a href="#">406389</a>	LMC	South of Rainier Lane and Rainier Court	Rainier Lane Outfall	Inspect & clean	1x/year	1	See email from 2022
31	Tract J	<a href="#">587899</a>	<a href="#">587899</a>		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 \(pldd.org\)](#)

### Useful County Links

Permits, surveys, etc.:

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

Assessor & Auditors records

<https://truwweb.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