

**Port Ludlow Drainage District Board of Commissioners**

**Agenda for Regular Meeting #0320**

**May 9, 2024 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 or 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/89859030825?pwd=CJ8uyloVp6ub1ZmuYlUcT5jCrc3XpG.1>

Meeting ID: 898 5903 0825      Passcode: 100951

**For Telephone Audio-only:** Dial 1 (253) 215-8782 and use the Meeting ID and Passcode above. This option will allow you to listen to the meeting live on our telephone. **If you wish to provide public comment press \*9 to “raise your hand”.** Participation will be up to the Chair of the meeting.

**If you do not have access to a phone, please email [commish@pldd.org](mailto:commish@pldd.org) or [districtadmin@pldd.org](mailto:districtadmin@pldd.org) for help joining the meeting.**

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Commissioner Communications:**
- 4. Public Comment:**
- 5. Agenda Approval:**
- 6. Public Inquiries:**

**6.a. North Bay Condominiums 1 request for funding:**

Recommended Action: Consider a request from North Bay Condominiums for financial assistance for drainage improvements.

**7. Consent Agenda**

Items 7.a. and 7.b. listed below on the consent agenda have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda

and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

**7a. Minutes of the April 11, 2024 meeting #0320.**

**7.b. 321 Voucher Summary: numbers 24-25 through 24-47 totaling \$6,385.80 with \$1,169.80 for payroll, \$0 for supplies, and \$5216.00 for services.**

**Consent Action:** *Approve a motion to accept the Consent Agenda as presented.*

**8. New Business - None**

**9. Old Business**

**9.a. Review of a Capital Reserve Depreciation Fund**

**Recommended Action:** Receive a report from Consulting Engineer Keri Sidebottom

**9.b. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan.**

**Recommended Action:** Identify next steps to proceed with an update to the 2003 Port Ludlow Drainage District Comprehensive Stormwater Management Plan.

**9.c. Administrative Calendar**

**Recommended Action:** Review draft Administrative Calendar with incorporation of election tasks.

**9.d. Executive Session beginning at 11:00 a.m. and ending at 11:30 a.m. pursuant to RCW 42.30.110(1)(g) to review applications for the Administrative Coordinator position and discuss the hiring process.**

**9.e. Administrative Coordinator Replacement**

**Recommended Actions:** Review the Administrative Coordinator Job Description and identify any changes, identify candidates to be interviewed and determine the interview and hiring process.

**9.f. Web Site Content Review**

**Recommended Action:** Discussion of adjustments to web site including the updated maintenance table, maintenance map and election content.

**10. Reports:**

**10.a. Financial Reports:**

**Recommended Action:** The Commissioners will review the District's monthly reports and financial activities and review 2024 election costs to date.

**10.b. State Audit:**

**Recommended Action:** The Commissioners will receive a progress report on the Annual State audit.

**10.c. Enduris Renewal:** The Commissioners will receive a progress report on the renewal of Enduris Insurance.

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

**Meeting Adjournment.**

**Port Ludlow Drainage District (PLDD)****April 11, 2024****Board of Commissioners Meeting****#0319 Zoom/In Person Meeting****Minutes**

1. **CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr; Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator was present.

**PUBLIC:** Vaughn Bradshaw and Ernie Lewis, of the North Bay Condominium 1 (NBC1), were present.

Chair Cole presented Commissioner 1, Gary Rygmyr with a monogrammed gavel to thank him for his service as the Board Chair.

The zoom recordings was re-started at 10:05 because Kerri Sidebottom of Gray and Osborne Consulting Engineer and Katie Smith were unable to join the meeting. They joined the meeting via zoom at 10:05 a.m.

**3. COMMISSIONER COMMUNICATIONS:**

Vice Chair Nilssen reported that a member of the public emailed him about financial fraud that occurred with public agencies in Yakima County. Vice-Chair Nilssen outlined the multiple checks and balances incorporated into the PLDD's processes that prevent fraud.

Vice-Chair Nilssen reported that he will not attend the June meeting.

Chair Cole recommended moving agenda item 6.a. Public Inquiry, North Bay Condominiums 1 follow-up forward.

**6. PUBLIC INQUIRIES:**

**6.a. North Bay Condominiums 1 follow-up.** The Commissioners discussed the reserve study provided by the North Bay Condominiums 1. Ernie Lewis reported that he spoke with David Wayne Johnson of the Jefferson County Department of Community Development and that the Department would collaborate with them to put drains where they need them. Vaughn Bradshaw reported a preliminary estimated for \$125,000 was recently submitted from a construction firm. During discussion, it was clarified that the cost estimate probably did not include preparation of construction documents and construction management.

Engineer Kerri Sidebottom of Gray & Osborne (G&O) reported that she discussed the 2011 improvements with former G&O Engineer Nancy Lockett. Engineer Sidebottom explained that G&O did not recommend providing financial assistance to the North Bay Condominiums 2 but the Commissioners supported financial assistance because of the large number of rate payers

living in the development. Engineer Sidebottom indicated that the \$27,000 the PLDD spent in 2011 was for construction, and an additional \$11,000 was spent for plan preparation and construction management.

The Commissioners discussed the legal option from the PLDD Attorney at Ogden Murphy and Wallace (OMG). It was consensus of the Commission to place the request for funding assistance on the May 9 agenda for a decision. Vice-Chair Nilssen stated that if there is any funding assistance, there should be formal agreement with the PLDD and the North Bay Condominiums 1. Vice-Chair Nilssen reported that with new construction is not designed to retain surface water runoff on the property thereby avoiding flow to roads.

### **3. COMMISSIONER COMMUNICATIONS:**

**3.a. JEFFERSON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT 'TREE/VEGETATION APPLICATION' AND 'STORM WATER CALCULATION WORKSHEET.'** The Commissioners discussed the relevance of the Jefferson County forms to the PLDD. There was consensus of the Commissioners that PLDD review of new home construction would be redundant. Vice-Chair Nilssen explained that in the past Jefferson County allowed surface water from residences to flow to roads and in a flue to a greenbelt.

The Commissioners noted that the PLDD does not have approval authority. Commissioners discussed larger new developments that could trigger improvements to PLDD facilities. Vice-Chair Nilssen stated that the PLDD could comment during the SEPA process. Commissioner Rygmyr recommended proceeding with informal/ad hoc review for new development.

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

**5. AGENDA APPROVAL:** Chair Cole introduced the agenda. Vice Chair Nilssen moved to approve the agenda and Commissioner Rygmyr seconded the motion. The motion passed unanimously.

### **6. PUBLIC INQUIRIES:**

**6.b. EAST JEFFERSON COUNTY FIRE & RESCUE UPDATE. [FIVE MINUTES]:** District Engineer of G&O Kerri Sidebottom reported that the cost of five to eight thousand dollars to perform the regrading and realignment outlined in the Zenovic & Associates would be reasonable. Engineer Sidebottom stated that the Task Order YA 2024-01 should be sufficient for now. Commissioner Rygmyr concurred with Engineer Sidebottom. Commissioner Rygmyr reported that he recently talked to Russ Lowry of Yard Dogs Landscaping, Inc., and that when he performs the work in Task Order YA 2024-01 that rocks on site can be repositioned to augment the improvements. There was consensus to make no changes to Task Order YA 2024-01.

**7. CONSENT AGENDA** Commissioner Rygmyr moved to approve Consent agenda items 7.a. and 7.b. with minutes of the March 14, 2024 meeting #0319 and the 320 voucher and PLDD voucher attachment with Voucher numbers 24-25 through 24-36 totaling \$4,918.98, with \$851.48 for payroll, \$21.49 for supplies, \$2,943.27 for services and \$1,111.74 for payroll taxes.

## 8. NEW BUSINESS

**8.a UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN.** Chair Cole recommended continuing item 8.a. to the May meeting. Vice Chair Nilssen reported that he reviewed each section of the 2003 Comprehensive Stormwater Management Plan and emailed questions to Engineer Sidebottom and she provided a prompt response. Vice-Chair Nilssen offered to share the email, which could help with the discussion at the May meeting. Chair Cole suggested that the update examine potential corrosion of aging pipes.

**8.b. ANNUAL STATE AUDITOR OFFICE AUDIT PREPARATION.** Vice-Chair Nilssen reported that he has started the 2023 Audit with PLDD's bookkeeper, Tristan Hefley of Falge Financial Inc.

## 9. OLD BUSINESS

**9.a. REVIEW OF A CAPITAL RESERVE DEPRECIATION FUND:** Engineer Kerry Sidebottom reported that she emailed a preliminary asset allocation to Commissioner Nilssen based on best practices for when infrastructure was installed. Engineer Sidebottom noted that the PLDD system is smaller than other agencies. A preliminary approach could be to retain a twenty-five percent (25%) reserve. Engineer Sidebottom was directed to prepare a memo summarizing other agencies' approaches. It was noted that most drainage districts in Washington are irrigation districts. It was suggested that the reserve should be included on the administrative calendar as part of budget preparation.

**9.b. REVIEW OF MOTION AT THE MARCH 14, 2024 MEETING #0319 TO INCREASE COMMISSIONER 2 COMPENSATION TO \$161.00 IN RELATION TO THE REVISED CODE OF WASHINGTON (RCW) 85.38.075 REGULATIONS FOR "SPECIAL DISTRICTS – DIKING, DRAINAGE.** Vice Chair Nilssen reported that he consulted with the District Attorney and because the District did not approve the increase of \$161.00 before Chair Cole took office after election, that his pay rate will be at the rate approved with Resolution 2018-04, \$128.00 per day. Vice Chair Nilssen suggested approval of a resolution that would automatically approve a pay increase for a newly elected Commissioner. Chair Cole mentioned that process should also be incorporated into the Administrative Calendar.

### 9. c. ADMINISTRATIVE COORDINATOR JOB DESCRIPTION AND

**VACATIONS.** Chair Cole reported that Cammy Brown of Peninsula Legal Secretarial Services will be available to attend the July meeting at a cost of \$65/hour.

Administrative Coordinator Mary Paxton reported that her husband retired last year and that she would like to transition out of employment by the end of the year. Chair Cole directed Mary Paxton to provide a timeline for transition. There was consensus of the of the Commissioners that a job advertisement should be placed in the Port Townsend Leader with a filing deadline, Commissioner Rygmyr will be added as a zoom administrator, the current Administrative Coordinator job description will be placed on the May agenda for review and adjustments.

## 10. REPORTS

**10.a. FINANCIAL REPORTS:** Vice-Chair Nilssen reported that the recent year to date budget report from Jefferson County is comparative to the PLDD financial reports, there should be a surge of revenue from payment of property taxes. Vice-Chair Nilssen reported that there was a large expenditure in the financial statement from engineering expenses from December 2023 that were paid for in March 2024. He reported that election costs from the Jefferson County Auditor's Office have not been received yet. It was agreed that Vice-Chair Nilssen would schedule an election recap meeting with the Jefferson County Auditor's Office for June.

**11. SIGNING OF THE DOCUMENTS** will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

**MEETING ADJOURNMENT.**

**MOTION:** Commissioner Rygmyr moved to adjourn the meeting and Vice-Chair Nilssen seconded the motion. The motion passed unanimously. The meeting adjourned at 11:53 a.m.

\_\_\_\_\_  
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 its website.*

PORT LUDLOW DRAINAGE DISTRICT VOUCHER ATTACHMENT 04 114 2024 [0320]

						AMOUNT TO BE		
INVOICE DATE	VOUCHER NUMBER	VENDOR NUMBER	INVOICE NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	CHARGED BARS	AMOUNT-DTL
4/1/2024	V24-25	8925	0	MARY PAXTON	MARCH HOURS WORKED ADMIN	467.28	5535210	467.28
		8925	0	MARY PAXTON	MARCH ELECTION HOURS	33.86	5535210	33.86
4/1/2024	V24-26	9255	0	DEAN COLE	DECEMBER 11 & 19 MEETINGS	116.78	5535230	116.78
4/1/2024	V24-27	9228	0	MICHAEL NILSSEN	DECEMBER 11 & 19 MEETINGS	116.78	5535230	116.78
4/1/2024	V24-28	9227	0	GARY RYGMYR	DECEMBER 19 MEETING	116.78	5535230	116.78
					<b>PAYROLL SUBTOTAL</b>	851.48		851.48
3/7/2024	V24-32	9926	99260	STAR MEDIA & COPY CENTER	ELECTION PRINTING	21.49	5535444	21.49
					<b>SUPPLIES SUBTOTAL</b>	21.49		21.49
3/31/2024	V24-29	9022	4523	FALGE BOOKKEEPING SERVICES	MARCH BOOKKEEPING	285	5535443	285
3/25/2024	V24-30	3041	3	GRAY & OSBORNE	ENG SERVICES 2/25 - 3/25	532.98	5535140	532.98
3/18/2024	V24-31	4574	5336	LUDLOW MAINTENANCE COMMISSION	MARCH 14 ROOM RENTAL & OWLS	136.38	5535341	136.38
4/1/2024	V24-33	8781	202316	YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1979.91	5535040	1979.91
					<b>SERVICES SUBTOTAL</b>	2934.27		2934.27
4/4/2024	V24-34	2338	0	EMPLOYMENT SECURITY DEPARTMENT	Q1 PAID FAMILY MEDICAL LEAVE	35.19	5535221	35.19
4/4/2024	V24-35			EMPLOYMENT SECURITY DEPARTMENT	Q1 WASHINGTON CARES FUND	37.9	5535221	37.9
4/4/2024	V24-36	9032	695	US TREASURY INTERNAL REVENUE SERVICE	Q1 FICA FEDERAL WITHHOLDING	1,000.04	5535220	1,000.04
4/4/2024	V24-37	9038	0	WA STATE DEPT OF LABORY & INDUSTRI	MEDICARE & SOCIAL SECURITY	38.61	5535221	38.61
					<b>PAYROLL TAXES SUBTOTAL</b>	1111.74		1111.74
					<b>TOTAL</b>	4918.98		4918.98

SIGNATURES

COMMISSIONER 1, CHAIR

*Dean Cole*  
Dean Cole (Apr. 13, 2024 12:23 PDT)

COMMISSIONER 2, VICE CHAIR

*Michael Nilssen*

COMMISSIONER 3

*Gary Rygmyr*  
Gary Rygmyr (Apr. 15, 2024 12:22 PDT)

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 11th DAY OF APRIL, 2024.

*Dean Cole*  
Dean Cole (Apr. 13, 2024 12:23 PDT)

APPROVED

Port Ludlow Drainage District

04/11/24

DATE

# PLDD 04 11 2024 320 ATTACH

Final Audit Report

2024-04-15

Created:	2024-04-11
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfmx5yAwEQ6M32F26mn-X2-HEABUvU-cw

## "PLDD 04 11 2024 320 ATTACH" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2024-04-11 - 10:11:21 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2024-04-11 - 10:11:25 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2024-04-11 - 10:11:25 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2024-04-11 - 10:11:25 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2024-04-12 - 5:06:52 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2024-04-12 - 5:07:31 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2024-04-13 - 7:22:30 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2024-04-13 - 7:23:26 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2024-04-15 - 8:22:43 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2024-04-15 - 8:22:58 PM GMT - Time Source: server
-  Agreement completed.  
2024-04-15 - 8:22:58 PM GMT



PORT LUDLOW DRAINAGE DISTRICT VOUCHER ATTACHMENT 05 09 2024 [0321]

INVOICE DATE	INVOICE NUMBER	VOUCHER NUMBER	VENDOR NUM	VENDOR NAME	DESCRIPTION	AMOUNT TO BE	
						INVOICE TOTAL	CHARGED BARS
5/1/2024		V-38	8925	MARY PAXTON	APRIL HOURS	805.67	5535210 805.67
5/1/2024		V-38	8925	MARY PAXTON	APRIL HOURS - ELECTION	13.77	5531440 13.77
5/1/2024		V-39	9255	DEAN COLE	APRIL 11 MEETING	116.78	5535230 \$ 116.78
5/1/2024		V-40	9228	MICHAEL NILSSEN	APRIL 11 MEETING	116.79	5535230 \$ 116.79
5/1/2024		V-41	9227	GARY RYGMYR	APRIL 11 MEETING	116.79	5535230 \$ 116.79
<b>PAYROLL SUBTOTAL</b>						\$ 1,169.80	\$ 1,169.80

<b>SUPPLIES SUBOTAL</b>	\$ -	\$ -
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4/30/2024	4602	V-42	9022	FALGE BOOKKEEPING SERVICES	APRIL BOOKKEEPING	\$ 285.00	5535443 \$ 285.00
4/23/2024	4	V-43	3041	GRAY & OSBORNE	ENG SERVICES MARCH 24 - APRIL 20	\$ 532.98	5535140 \$ 532.98
	2	V-43	3041	GRAY & OSBORNE	ENG SERVICES 1/28 - 2/24 *	\$ 63.00	5535140 \$ 63.00
4/5/2024	5349	V-44	4574	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL D. COLE M. PAXTON 4/5/2024	\$ 81.83	5535341 \$ 81.83
4/5/2024	5350	V-44	4574	LUDLOW MAINTENANCE COMMISSION	STORAGE RENTAL 2024	\$ 654.60	5535341 \$ 654.60
4/15/2024	5351	V-44	4574	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL W/ OWLS 4/11/2024	\$ 136.38	5535341 \$ 136.38
3/12/2024	889119	V-45	5610-695	OGDEN MURPHY WALLACE PLLC	ELECTION LEGAL SERVICES THROUGH 3/31/2024	\$ 628.90	5535440 \$ 628.90
3/12/2024	889119	V-45	5610-695	OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH FEB 28, 2024	\$ 496.50	5535444 \$ 496.50
4/24/2023	890383	V-45	5610-695	OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH MARCH 31, 2024	\$ 264.80	5535444 \$ 264.80
4/30/2024	202317	V-46	8781	YARD DOG LANDSCAPING INC	APRIL MAINTENANCE	\$ 1,979.91	5535040 \$ 1,979.91
5/1/2024	208374	V-47	4365-695	JEFFERSON COUNTY PUBLICATIONS (PORT TOWNSEND LEADER)	JOB AD 4/17/2024 & 4/24/2024	\$ 92.10	5535343 \$ 92.10
<b>SERVICES SUBTOTAL</b>						\$ 5,216.00	\$ 5,216.00

<b>TOTAL</b>	\$ 6,385.80	\$ 6,385.80
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SIGNATURES

I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as describebd herein, and the claim is a just, due and unpaid obligation against the district herin and that I am authorized to authenticate and certify to said claim. SUBSCRIBED THIS 9th DAY OF MAY 2024.	COMMISSIONER 1, CHAIR
	COMMISSIONER 2, VICE CHAIR
	COMMISSIONER 3
APPROVED	DATE
Port Ludlow Drainage District	

\* Invoice 2 from Gray & Osborne for Engineering Services on the March voucher for Engineering Services from 1/28/2024 to 2/24/2024 was for the amount of \$1,581.19.



## MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT  
COMMISSIONERS  
FROM: KERRI SIDEBOTTOM, P.E.  
DATE: MAY 7, 2024  
SUBJECT: CAPITAL RESERVE FUND GUIDELINES  
PORT LUDLOW DRAINAGE DISTRICT,  
JEFFERSON COUNTY, WASHINGTON  
G&O #24429.00

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The Port Ludlow Drainage District Commissioners have requested guidance regarding best practices for capital funding.

In our experience, there is a broad range of approaches to capital funding by different Utilities and Agencies, and no real firm guidance exists for the correct approach to this. Industry practice tends to involve establishing an estimate of annual depreciation for the existing assets, and collecting funds equivalent to a portion of that value. Alternatively, capital funds may collect 1 to 2 percent of the total asset value annually. Other methods may include collecting capital funds based on a rolling average of capital costs over the past several years or anticipated capital costs over the next several years in the future.

Many Utilities will establish an Asset Management Plan in order to document the value and lifespan of the various facilities under their ownership. These types of Plans can provide justification for various funding methods to support replacement of a range of assets, as well as a schedule for anticipated replacements.

The value of the District's assets has been estimated, and their value and anticipated lifespan are provided in an attachment to this memo. One percent of the total value of the District's assets is a relatively small number compared with much larger utilities. Additionally, many of the District's assets, such as the ditches, have essentially indefinite lifespans as long as annual maintenance is conducted, and are unlikely to need complete replacement at any time in the future. Other assets, such as the below-ground piping, have long lifespans and are likely to last for many years before needing replacement. Infiltration trenches may need complete replacement in the future as the aggregate in the trench may accumulate sediment and the efficacy of the facility may decrease over time.

The District's Capital Reserve Fund was initially set up to fund a major portion of the large proposed drainage system through the Rainier-Oak Bay Greenbelt. When that project was cancelled, additional funds for future capital improvements were not



May 7, 2024  
Page 2

collected. The District has not undertaken any big capital projects in the last several years, so the current balance of the Capital Fund should be assessed.

We would recommend that the District update the Stormwater Comprehensive Plan and determine any projects that might be planned for the future. For existing assets, the District's facilities that are at the greatest risk of failure or are most likely to need replacement are the outfall structures on the beach, including the conveyance piping over the bluff and the manhole structures, as these may be damaged by storms.

KS/sr

Project No.	Project	Construction cost	Year	ENR -		Useful Life	Age	Years Remaining	Current Annual Depreciation (replacement) cost	Installed Annual Depreciation (replacement) cost	Current Annual Depreciation (replacement) cost, remaining life	
				Construction Year (Dec)	ENR current (Feb 2024)							Current cost
1	North Bay Condos No 2	\$12,000	2003	7867	15475	\$23,606	75	21	54	\$315	\$160	\$437
2	Area 7 Detention Pond/Bioswale Rehabilitation	\$5,000	2003	7867	15475	\$9,836	100	21	79	\$98	\$50	\$125
3	Libby Court Outfall (Oak Bay Road Phase I)	\$120,500	2004	8165	15475	\$228,372	50	20	30	\$4,567	\$2,410	\$7,612
4	Incised Ditch – Oak Bay Road to Montgomery (Oak Bay Road Phase II)	\$63,600	2004	8165	15475	\$120,535	100	20	80	\$1,205	\$636	\$1,507
5	Oak Bay Road Ditch Modification (Oak Bay Road Phase III )	\$35,200	2004	8165	15475	\$66,711	100	20	80	\$667	\$352	\$834
6	Adventurer Lane Cutoff Trench	\$11,000	2005	8459	15475	\$20,125	50	19	31	\$402	\$220	\$649
7	Olympic/Cascade Easement Cutoff Trench	\$25,000	2006	8641	15475	\$44,774	50	18	32	\$895	\$500	\$1,399
8	Foster Lane Drainage Improvements	\$34,000	2007	8618	15475	\$61,049	100	17	83	\$610	\$340	\$736
9	Pope/Condon Lane Outfall Improvements	\$66,000	2007	8618	15475	\$118,507	50	17	33	\$2,370	\$1,320	\$3,591
10	McCurdy Lane Cutoff Trench	\$32,500	2008	8738	15475	\$57,558	50	16	34	\$1,151	\$650	\$1,693
11	Montgomery Lane Redirection/Outfall Abandonment	\$116,300	2008	8738	15475	\$205,967	75	16	59	\$2,746	\$1,551	\$3,491
12	WWTP Ditch and Culvert Improvements	\$139,000	2009	8647	15475	\$248,757	75	15	60	\$3,317	\$1,853	\$4,146
13	Jackson-Foster/Machias Loop/Warbler Drainage Improvements	\$88,000	2010	8711	15475	\$156,336	100	14	86	\$1,563	\$880	\$1,818
14	North Bay No. 2 Drainage Improvements	\$27,000	2011	9060	15475	\$46,120	75	13	62	\$615	\$360	\$744
15	Upper West Baldwin to Oak Bay Road Improvements	\$37,000	2012	9413	15475	\$60,831	75	12	63	\$811	\$493	\$966
16	Beach Club Drainage Improvements (not maint. By Dist)	\$11,500	2014	10385	15475	N/A	50	10	40	\$0	\$0	\$0
17	Trader Lane Improvements	\$43,600	2015	10396	15475	\$64,900	50	9	41	\$1,298	\$872	\$1,583
18	Cascade Lane Flood Abatement	\$194,000	2016	10623	15475	\$282,618	75	8	67	\$3,768	\$2,587	\$4,218
									<b>\$26,401</b>	<b>\$15,234</b>	<b>\$35,548</b>	
<b>Total</b>						<b>\$1,816,600</b>						
Detention Pond @\$50/sf at 0.33 acre						\$718,740						
Total Incl. Pond						<b>\$2,535,340</b>						
Additional 15% (Engineering)						\$380,301						
<b>Total Incl. Additional 15% (Engineering)</b>						<b>\$2,915,641</b>						



## MEMORANDUM

TO: PORT LUDLOW DRAINAGE DISTRICT  
COMMISSIONERS  
FROM: KERRI SIDEBOTTOM, P.E.  
DATE: MAY 2, 2024  
SUBJECT: UPDATING THE STORMWATER  
COMPREHENSIVE PLAN  
PORT LUDLOW DRAINAGE DISTRICT,  
JEFFERSON COUNTY, WASHINGTON  
G&O #24429.00

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The Port Ludlow Drainage District (PLDD) Commissioners have requested an overview of different approaches or options for updating the Stormwater Comprehensive Plan. The District's current Plan was developed in 2003, and drainage best practices have changed in the past 20 years such that updating the Plan is recommended. The District has also installed new infrastructure over the past 20 years, changing the drainage patterns within the District's service area and providing benefit to District residents. There are different options for the scope of the Plan update, depending on the level of detail that the Commissioners would like to see in the final document and the budget available for updating the document.

All options would include the following.

- Review of projects completed since the last Plan and discussion of any projects identified previously but not completed.
- Update any discussions of relevant Federal, State, and local standards.
- Review of regional water quality efforts.
- Description of current best practices and guidance documents or manuals.
- Review of previous hydraulic/hydrologic modeling.
- Assessment of current maintenance and identification of additional maintenance needs.

Beyond those basic items, the scope of work could involve a more in-depth analysis of the system, or a simpler update of the information included in the existing Plan. Several options for the scope of the work are described as follows, ranging from the greatest effort and expense to the least.



### **Full, In-Depth Plan Update With Survey**

This option would involve the most detailed analysis of the District's system, including onsite topographic survey to accurately document the location, elevation, and size of the District's facilities. This level of detail is likely not necessary, as many of the District's facilities have been recently designed and installed such that As-Built Plans are available, which include much of this information. The hydrologic and hydraulic model would be updated using the surveyed information, and drainage basin delineation would be updated based on topographic data from the County. The modeling would be used to develop capital improvements based on insufficient capacity in existing facilities. It should be noted that the hydraulic modeling conducted in the last Plan was intended to estimate runoff rates that would be expected under full, built-out conditions within the District. Updating the hydraulic modeling may provide a somewhat more accurate picture of the anticipated runoff within the District's service area; however, it is unlikely that any substantially different results will be found with updated modeling. The updated modeling would be completed using newer software, would incorporate new infrastructure that has been installed within the District, and could include an increased rainfall rate to reflect the potential for more intense storms as climate change impacts occur in the future.

### **In-Depth Plan Update, Without Survey**

This option would involve updating the hydrologic and hydraulic modeling that was done in the last Plan, including evaluating the existing drainage basin boundaries on the basemap and redrawing any as needed, based on the District's current infrastructure and topography. This effort would not include any onsite survey. The modeling would be used to develop capital improvements based on insufficient capacity in existing facilities. As previously noted, updating the hydraulic modeling may not result in substantially different conclusions than those identified in the previous Plan. A more scaled-back modeling effort could be focused on only areas with known drainage problems or areas where new infrastructure has been installed and drainage patterns have changed in the past 20 years.

### **Update Plan to Discuss Current Standards Only**

This option would involve updating the Plan to include only a discussion of the most current and relevant Federal, State, and local standards in the context of stormwater management within the District. The previous hydraulic modeling results would be reviewed and discussed, but no update to the modeling would be provided. Previously-identified capital projects would be assigned with an updated Cost Estimate and implementation schedule.

Other services that can be provided within the scope for additional cost include the following.

- Site visits by Staff Engineers to assess the condition of the PLDD facilities.



May 2, 2024  
Page 3

- Financial analysis.
- Onsite water quality sampling.
- Review and discussion of Jefferson County Stormwater Management Codes and Requirements.

We can provide a scope for the Commissioners for one or several of these options, upon request.

KS/sr

**DRAFT PLDD – 2024/2025 Work Schedule**

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**Annual Events:****JANUARY**

Jan 11 Regular Meeting

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

- Per Resolution 2019-02 delegate authority to Commissioners for Finance, Clerical Services and Engineering/Maintenance.
- ~~Authorize Commissioners to sign vouchers.~~
- Quarterly payroll taxes
- Approve disposition of certain District records and consider whether to transfer Archival records to the State Archives

**FEBRUARY**

February 6 Special Election for Commissioner 2

February 8 Regular Meeting

- Renewal of Post Office box rental

**MARCH**

March 14 Regular Meeting

- Election of Chair and Vice-Chair

**APRIL**

April 11 Regular Meeting

- Quarterly payroll taxes
- Enduris Renewal Review and online Submission of Update April 15 to May 15
- Annual Report to State Auditor for the prior year

**MAY**

May 9 Regular Meeting

- Annual Report online filing with State Auditor
- May 15 Deadline for Enduris renewal
- May 30 – Deadline for Annual Report with State Auditor

**JUNE**

June 13 Regular Meeting

## **JULY**

July 11 Regular Meeting

- Quarterly payroll taxes

## **AUGUST**

Assessment Methodology to be approved by Jefferson County by Ordinance at a Public Hearing in August 2024

Report to state on cost of public records requests (due 9/1). Note: Procedures are included on the District laptop.

PLDD secures a list of all assessor parcels in the District from the County Assessor for the purpose of preparing a presumed voter eligibility list pursuant to RCW 85.30.110.

August 8 Regular Meeting

- Annual Budget Preparation begins with coordination between the Finance Commissioner, consulting Engineer and Administrative Coordinator. Include reserve depreciation fund in budgeting.
- Begin process of procuring a contract for Maintenance Services. Yard Dogs Landscaping Contract expires in December of 2024.

## **SEPTEMBER**

Preparation of the presumed voter eligibility list pursuant to RCW 85.30.110.

Request a proposal from Falge Financial for Bookkeeping services for 2025.

Public Notice submitted to Port Townsend Leader for budget public hearing. Post draft budget on website.

September 12 Regular Meeting

- Sep 1 Enduris Renewal - Effective Date of New Policy Year
- Review of Draft Budget for 2025
- **2025** Initiate procurement for on-call engineering services. On call engineering services with Gray & Osborne expires November 2025.

## **OCTOBER**

October TBD Special meeting to hold a Public Hearing on the Draft Budget

October 10 Regular Meeting

- Quarterly payroll taxes
- Review of the draft Budget at the Regular meeting
- Approval of a Letter of Engagement for Bookkeeping Services
- Renewal of Subscriptions for Adobe and MS 365

- Accept the presumed voter eligibility list pursuant to RCW 85.30.110 and authorize it to be forwarded to the Jefferson County Auditor no later than November 1<sup>st</sup>.

## NOVEMBER

November 1 deadline – PLDD provides to Jefferson County Auditor a list of presumed eligible voters.

**2025** PLDD posts announcements in the Village Voice and e-navigator the filing period for the upcoming candidate position filing period in December for Commissioner 1.

November 14            Regular Meeting

- Approve 2024 Budget
- 2025 - Approve contract for on-call engineering services

Post budget approval:

- 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 an excel copy of the final budget in the shared One Drive Budget folder.
- Post approved budget on Website.

## DECEMBER

December 12            Regular Meeting

- Renewal of ZOOM subscription

**2025** Pending 2026 Election for the Commissioner 1 position:

- 2025 Jefferson County Auditor (JCA) publishes in the Port Townsend Leader legal notice of the filing period and location to file for candidacy for a special election at least seven days prior to the close of the filing period. RCW 85.30.120 (2)
- Candidate filing period for the Election of Commissioner 1 position in February 2026. Filing period probably the third week of December M-F ending at 4pm on Friday.
- End of filing period: Jefferson County Auditor (JCA) notifies PLDD whether or not there will be an election. If just one person files, there is no election.
- If it is determined there will be an election, the PLDD holds a special meeting in December to determine how it will contract with Jefferson County for an interlocal agreement for election services. PLDD decides to either pay for JCA to proceed with a special election with vote by mail or for the PLDD to administer the election with in-person polling.
- Consider approval of increase in Commissioner pay based on releases

**Port Ludlow Drainage District**  
**Position Description – Administrative Coordinator**  
**DRAFT 10/20/21**

The person in this **Regular Part-Time non-exempt employee and** is responsible for the administration and coordination of all Port Ludlow Drainage District (PLDD) secretarial functions, communication support and scheduling assistance for the (PLDD). The position reports to the PLDD Administrator Commissioner assigned by the PLDD Commissioners and is accountable to the PLDD Commissioners. The holder of this position may also interface with the public and government agencies that interact with the PLDD.

**Prerequisites for the job**

Include, but are not limited to the training, skills, and experience necessary to satisfactorily accomplish the following elements of the Administrative Coordinator.

- Recommend Associates Degree from an accredited college, or a high school diploma may suffice with no less than four years of administrative and clerical experience with a public agency
- Must have working experience using spreadsheets and word processing software
- Demonstrate strong oral and written communication skills
- Must be in good health and able to lift up to 25 pounds occasionally
- Must be able to bend, squat, climb stairs and lift frequently
- Possess the ability to continuously stand or walk

**General Responsibilities**

- Coordinate regular and special meetings of the PLDD
- Produce PLDD meeting minutes, track Commissioner attendance and voting records(s), preserving all written, voice and/or video records
- Assure all meetings are recorded and posted to the PLDD website
- Develop and administer the PLDD calendar that includes all local and State mandated administrative obligations, to include but not limited to:
  - PLDD Board meetings
  - PLDD Special meetings
  - annual reports
  - financial reviews
  - property assessment methodologies
  - insurance records retention
  - outgoing and incoming communication with/from vendors
- Develop and administer a process to preserve all PLDD records through a paper and electronic storage organization catalogue.
- Draft records retention policies and coordinate final policy document approval with District Commissioner's
- Maintain retention and destruction schedule of all paper and electronic files
- Work with Districts Webmaster to determine best utilization of web site, email, legal notices, and business documents for community reference on District website

- Develop and administer email index system for all District Commissioners and PLDD staff
- Coordinate with PLDD Recording Secretary to distribute and store required documents, such as meeting minutes, supporting records, letters, resolutions and voucher summaries
- Supervise District electronic signature program for Commissioners
- Produce monthly PLDD payroll and reimbursement vouchers for Supervising Commissioner approval, then send to Jefferson County Treasurers Office for payment
- Familiarize Commissioners on bookkeeping postings and retrieval system with bookkeeping service
- Other duties assigned

### **Operations Responsibilities**

- Maintain a service-orientated attitude within the confines of legal, financial, practical time constraints and keep the Commissioners apprised of requests for support from the taxpayers, government agencies and merchants
- Be familiar and up-to-date with PLDD, Washington State and Jefferson County governing regulations applicable to PLDD operations
- Assist the Engineering/Operations Commissioner with the PLDD infrastructure system records
- Support communications with engineering and construction development companies as directed
- Maintain all District maps and engineer design system records

- ADDITIONAL DUTIES SINCE 2022
- **[This now done by the Administrative Coordinator]**Coordinate with PLDD Recording Secretary to distribute and store required documents, such as meeting minutes, supporting records, letters, resolutions and voucher summaries
- Prepare updates to the District Bulletin Board at the Beach Club in consultation with the Clerical and Secretarial Commissioner.
- Maintain a log of public inquiries from property owners.
- Develop a summary file abstract for public inquiries using forms approved by the District.
- Responsible for monthly posting of agendas, minutes, recordings and financial reports on the Web site.
- Make updates/revisions to the web site as directed by the Commission or the Clerical and Secretarial Commissioner.

#### Elections

Annual preparation of presumed eligible voter roll for submittal to the County Auditor prior to November 1.

#### Election year:

- Coordinate special meetings if an election is to be held to initiate the development of an Interlocal Agreement with Jefferson County and identify preliminary dates at times for a candidate forum, special meetings to determine whether or not to contract with Jefferson County to administer the election or for the District to administer the election.
- Coordinate preparation and printing election materials (ballots, challenged ballots, designation letter and mailout, voter sign-in sheet, election day signs.
- Coordinate press releases for publication in the e-navigator and Village Voice and similar sources and notices on the Beach Club bulletin board about any candidate forum, the election and election results.
- Other election duties as needed.

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

HOME TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
Intro Paragraph about District				
<b>Announcements/News--</b>				
➤ Commission Meetings	Commission meeting agenda			
➤ Covid Restrictions		Is this outdated?	Consensus to remove 6/11/2023	6/20/2023
➤ Election Results – No Election				
➤ Update on 2024 Election				
➤ Inspection of Beach Outfalls	Inspection Report	<p>1 Consider replacing text as shown in right column.</p> <p>2. Discuss where to place inspection report on the web page.</p>	<p><b>New</b></p> <p><b>Inspection of Beach Outfalls</b></p> <p>There are five drainage pipes that terminate in outfalls on the beach between the sewage treatment plant and the North end of Montgomery Court. These</p>	8/16/2023

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

	Comprehensive plan under history <ul style="list-style-type: none"> <li>• Projects (1)</li> </ul>			
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<b>New CONTACT tab with Commissioner emails</b>		Several meetings 2022 and 2023	Jan 1, 2024	Jan 204
<b>ABOUT TAB</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	<b>DATE OF CHANGE</b>
<b>ABOUT History Subtab</b>				
➤		Study Session 10 09 23  About Tab: Explore ways to consolidate the About page with links or the addition of tabs with topics such as History and Maintenance Operation. There was consensus to follow up the discussion at the regular October 12, 2023 meeting.	Study session 10 29 2023  When the new maintenance map and table is uploaded to the web site, the maintenance maps currently on the web site will be saved to archives and removed from the web site.	
➤ Paragraph about PLDD	Link to assessments			
➤ Maps	Link to three maps and three maintenance maps	Suggest using just center map of the district. The one	7/13/2023 discussion of using one new updated	

		<p>on the right side is the same as the middle. The one on the left shows less info. E.g. road names.</p> <p>Question: Will the new maintenance map be placed here or in projects section?</p>	map with district boundaries and maintenance areas.	
<b>ABOUT History and Documents Subtab</b>	<ul style="list-style-type: none"> <li>• Historical background about district formation</li> <li>• Founding documents</li> <li>• Comprehensive Stormwater Management Plan</li> </ul>	Note: Founding documents and Comprehensive Stormwater Management Plan were added in March.		
➤ Assessment System 2001-2020	Links to Assessment Ordinances and BOCC Hearings to present			
➤ Accordion tabs for history by year 2021 to 1998			Updated election information	
➤ Press	Links to Port Ludlow Voice articles	Note: This was removed sometime around 2020-2021 and added back 3/2023		

➤ Commissioner History	<ul style="list-style-type: none"> <li>History of Commissioners</li> <li>JC worksheet for</li> <li>JC BOCC Minutes 11/27/200</li> </ul>	There is duplicate content noted with the teal highlight.	Consensus 7/13/2023 to keep History of Com., JC worksheet and JC BOCC Minutes under ABOUT Commissioners under Commissioner History	
<b>ABOUT Commissioners</b>				
➤ Table of Commissioners/terms				
➤ Contact info	emails			
➤ Elections	Election Results PDFs			
➤ Commissioner History	<ul style="list-style-type: none"> <li>History of Commissioners</li> <li>JC worksheet for</li> </ul>	This information is redundant with Commissioner history in the History section of ABOUT. Maybe this could be deleted or add text saying for History of Commissioners go to History and Documents Commission History	Consensus to move to About Com – tab Commissioner History	
➤ Commissioner Bonding	References for Commissioner Bonding (3 links)			

<b>ABOUT Projects</b>				
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> <li>• Links with maps and brief description of each CIP</li> </ul>			
➤ Project Maps	<ul style="list-style-type: none"> <li>• Shows three maintenance maps and link to maintenance inventory</li> </ul>	Perhaps title could be changed from Project Maps to Maintenance Inventory Map with the link to the maintenance inventory.		

<b>New Tab I HAVE A QUESTION OR PUBLIC INQUIRY</b>	<b>New fillable email inquiry</b>			
<b>RECORDS</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	
➤ Minutes	Links to minutes, agendas and recordings	Should the title be changed to Agendas, minutes, recordings?	Consensus on 7/13/2023 to change title from Minutes to Agendas - Minutes	7/18/2023
➤ Resolutions	Links to resolutions			
➤ Financials	<ul style="list-style-type: none"> <li>• 2023 Budget</li> <li>• Statements of Financial Income &amp; Expenses (monthly 2023, 2022)</li> </ul>		Consensus to make the following changes:	7/18/2023

	<ul style="list-style-type: none"> <li>• 2021 Quarterly reports and 2021 year end reports</li> <li>• 2020 Quarterly reports</li> </ul>		<ul style="list-style-type: none"> <li>• Remove the word 'Final' from the title of Budget.</li> <li>• Remove "Budget and Assessment to Jefferson County"</li> <li>• Replace the words Statement of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement.</li> <li>• Retain the Budget and Assessment with a recognition that this will be changed in the future.</li> </ul>	<p>8/2/2023</p> <p>8/2/2023</p>
<b>FORMS</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	
<ul style="list-style-type: none"> <li>➤ Property owner tree cutting form</li> <li>➤ Public Records request</li> <li>➤ Claim Form for Damages</li> </ul>	<p>Links for forms listed in left column.</p> <p>Links to Public Records procedures</p>	<p>Delete tree cutting form?</p>	<p>Delete tree cutting &amp; outdate claim form 6/11/2023</p> <p>Remove claim form and replace with an</p>	<p>6/20/2023</p> <p>Removed 6/20/2023</p>

<p>Looking for founding documents and other historical documents – refers to history -- similar references to projects and, media.</p> <p>Archive link</p>	<p>and for agent and process for damages</p>	<p>Comment: Historical information, projects and media are not forms and the reference seems inappropriate</p> <p>This link does not go to archives.</p>	<p>updated one from Enduris</p> <p>10/9/2023 Forms Tab:</p> <ul style="list-style-type: none"> <li>✓ Change the links to the forms on the Forms tab to a bulleted list of links to forms and eliminate the words “Looking for...”</li> <li>✓ Add the Claim form recently provided by Enduris and replace the current ‘Agent’ tab with a link to Resolution 2017-03.</li> </ul>	<p>10/10/2023</p>
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			<p>✓ Delete the non-form links on the page because the links are redundant with information provided with other tabs on the website.</p>	
<b>Q&amp;A</b>	<b>LINK</b>	<b>CONSIDER CHANGE</b>	<b>DECISION</b>	
➤ Who is responsible for maintaining driveway culverts?	2018 PL Village Voice	Is this outdated?		
➤ Are there potential culvert replacements required to protect fish habitat within the boundaries of PLDD?				
➤ Is the PLDD part of the LMC?				
➤ Considering removal of brush and trees?	Read Guidelines	Are guidelines up to date?		
➤ Do I need a drainage plan to build?	<p>Planning for Construction within LMC of PL flow chart</p> <ul style="list-style-type: none"> <li>• Link to Jefferson County Permit Portal and development review chart</li> </ul>	<p>Recommend remove chart.</p> <p>Recommend asking Kerri and County how to answer question.</p>		

SITE Map	LINK	CONSIDER CHANGE	DECISION	
		Update Site map to reflect changes to the web site e.g. new Contact link		

## Sitemap

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

9. [Pope/Condon Lane Outfall Improvements](#)
10. [McCurdy Lane Cutoff Trench](#)
11. [Montgomery Lane Redirection/Outfall Abandonment](#)
12. [Waste Water Treatment Plant Ditch and Culvert Improvements](#)
13. [Jackson-Foster/Machias Loop/Warbler Drainage Improvements](#)
14. [North Bay No. 2 Drainage Improvements](#)
15. [Upper West Baldwin to Oak Bay Road Improvements](#)
16. [Beach Club Drainage Improvements \(Participant\)](#)
17. [Forester/Trader Lane Improvements](#)
18. [Cascade Lane Flood Abatement](#)

Report of Account Balances and Changes  
For April 2024  
Port Ludlow Drainage District

Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
<b>General Fund (GF):</b>														
GF Beginning Cash Balance	\$ 67,256.88	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51										
GF Receipts	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90										\$ 39,310.90
GF Disbursements	\$ (5,741.53)	\$ (7,969.65)	\$ (10,944.19)	\$ (4,918.98)										\$ (29,574.35)
GF Ending Cash Balance	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43										
<b>GF Investment Pool</b>														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00										
GF Investment Pool Gross Interest	\$ 681.54	\$ 636.52	\$ 679.60	\$ 656.57										\$ 2,654.23
GF Investment Pool Fee Amount	\$ (34.08)	\$ (31.83)	\$ (33.98)	\$ (32.83)										\$ (132.72)
GF Investment Pool Net Interest	\$ (647.46)	\$ (604.69)	\$ (645.62)	\$ (623.74)										\$ (2,521.51)
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00	\$ 148,000.00										
<b>GF Receipts Breakdown</b>														
Special Assessment Revenue	\$ 80.38	\$ 5,302.52	\$ 3,456.80	\$ 22,208.16										\$ 31,047.86
Interest from GF Investment Pool	\$ 647.46	\$ 604.69	\$ 645.62	\$ 623.74										\$ 2,521.51
Transfers & Other Activity	\$ ★ 5,741.53	\$ -	\$ -											\$ 5,741.53
<i>GF Receipts</i>	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90										

★ \$5,741.53 Added to January to cancel out the \$(5,741.53) recorded as being spent in January. The Expenditure is now recorded in the 13th Month of 2023. This is to match the correction to the Jefferson County reports after their audit. Adjustment made to Port Ludlow Drainage District's records on 5-1-2024.

05/07/24

Accrual Basis

Port Ludlow Drainage District  
**Statement of Financial Income & Expense Budget Performance**  
 April 2024

	Apr 24	Budget	\$ Over Budget	Jan - Apr 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	656.57			2,654.23			
368.00 · Special Assessment Capital (SA)	22,208.16	5,833.34	16,374.82	31,047.86	23,333.34	7,714.52	70,000.00
<b>Total Income</b>	22,864.73	5,833.34	17,031.39	33,702.09	23,333.34	10,368.75	70,000.00
<b>Gross Profit</b>	22,864.73	5,833.34	17,031.39	33,702.09	23,333.34	10,368.75	70,000.00
<b>Expense</b>							
5144000 · Elections Costs							
5144010 · Salaries & Wages	37.25			2,203.92			
5144030 · Supplies	0.00			75.77			
5144040 · Services	21.49			4,362.27			
5144000 · Elections Costs - Other	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
<b>Total 5144000 · Elections Costs</b>	58.74	0.00	58.74	6,641.96	0.00	6,641.96	40,000.00
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	380.00	-380.00	0.00	760.00	-760.00	2,660.00
5535040 · Drainage Maintenance Operation	1,979.91	2,000.00	-20.09	5,939.73	8,000.00	-2,060.27	24,000.00
<b>Total 5535000 · Field Expenses</b>	1,979.91	2,380.00	-400.09	5,939.73	8,760.00	-2,820.27	26,660.00
5535100 · Engineering							
5535140 · General District Engineering	532.98	0.00	532.98	5,046.33	110.00	4,936.33	110.00
5535141 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	0.00	0.00	1,690.00
5535143 · Unanticipated Engineering Costs	0.00	400.00	-400.00	0.00	1,600.00	-1,600.00	4,800.00
<b>Total 5535100 · Engineering</b>	532.98	400.00	132.98	5,046.33	1,710.00	3,336.33	6,600.00
5535200 · Personnel							
5535210 · Administrative Personnel	514.05	1,100.00	-585.95	2,220.11	4,400.00	-2,179.89	13,200.00
5535220 · Federal Taxes							
FICA Expense	71.56	116.00	-44.44	431.85	497.00	-65.15	1,489.00
<b>Total 5535220 · Federal Taxes</b>	71.56	116.00	-44.44	431.85	497.00	-65.15	1,489.00
5535221 · State Taxes							
L&I Expense	2.68			19.29			
WAPFML Expense	0.00	31.00	-31.00	0.00	133.00	-133.00	399.00
<b>Total 5535221 · State Taxes</b>	2.68	31.00	-28.32	19.29	133.00	-113.71	399.00
5535230 · Commissioner Meetings/District	384.00	390.00	-6.00	1,252.00	1,950.00	-698.00	5,850.00
<b>Total 5535200 · Personnel</b>	972.29	1,637.00	-664.71	3,923.25	6,980.00	-3,056.75	20,938.00
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	25.00	-25.00	194.59	100.00	94.59	1,430.00
5535341 · Rent	136.38	140.00	-3.62	551.86	850.00	-298.14	2,860.00
5535342 · Postage/Mailings	0.00	10.00	-10.00	0.00	40.00	-40.00	850.00

05/07/24

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

Accrual Basis

April 2024

	Apr 24	Budget	\$ Over Budget	Jan - Apr 24	YTD Budget	\$ Over Budget	Annual Budget
5535343 · Advertising	0.00	40.00	-40.00	0.00	160.00	-160.00	400.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,780.00
5535345 · Website Maint. & Renewal	0.00	390.00	-390.00	40.00	780.00	-740.00	1,560.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	200.00	-200.00	500.00
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	<b>136.38</b>	<b>605.00</b>	<b>-468.62</b>	<b>786.45</b>	<b>2,130.00</b>	<b>-1,343.55</b>	<b>13,380.00</b>
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	0.00	110.00	-110.00	440.00
<b>Total 5535301 · Commissioners Mileage &amp; Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>110.00</b>	<b>-110.00</b>	<b>440.00</b>
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	0.00	1,240.00	-1,240.00	1,240.00
<b>Total 5535302 · Assessments/County Fees/Electio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,240.00</b>	<b>-1,240.00</b>	<b>1,240.00</b>
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	355.32	0.00	355.32	1,500.00
5535443 · Legal	0.00	310.00	-310.00	132.40	1,240.00	-1,107.60	3,720.00
5535444 · Accounting Clerk	285.00	340.00	-55.00	855.00	1,360.00	-505.00	4,080.00
<b>Total 5535400 · Professional Services</b>	<b>285.00</b>	<b>650.00</b>	<b>-365.00</b>	<b>1,342.72</b>	<b>2,600.00</b>	<b>-1,257.28</b>	<b>9,300.00</b>
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	10,000.00
<b>Total 5594144 · Engineering - Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>10,000.00</b>
66000 · Payroll Expenses	0.71			0.71			
<b>Total Expense</b>	<b>3,966.01</b>	<b>5,672.00</b>	<b>-1,705.99</b>	<b>23,681.15</b>	<b>28,530.00</b>	<b>-4,848.85</b>	<b>128,558.00</b>
<b>Net Ordinary Income</b>	<b>18,898.72</b>	<b>161.34</b>	<b>18,737.38</b>	<b>10,020.94</b>	<b>-5,196.66</b>	<b>15,217.60</b>	<b>-58,558.00</b>
<b>Net Income</b>	<b>18,898.72</b>	<b>161.34</b>	<b>18,737.38</b>	<b>10,020.94</b>	<b>-5,196.66</b>	<b>15,217.60</b>	<b>-58,558.00</b>