

**Port Ludlow Drainage District Board of Commissioners**

**Agenda for Regular Meeting #0325**

**June 13, 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:

Port Ludlow Drainage District Administrative Coordinator is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84918162168?pwd=JHdQkcZafq4duF9X70S1j8NFAT4Owb.1>

Meeting ID: 849 1816 2168 Passcode: 640056

**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. **Ebb Tide Court Area 26:**

Recommended Action: Consider request to address some or all of the Alders in the drainage swale and along the edge to be trimmed, topped, and/or removed

**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 May 9, 2024 meeting #0321.**

**7.b. Minutes of the May 17, 2024 special meeting #0322**

**7.c. Minutes of the May 21, 2024 special meeting #0323**

**7.d. Minutes of the May 24, 2024 special meeting #0324**

**7.e. 325 Voucher Summary: numbers 24-48 through 24-58 totaling \$7216.65 with \$2702.59 for payroll, \$68 for supplies, and \$7216.65 for services.**

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

## **8. New Business**

**8.a. Onboarding new admin coordinator - ongoing**

**8.b. Automate and update Public Inquiry form submission and logging**

## **9. Old Business**

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

**Recommended Action:** Continue Commissioner review and notes to the July meeting.

## **9.b. Web Site Content Review**

**Recommended Action:** Ongoing 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 financial reports.

**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)**  
**May 9, 2024 Board of Commissioners Meeting #0321**  
**Zoom/In Person Meeting Minutes**

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr; Commissioner 2, Chair, Dean Cole; and Vice-Chair Michael Nilssen were present. Mary Paxton, Administrative Coordinator was present.  
**ZOOM:** Kerri Sidebottom, consulting Engineer of Gray & Osborne and Kattie Smith were present via Zoom.  
**PUBLIC:** Vaugh Bradshaw of the Port Ludlow Condominium 1, also referred to as the North Bay Condominium 1 (NBC1), was present.
3. **COMMISSIONER COMMUNICATIONS:** Vice-Chair Nilssen requested an updated contact list for vendors and Commissioners.
4. **PUBLIC COMMENT:** There was no public comment.
5. **AGENDA APPROVAL:** Chair Cole introduced the agenda.

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

**6. PUBLIC INQUIRIES:**

**6.a. NORTH BAY CONDOMINIUMS 1 REQUEST FOR FUNDING:** Chair Cole introduced the agenda item. Chair Cole explained that the pending improvements to the North Bay Condominiums (also known as Port Ludlow Condominium 1) would be on private, not public property. At prior meetings the Port Ludlow Drainage District (PLDD) Commissioners expressed a reluctance to support funding drainage improvements on private property. Commissioner Cole requested a motion to vote on whether to provide financial assistance to North Bay Condominiums (also known as Port Ludlow Condominium 1). Commissioner Rygmyr moved to deny the funding request. Vice Chair seconded the motion with a request for discussion. Vice-Chair Nilssen explained that when the PLDD provided financial assistance to the North Bay Condominiums 2 in 2011, the District was collecting much larger assessments from properties to pay for capital improvements. Vice-Chair Nilssen stated that times have changed, the PLDD is no longer constructing capital improvements and the annual budget and associated assessments from properties have lowered significantly over the past five years. Vice-Chair Nilssen also reported that Gray & Osborne, the District's consulting Engineers recommended against providing financial assistance to the North Bay Condominium 2 in 2011. Each Commissioner shared a situation where they funded drainage improvements on their personal property. Commissioner Rygmyr noted that the 2023/2024

budget did not include funding of capital improvements to private property. He also stated that the location of the North Bay Condominiums 1 is distant from public easements that could be tied to Port Ludlow Drainage District improvements.

**MOTION:** Commissioner Rygmyr moved to provide no funding assistance to the North Bay Condominiums 1 and Vice-Chair Nilssen seconded the motion. The motion passed unanimously.

## **7. CONSENT AGENDA**

**7.a. MINUTES OF THE APRIL 11, 2024 MEETING #0320:** Vaughn Bradshaw stated there was an error for item 6.a. in the minutes. Mr. Bradshaw said that the preliminary estimate he quoted was from \$20,000 to \$25,000 not \$125,000 as written in the minutes. There was a unanimous vote to approve the minutes with the correction of \$20,000 to \$25,000.

**7.b. PLDD Voucher and Voucher attachment with Voucher numbers 24-25 through 24-47 totaling \$6,385.80, with \$1,169.80 for payroll, \$0 for supplies, and \$5,216.00 for services.**

**MOTION:** Commissioner Rygmyr moved to approve the Voucher numbers 24-25 through 24-47 totaling \$6,385.80. Vice-Chair Nilssen seconded the motion and it passed unanimously.

## **8. NEW BUSINESS - None**

## **9. OLD BUSINESS**

**9.a. REVIEW OF A CAPITAL RESERVE DEPRECIATION FUND:** Chair Cole introduced the agenda item and asked for a report from Engineer Sidebottom. Engineer Sidebottom reported that there is not a good example or fixed rule for establishing a fund with drainage districts similar to the PLDD. She stated that updating the Storm Water Master Plan could be a good starting point for assessing the need to fund any new facilities. Engineer Sidebottom explained that the majority of the District facilities such as ditches are fairly well protected because they don't have a useful life as long as they are maintained properly and pipes are similar unless there is a catastrophe such as an earthquake. The outfalls are the primary improvements that could be at risk. There was consensus that the update to the Comprehensive Storm Water Management Plan could help inform the type of Capital Reserve Depreciation Fund that may be needed. Vice Chair Nilssen said he would contact Jefferson County Public Works and ask about how the agency budgets depreciation funding.

**9.b. UPDATE TO THE 2003 PORT LUDLOW DRAINAGE DISTRICT COMPREHENSIVE STORM WATER MANAGEMENT PLAN.** Chair Cole

introduced the agenda item and asked for a report from Engineer Sidebottom. Engineer Sidebottom referred to the memo she prepared that outlined an option for a comprehensive update to the plan with surveys or an update focused on changes to standards and best practices. There was a consensus of the Commissioners to explore the first six bullets in the memo.

The Commissioners identified the following next steps Step 1: Each Commissioner review the plan and make notes about any questions or concerns; Step 2: Schedule a Special Meeting in the Bay View Room (and possible additional regular meeting discussion) to conduct a page-by-page review of the plan to identify sections that may not be relevant and areas that need updating with Engineer Kerri Sidebottom present. Step 3: Refine the scope of work outlined in Engineer Sidebottom's memo based on the findings of the Commissioner's review of the plan.

There was consensus of the Commissioners that the update to the Storm Water Management Plan could help inform the development of a Capital Reserve Depreciation Fund.

**9.c. ADMINISTRATIVE CALENDAR:** Chair Cole introduced the Administrative Calendar for 2024-2025 with updated election tasks. The Commissioners reviewed the calendar. There were no changes.

**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.**

**MOTION:** Vice Chair Nilssen moved to adjourn the meeting for Executive Session. Commissioner Rygmyr seconded the motion at 11:00 a.m.

Chair Cole called the meeting back to order at 11:30 a.m. Vice Chair Nilssen requested to amend his motion to adjourn the meeting for the Executive Session to include the citation of the RCW 42.30.00(1)(g). Chair Cole reported that Port Ludlow Drainage District received five applications for the Administrative Coordinator position. Interviews will be scheduled for Friday, May 17<sup>th</sup> starting at 1:00 p.m. The Drainage District will conduct the interviews during an Executive Session. Interviews will be twenty-five minutes each. Candidates will be provided with a copy of the current Administrative Coordinator job description. The District may call back one or more candidates for a second interview. The Administrative Coordinator will be developing questions for the candidate interview.

**9.e. ADMINISTRATIVE COORDINATOR REPLACEMENT**

**9.f. WEB SITE CONTENT REVIEW:** The Administrative Coordinator, Mary Paxton, mentioned that the updated maintenance table and map have not been posted on the website. It was suggested that she work with the Chair. Commissioner Rygmyr stated that he would like to finalize some adjustments to the table.

## 10. REPORTS

**10.a. FINANCIAL REPORTS:** Vice-Chair Nilssen reported that the revenue to date for the District is \$33,700 of which \$2,654 is from interest in the investment fund. He reported expenses are on track.

Vice-Chair Nilssen reported that the bill for Jefferson County election costs was \$3,864.90 bring the total cost to around \$10,000. It was noted during the discussion that costs in the fall for preparation of the presumed eligible voter list will increase total election costs to around \$12,000 for 2024. The Commissioners discussed exploring the possibility of administering future elections with vote-by-mail instead of in-person polling.

Vice-Chair Nilssen reported that Jefferson County recently released an amended cash basis financial statement for the 13<sup>th</sup> month. with an adjustment of \$5,741.53 additional funds. He will work with the Administrative Coordinator to assure that the updated information is posted to the website.

**10.b. STATE AUDIT:** Vice-Chair Nilssen reported that the preparation of the audit is progressing and should be submitted on time.

**10.c. ENDURIS RENEWAL:** Commissioner recommended changes to the Enduris Member update form related to information technology. The Administrative Coordinator was directed to contact Sea-wings to confirm some of the answers.

**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:** Vice Chair Nilssen moved to adjourn the meeting and Commissioner Rygmyr seconded the motion. The motion passed unanimously. The meeting adjourned at 11:39 a.m.

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole, Chair

\_\_\_\_\_  
Date

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Commissioner 3, Michael Nilssen, Vice Chair

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Date

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.*





# PLDD 05 09 2024 (0321 ATTACH)

Final Audit Report

2024-05-14

Created:	2024-05-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUCSERIRxC22gWFEfmbrcvb54g4Q2dtr80

## "PLDD 05 09 2024 (0321 ATTACH)" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2024-05-09 - 9:21:23 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2024-05-09 - 9:21:27 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2024-05-09 - 9:21:27 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2024-05-09 - 9:21:27 PM GMT
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2024-05-10 - 5:43:05 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2024-05-10 - 5:43:58 PM GMT - Time Source: server
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2024-05-12 - 1:12:11 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2024-05-12 - 1:12:41 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2024-05-14 - 8:42:18 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2024-05-14 - 8:42:29 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-14 - 8:42:29 PM GMT



Adobe Acrobat Sign

**Port Ludlow Drainage District (PLDD)  
May 17, 2024 Board of Commissioners Special Meeting #0332  
Meeting Minutes**

1. **CALL TO ORDER:** Chair Cole called the meeting to order at 12:50 p.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr; Commissioner 2, Chair, Dean Cole; and Vice-Chair Michael Nilssen were present. Mary Paxton, Administrative Coordinator was present.

Job Applicants:

Job Candidate Leigh Cristianson arrived at 1:00 p.m. and left at 1:20 p.m.  
 Job Candidate Meriden Vitale arrived at 1:25 and left at close to 1:55 p.m.  
 Job Candidate Debora Heavey arrived at 2:00 p.m. and left close to 2:40 p.m.  
 Job Candidate Jeannie Price was scheduled for a 2:30 p.m. interview but was ill.

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

**4. NEW BUSINESS:**

**4a. EXECUTIVE SESSION BEGINNING AT 1:00 A.M. AND ENDING AT 11:00 A.M. PURSUANT TO RCW 42.30.110(1)(G) TO INTERVIEW AN APPLICANT FOR THE ADMINISTRATIVE COORDINATOR POSITION.**

**MOTION:** Vice Chair Michael Nilssen moved to adjourn the meeting to go into executive session beginning at 1:00 p.m. to conduct job interviews pursuant to RCW 42.30.110(1)(G) and end the executive session at 3:00 p.m.. Commissioner Rygmyr seconded the motion. The motion passed unanimously.

The Commissioners adjourned to Executive Session.

**MOTION:** Vice Chair Michael Nilssen moved to end the Executive Session and return to the special meeting at 3:00 p.m. Commissioner Rygmyr seconded the motion. The motion passed unanimously.

**MEETING ADJOURNMENT.** Chair Cole approved the adjournment of the meeting at 3:00 p.m.

\_\_\_\_\_  
Commissioner 1, Gary Rygmyr

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 2, Dean Cole, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner 3, Michael Nilssen, Vice Chair

\_\_\_\_\_  
Date

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.*

Port Ludlow Drainage District Board of Commissioners'

Special Meeting MINUTES, Meeting #0323

May 21, 2024, at 9:55 A.m.

1. Commissioner Chair Cole called the Special Meeting to Order
2. **ROLL CALL:** In attendance were Commissioners Cole, Rygmyr and Nilssen
3. **AGENDA APPROVAL:** Commissioner Rygmyr moved to approve the agenda with a second to approve by Commissioner Nilssen. Agenda approved 3-0.
4. **NEW BUSINESS:**
  - 4a. ***EXECUTIVE SESSION BEGINNING AT 10:00 A.M. AND ENDED AT 10:38 A.M. PURSUANT TO RCW 42.30.110(1)(G) TO INTERVIEW AN APPLICANT FOR THE ADMINISTRATIVE COORDINATOR POSITION.***
5. Special Meeting went back into session at 10:39 a.m.

Discussion conducted on the particulars of each candidate with no determination on preferred candidate.

Chair Cole to contact Attorney Andrew Tsoming at Ogden Murphy and Wallace (OMW) for guidance on individual background check of each candidate.

Commissioner Nilssen will check references on each candidate and report back to the Commissioners. The Administrative Coordinator will request at least three references to include name, mailing address and phone number to be provided within 48 hours to be provided to Commissioner Nilssen so he can promptly report back to Commission.

Port Ludlow Drainage District Board of Commissioners'

Special Meeting MINUTES, Meeting #0324

May 24, 2024, at 10:00 A.m.

1. **CALL TO ORDER:** Commissioner Chair Cole called the Special Meeting to Order
2. **ROLL CALL:** In attendance were Commissioners Cole, Rygmyr and Nilssen and Administrative Coordinator Mary Paxton.
3. **AGENDA APPROVAL:** Commissioner Rygmyr moved to approve the agenda with a second to approve by Commissioner Nilssen. Agenda approved 3-0.
4. **NEW BUSINESS:**

**4a. EXECUTIVE SESSION BEGINNING AT 10:05 A.M. AND ENDING AT 10:20 A.M. PURSUANT TO RCW 42.30.110(1)(G) TO REVIEW REFERENCES AND AVAILABLE BACKGROUND INFORMATION FOR APPLICANTS FOR THE ADMINISTRATIVE COORDINATOR POSITION.** Commissioner Nilssen moved to adjourn the meeting to Executive Session starting at 10:05 a.m. to discuss personnel matters. Commissioner Rygmyr seconded. Motion carried 3-0.

Special Meeting went back into session at 10:20 a.m.

**4.b. SELECTION OF A CANDIDATE FOR THE ADMINISTRATIVE COORDINATOR POSITION.** Chair Cole reported that applicant Jeannie Price withdrew her application. Commissioner Rygmyr noted that it was extremely difficult to choose a candidate. The Commissioners discussed the candidates and salary range.

**MOTION:** Commissioner Rygmyr moved to select Debora Heavey as the new Administrative Coordinator. Commissioner Rygmyr seconded and the motion passed 3-0.

**MOTION:** Commissioner Nilssen moved to approve a pay scale for the Administrative Coordinator starting at \$28.65 per hour with a budget of 35 hours per month and a potential increase to \$29.80 per hour after a six-month review. Commissioner Rygmyr seconded the motion. Motion approved 3-0.

5. **MEETING ADJOURNMENT:** Chair Cole adjourned the meeting at 10:32 a.m.



**PORT LUDLOW DRAINAGE DISTRICT VOUCHER ATTACHMENT JUNE 13, 2024 [0325]**

Voucher Number	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED BARS	AMOUNT-DTL
24-48	6/17/2024		8925	MARY PAXTON	MAY PAYROLL	1158.05	5535210	
24-49	6/17/2024		10046	DEBORA HEAVEY	MAY PAYROLL	143.25	5535210	
24-50	6/17/2024		9255	DEAN COLE	MAY 9 REG 1 MTG SPEC 3 - 17, 21, 24	467.11	5535230	
24-51	6/17/2024		9228	MICHAEL NILSSEN	MAY 9 REG 1 MTG SPEC 3 - 17, 21, 24	467.09	5535230	
24-52	6/17/2024		9227	GARY RYGMYR	MAY 9 REG 1 MTG SPEC 3 - 17, 21, 24	467.09	5535230	
<b>PAYROLL SUBTOTAL</b>						2702.59		
24-58	5/15/2024			MARY PAXTON	POSTAGE STAMPS	68	5535342	
<b>SUPPLIES SUBOTAL</b>						68		
24-53	5/31/2024	4650-24-53	9022	FALGE BOOKKEEPING SERVICES	MAY BOOKKEEPING	285	5535443	
24-53	5/31/2024	4650-24-53	9022	FALGE BOOKKEEPING SERVICES	STATE ANNUAL AUDIT SUPPORT	672.7	5535443	
24-54	5/20/2024	5 24 54	3041	GRAY & OSBORNE	ENG SVC 4/21-5/18	1154.79	5535140	
24-55	5/13/2024	5360-24-55	4574	LUDLOW MAINTENANCE COMMISSION	MAY MEETING ROOMS WITH OWLS	313.66	5535341	
24-56	5/31/2024	1467-24-56	7001	SEA WING DESIGNS	COMM PAGE UPDATE	40	5535345	
24-57	5/28/2024	202318-24-57	8781	YARD DOG LANDSCAPING INC	MAY MAINTENANCE	1979.91	5535040	
<b>SERVICES SUBTOTAL</b>						4446.06		

<b>TOTAL</b>			7216.65
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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 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 13th DAY OF JUNE 2023.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 Port Ludlow Drainage District

COMMISSIONER 1 \_\_\_\_\_

COMMISSIONER 2, CHAIR \_\_\_\_\_

COMMISSIONER 3, VICE CHAIR \_\_\_\_\_


**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

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11. [Montgomery Lane Redirection/Outfall Abandonment](#)
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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 May 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	\$ 76,993.43									
GF Receipts	\$ 6,469.37	\$ 5,907.21	\$ 4,102.42	\$ 22,831.90	\$ 8,340.70									\$ 47,651.60
GF Disbursements	\$ (5,741.53)	\$ (7,969.65)	\$ (10,944.19)	\$ (4,918.98)	\$ (6,385.80)									\$ (35,960.15)
GF Ending Cash Balance	\$ 67,984.72	\$ 65,922.28	\$ 59,080.51	\$ 76,993.43	\$ 78,948.33									
<b>GF Investment Pool</b>														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 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	\$ 678.58									\$ 3,332.81
GF Investment Pool Fee Amount	\$ (34.08)	\$ (31.83)	\$ (33.98)	\$ (32.83)	\$ (33.93)									\$ (166.65)
GF Investment Pool Net Interest	\$ (647.46)	\$ (604.69)	\$ (645.62)	\$ (623.74)	\$ (644.65)									\$ (3,166.16)
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 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	\$ 7,696.05									\$ 38,743.91
Interest from GF Investment Pool	\$ 647.46	\$ 604.69	\$ 645.62	\$ 623.74	\$ 644.65									\$ 3,166.16
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	\$ 8,340.70									

★ \$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.

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

06/06/24  
 Accrual Basis

	May 24	Budget	\$ Over Budget	Jan - May 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
361.11 · Investment Interest	678.58			3,332.81			
368.00 · Special Assessment Capital (SA)	7,696.05	5,833.33	1,862.72	38,743.91	29,166.67	9,577.24	70,000.00
<b>Total Income</b>	8,374.63	5,833.33	2,541.30	42,076.72	29,166.67	12,910.05	70,000.00
<b>Gross Profit</b>	8,374.63	5,833.33	2,541.30	42,076.72	29,166.67	12,910.05	70,000.00
<b>Expense</b>							
5144000 · Elections Costs							
5144010 · Salaries & Wages	14.90			2,218.82			
5144030 · Supplies	0.00			75.77			
5144040 · Services	628.90			4,991.17			
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>	643.80	0.00	643.80	7,285.76	0.00	7,285.76	40,000.00
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	380.00	-380.00	0.00	1,140.00	-1,140.00	2,660.00
5535040 · Drainage Maintenance Operation	1,979.91	2,000.00	-20.09	7,919.64	10,000.00	-2,080.36	24,000.00
<b>Total 5535000 · Field Expenses</b>	1,979.91	2,380.00	-400.09	7,919.64	11,140.00	-3,220.36	26,660.00
5535100 · Engineering							
5535140 · General District Engineering	595.98	0.00	595.98	5,642.31	110.00	5,532.31	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	2,000.00	-2,000.00	4,800.00
<b>Total 5535100 · Engineering</b>	595.98	400.00	195.98	5,642.31	2,110.00	3,532.31	6,600.00
5535200 · Personnel							
5535210 · Administrative Personnel	886.55	1,100.00	-213.45	3,106.66	5,500.00	-2,393.34	13,200.00
5535220 · Federal Taxes							
FICA Expense	98.31	116.00	-17.69	530.16	613.00	-82.84	1,489.00
<b>Total 5535220 · Federal Taxes</b>	98.31	116.00	-17.69	530.16	613.00	-82.84	1,489.00
5535221 · State Taxes							
L&I Expense	4.31			23.60			
WAPFML Expense	0.00	31.00	-31.00	0.00	164.00	-164.00	399.00
<b>Total 5535221 · State Taxes</b>	4.31	31.00	-26.69	23.60	164.00	-140.40	399.00
5535230 · Commissioner Meetings/District	384.00	390.00	-6.00	1,636.00	2,340.00	-704.00	5,850.00
<b>Total 5535200 · Personnel</b>	1,373.17	1,637.00	-263.83	5,296.42	8,617.00	-3,320.58	20,938.00
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	25.00	-25.00	194.59	125.00	69.59	1,430.00
5535341 · Rent	872.81	140.00	732.81	1,424.67	990.00	434.67	2,860.00
5535342 · Postage/Mailings	0.00	10.00	-10.00	0.00	50.00	-50.00	850.00

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

06/06/24  
 Accrual Basis

	May 24	Budget	\$ Over Budget	Jan - May 24	YTD Budget	\$ Over Budget	Annual Budget
5535343 · Advertising	92.10	40.00	52.10	92.10	200.00	-107.90	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	0.00	0.00	40.00	780.00	-740.00	1,560.00
5535346 · Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	300.00	-300.00	500.00
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	<b>964.91</b>	<b>315.00</b>	<b>649.91</b>	<b>1,751.36</b>	<b>2,445.00</b>	<b>-693.64</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	761.30	310.00	451.30	893.70	1,550.00	-656.30	3,720.00
5535444 · Accounting Clerk	285.00	340.00	-55.00	1,140.00	1,700.00	-560.00	4,080.00
<b>Total 5535400 · Professional Services</b>	<b>1,046.30</b>	<b>650.00</b>	<b>396.30</b>	<b>2,389.02</b>	<b>3,250.00</b>	<b>-860.98</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	0.00			0.71			
<b>Total Expense</b>	<b>6,604.07</b>	<b>5,382.00</b>	<b>1,222.07</b>	<b>30,285.22</b>	<b>33,912.00</b>	<b>-3,626.78</b>	<b>128,558.00</b>
<b>Net Ordinary Income</b>	<b>1,770.56</b>	<b>451.33</b>	<b>1,319.23</b>	<b>11,791.50</b>	<b>-4,745.33</b>	<b>16,536.83</b>	<b>-58,558.00</b>
<b>Net Income</b>	<b>1,770.56</b>	<b>451.33</b>	<b>1,319.23</b>	<b>11,791.50</b>	<b>-4,745.33</b>	<b>16,536.83</b>	<b>-58,558.00</b>