

Port Ludlow Drainage District Board of Commissioners'

Agenda for Board of Commissioners' Meeting #0318

February 8, 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/87814079304?pwd=9v7abzawPt9r4QI9UQNYXSA3zhSkjG.1>

Meeting ID: 878 1407 9304 Passcode: 107474

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

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

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Commissioner Communications:**
- 4. Public Comment:**
- 5. Agenda Approval:**
- 6. Public Inquiries:**
- 6.a. North Bay Condominiums 1 follow-up.**

Recommended Action: Receive report from Chair Rygmyr meeting with Condominium 1 representatives and discuss Port Ludlow Drainage District's roles and responsibilities in relation to the Condominium 1 requests.

6.b. East Jefferson Fire Rescue Fire Station, JFR Fire Station, 7650 Oak Bay Road.

Recommended Action: Receive report from Chair Rygmyr.

6.c Montgomery Lane Property Owner Inquiry to Commissioner Nilssen

Recommended Action: Receive report from Commissioner Nilssen regarding an inquiry about a drainage issue on Montgomery Lane.

7. Consent Agenda:

Item 7.a listed below on the consent agenda has 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.

7.a. Correction to date on Minutes of December 19, 2023 Meeting #015 to change the date from December 15, 2023 to December 19, 2023.

7.b. Minutes of the January 11, 2024 meeting #0317.

7.c. 318 Voucher Summary: numbers 24-01 through 24-13 totaling \$7,969.65 with \$3,026.76 for payroll, \$42.09 for supplies, and \$4,900.80 for services.

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

8. New Business

8.a. 2024 Election Recap

Recommended Action: Discuss the 2024 election, the process, opportunities to include process and procedures into the administrative calendar, and general discussion of practices to continue and practices to alter.

9. Old Business

9.a. Web Site Content Review

Recommended Action: Discussion of possible adjustments to web site.

10. Reports:

10.a. Financial Reports:

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

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

12. Meeting Adjournment.

Port Ludlow Drainage District (PLDD)
January 11, 2024
Board of Commissioners Meeting #0317
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 and Kerri Sidebottom, Gray and Osborne Consulting Engineer was present via ZOOM.

PUBLIC: Ron (Ronald) Mountain and unidentified caller via ZOOM.

3. ELECTION OF OFFICERS: Chair Rygmyr introduced the agenda item and explained a desire to defer the election of officers until after the special election in February. Commissioner Nilssen recommended amending the bylaws to schedule the election of officers to March by motion. There was consensus to amend the bylaws and defer the election of officers.

4. COMMISSIONER COMMUNICATIONS: There were no communications.

5. PUBLIC COMMENT: There was no public comment.

6. AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

MOTION: Chair Rygmyr moved to approve the Agenda and Vice-Chair Cole seconded. The motion passed unanimously.

7. PUBLIC INQUIRIES:

7.a. 150 RESOLUTE LANE – RECEIVE AN UPDATE: Chair Rygmyr reported that he visited the property after heavy rain on January 9th and that there was no water on the driveway. He explained that the liner associated with Task Order YA 2023-02 will be installed in the spring after the soil is dry. Chair Rygmyr said that Mr. Bernard will be placing sandbags on his property.

7.b. EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD – RECEIVE AN UPDATE: Chair Rygmyr reported that he visited the property after heavy rain on January 9th and reported that there was two to three inches water in the channel with none in the parking lot. Chair Rygmyr recommended that the Commissioner direct him to contact Yarddogs Landscaping to request a proposal to clear the remainder of the channel and to include the clearance as an annual item on the maintenance schedule. The Commissioners supported the recommendation.

7.c. North Bay Condominiums. Chair Rygmyr reported that he visited the property December 28, 2023 and met with Ernie Lewis. Chair Rygmyr stated that he concurred with the recommendations of the Commissioners from the December 14, 2023 meeting. He offered to send a communication to the Condominium 1 Board offering for the District to review the findings of the geotechnical report recommended by the Board of Commissioners at the December 14, 2023 meeting. It was determined the Gray and Osborne Consulting Engineer could review the geotechnical report.

8. CONSENT AGENDA

8.a. MINUTES NOVEMBER 9, 2023 MEETING #03138. NEW BUSINESS:

8.b. 314 VOUCHER SUMMARY: NUMBERS 23-101 THROUGH 23-110 TOTALING \$6642.16 WITH \$975.65 FOR PAYROLL, \$0 FOR SUPPLIES, AND \$5,666.51 FOR SERVICES.

8.c. APPROVAL OF RESOLUTION 2023-04 UPDATING THE POLICIES AND PROCEDURES RELATING TO THE PUBLIC RECORDS ACT (CHAPTER 42.56 RCW) APPROVED WITH RESOLUTION 2018-01.

8.d. APPROVAL OF A TWO-YEAR EXTENSION OF THE CONTRACT WITH GRAY & OSBORNE FOR ON-CALL ENGINEERING SERVICES.

8.d. APPROVE TASK ORDER YA 2023-03 WITH YARD DOGS LANDSCAPING, INC.

8.f. MINUTES DECEMBER 11, 2023 MEETING #0314.

8.g. MINUTES DECEMBER 19, 2023 SPECIAL MEETING #0315.

8.h. MINUTES JANUARY 4, 2024 SPECIAL MEETING #0316

8.i. 317 VOUCHER SUMMARY: NUMBERS 23-111 THROUGH 23-122 TOTALING \$5,852.21 WITH \$1,772.68 FOR PAYROLL, \$0 FOR SUPPLIES, \$3,506.15 FOR SERVICES AND \$573.38 FOR PAYROLL TAXES FOR THE FOURTH QUARTER.

Chair Rygmyr introduced the consent agenda and explained that items 8.a. through 8.d. were recommended for approval with a first and second motion but not formally approved with a vote. Chair Rygmyr recommended approval of Consent Agenda Items 8.a. through 8.d. separately.

MOTION: Chair Rygmyr stated that there was a motion and second at the December 14, 2023 meeting #0314 to approve agenda items 8.a. through 8.e. but according to Roberts Rules of Order there needs to be a vote and there was not one. Chair Rygmyr asked for a vote. The motion passed unanimously.

Chair Rygmyr introduced consent agenda items 8.g. through 8.i.

MOTION: Chair Rygmyr moved to approve consent agenda items 8.g. through 8.i and Commissioner Nilssen seconded the motion. The motion passed unanimously.

9. OLD BUSINESS

9.a. APPROVAL OF AN INTERLOCAL AGREEMENT FOR CONDUCTING AN ELECTION FOR THE PORT LUDLOW DRAINAGE DISTRICT BETWEEN THE PORT LUDLOW DRAINAGE DISTRICT AND JEFFERSON COUNTY FOR THE SPECIAL ELECTION ON FEBRUARY 6, 2024 FOR THE COMMISSIONER 2 POSITION.

MOTION: Commissioner Nilssen moved to approve the Agreement and Chair Rygmyr moved to second the motion. The motion passed unanimously.

9.b. 2024 SPECIAL ELECTION: 1. APPROVAL OF ELECTION OFFICIALS; 2. REVIEW AND APPROVAL OF 2024 SPECIAL ELECTION SAMPLE BALLOT AND SAMPLE CONTESTED BALLOT AND PRINTING LOCATION AND COSTS; 3. ACCEPTANCE OF THE DESIGNATION FORM FOR COMMUNITY PROPERTY, TRUSTS, CORPORATIONS, PARTNERSHIPS, AND MULTIPLE INTERESTS. AS PER RCW 85.38.105 DISCUSSION OF HOW THE DESIGNATIONS MUST BE MADE IN WRITING; 4) FORMAL REQUEST TO JEFFERSON COUNTY AUDITOR FOR A POLL WORKER DURING POLLING FOR A VOTING BOOTH, TRAYS, AND BALLOT BOX; 5) FINALIZE CANDIDATE FORUM DETAILS 6) ELECTION DAY BAY VIEW ROOM LOGISTICS.

The Board of Commissioners discussed the special election agenda items and made the following recommendations regarding the election: 1) Election officials are Jeffery Sarantopulos, Mary (Jackey) Nilssen, Michael Nilssen. Michael Nilssen will contact legal counsel to determine if there can be alternates and shifts with more officials. Gary Rygmyr offered to work as an alternate; 2) Commissioner Nilssen will coordinate election logistics with the Administrative Coordinator and assess the need for a special meeting related to the election. Priorities will include training for election officials, finalizing the ballots, logistics for setup in the Bay View Room on election day, and mailout of designation ballots to community properties, corporations, partnerships, and trusts.

The Board of Commissioners discussed the candidate forum and clarified that it would be helpful to have name tags, that the focus of the questions and answers should be questions and answers posed to the candidates but that individual property inquiries would not be part of the forum. It was agreed that it would be helpful to have a map of the new maintenance schedule.

Web Site Content Review

Recommended Action: Discussion of adjustments to web site including the addition of a Contact tab.

10. New Business

10. Draft 2024 Administrative Calendar

Recommended Action: Review the Draft 2024 Administrative Calendar and provide direction on any changes.

10.b. Authorize the destruction of non-archival records that were scanned to the District laptop and cloud storage in 2023 and Authorize the destruction of non-archival public records that have met the retention requirements.

Recommended Action: Authorize the Administrative Coordinator to destroy the 2023 log of scanned non-archival public records and to destroy non-archival public records shown on the Public Records Destruction Log Year 2023, Port Ludlow Drainage District,

9.c. WEB SITE CONTENT REVIEW: The Commissioner discussed consultations with Chair Rygmyr to add a Contact link for Commissioners with a new tab on the home page. He explained due to unexpected hardship with the website consultant SeaWings Designs, that efforts were put on hold temporarily.

10. NEW BUSINESS:

10. DRAFT 2024 ADMINISTRATIVE CALENDAR: It was the consensus of the Board of Commissioners to add regular meeting dates to the calendar and critical milestones for elections such as the submittal of the list of qualified voters by November 1st. as recommended by Vice-Chair Cole.

10.b. AUTHORIZE THE DESTRUCTION OF NON-ARCHIVAL RECORDS THAT WERE SCANNED TO THE DISTRICT LAPTOP AND CLOUD STORAGE IN 2023 AND AUTHORIZE THE DESTRUCTION OF NON-ARCHIVAL PUBLIC RECORDS THAT HAVE MET THE RETENTION REQUIREMENTS.

MOTION: Vice Chair Cole moved to approve the destruction of non-archival files scanned to the district laptop and cloud storage in 2023 and the destruction of non-archival public records that have met retention requirements. Commissioner Nilssen seconded the motion. The motion passed unanimously.

11. REPORTS

11. a. FINANCIAL REPORTS:

MOTION: Chair Rygmyr stated that there was a motion and second at the December 14, 2023, meeting #0314 to approve agenda items 8.a. through 8.e. but according to Roberts Rules of Order there needs to be a vote and there was not one. Chair Rygmyr asked for a vote. The motion passed unanimously.

1. a. FINANCIAL REPORTS:

Commissioner Nilssen reported the following:

Identified the need for meeting dates and current month on the payroll form submitted to Falge Financial.

Falge Bookkeeping has provided additional BARS budget numbers to identify elections costs. These numbers will be used for the submission of the annual State Auditor's Office (SAO) report and provide a detailed cost of internal elections costs.

There are new regulations and tax rates for family leave, long-term care and workers' compensation. The District is doing well with Workers' Compensation and qualified for a ten percent discount on the districts' annual fee.

There shall be a salary increase in 2024 for Special Purpose District Officials (Drainage Districts RCW 85.06.380) to \$161.00.

The release of monthly financial statements from the bookkeeper is contingent upon release of financial reporting from Jefferson County.

As of December 2023, the District has received \$69,912 in assessment revenues, interest investment income of \$7,531, and expenses of \$71,650.

An email from Katie Smith stated that there may have been miscommunication about the percentage of the election cost in the budget. The actual election cost percentage for the 2024 budget is 30 percent, not 50 percent.

Katie Smith identified a reimbursement discussion between Commissioners outside of a regular meeting which may have been inappropriate under the open public meeting act.

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

12. MEETING ADJOURNMENT

MOTION: Chair Rygmyr moved to adjourn the meeting at 11:28 and Vice Chair Cole seconded the motion. The motion passed unanimously.

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.

DD ATTACHEMENT -1 11 2023 ^N0317

Final Audit Report

2024-01-15

Created:	2024-01-12
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAERiF4N9d92IB-Z6DQIPMw1cdqBnm4Mdu

"PLDD ATTACHEMENT -1 11 2023 ^N0317" History



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Email viewed by Michael Nilssen (commissioner3@pldd.org)
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Document e-signed by Michael Nilssen (commissioner3@pldd.org)
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 Email viewed by Dean Cole (commissioner2@pldd.org)
2024-01-15 - 7:57:36 PM GMT

 **Adobe Acrobat Sign**

 Document e-signed by Dean Cole (commissioner2@pldd.org)

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INVOICE DATE	VOUCHER NUMBER	VENDER NUMBER	INVOICE NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED TO BARS	AMOUNT-DTL
1/1/2024	V23-111	8925		MARY PAXTON	DECEMBER HOURS	\$ 934.87	5535210	\$ 934.87
1/1/2024	V23-111	8925		MARY PAXTON	DECEMBER HOURS ELECTION	\$ 169.00	5535210	\$ 169.00
1/1/2024	V23-112	9255		DEAN COLE	DECEMBER 11 & 19 MEETINGS	\$ 208.00	5535230	\$ 208.00
1/1/2024	V23-113	9228		MICHAEL NILSSEN	DECEMBER 11 & 19 MEETINGS	\$ 233.56	5535230	\$ 233.56
1/1/2024	V23-114	9227		GARY RYGMYR	DECEMBETR 19 MEETING	\$ 116.77	5535230	\$ 116.77
					PAYROLL SUBTOTAL	\$ 1,662.20		\$ 1,662.20
					SUPPLIES SUBOTAL	\$ -		
12/31/2023	V23-115	9022	4368	FALGE BOOKKEEPING SERVICES	DECEMBER BOOKKEEPING	\$ 250.00	5535443	\$ 250.00
1/3/2024	V23-116	3041	13	GRAY & OSBORNE	ENG SERVICES 12/3 TO 12/31	\$ 1,135.76	5535140	\$ 1,135.76
12/15/2023	V23-117	4574	5304	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL & OWLS DEC 14	\$ 109.10	5535341	\$ 109.10
12/19/2023	V23-117	4574	5305	LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL & OWLS DEC 19	\$ 125.47	5535341	\$ 125.47
12/31/2023	V23-118	8781	202313	YARD DOG LANDSCAPING INC	DECEMBER MAINTENANCE	\$ 1,885.62	5535040	\$ 1,885.62
					SERVICES SUBTOTAL	\$ 3,505.95		\$ 3,505.95
1/1/2024	V23-119	2338-695		EMPLOYMENT SECURITY DEPARTMENT	Q4 PAID FAMILY MEDICAL LEAV	\$ 19.66	5535221	\$ 19.66
1/1/2024	V23-120	2338-694		EMPLOYMENT SECURITY DEPARTMENT	Q4 WASHINGTON CARES FUND	\$ 19.59	5535221	19.59
1/1/2024	V23-121	9032-695		US TREASURY INTERNAL REVENUE SERVICE	Q4 FICA FEDERAL WITHHOLDING MEDICARE & SOCIAL SECURITY	\$ 516.32	5535220	515.32
1/1/2024	V23-122	9038		WA STATE DEPT OF LABORY & INDUSTRIES	Q4 WSDL&I	\$ 17.81	5535221	17.81
TOTAL PAYROLL TAXES						\$ 573.38		\$ 573.38
TOTAL ALL EXPENSES						\$ 5,741.53		\$ 5,741.53

I the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as describemd 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 11th DAY OF January, 2024.


Gary Rygmyr (Jan 14, 2024 10:18 PST)

14-Jan-2024

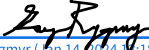
APPROVED DATE


SIGNATURES


COMMISSIONER 1, CHAIR

COMMISSIONER 2, VICE CHAIR

COMMISSIONER 3


Gary Rygmyr (Jan 14, 2024 10:18 PST)


Dean Cole (Jan 15, 2024 11:58 PST)



14-Jan-2024

15-Jan-2024

14-Jan-2024

PLDD ATTACHEMENT -1 11 2023 ^N0317

Final Audit Report


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HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	2/20/2024	1/31/2024	V24-001	8925	0	MARY PAXTON	M PAXTON PAYROLL JAN	2234.82	69500589	589400	2234.82
1	2/20/2024	1/31/2024	V24-02	9255	0	DEAN COLE	JAN 4 SM & JAN 11 MTG	208.03	69500589	589400	208.03
1	2/20/2024	1/31/2024	V24-03	9228	0	MICHAEL NILSSEN	JAN 4 SM & JAN 11 MTG	233.56	69500589	589400	233.56
1	2/20/2024	1/31/2024	V24-04	9227	0	GARY RYGMYR	JAN 4 SM, JAN 11 MTG, J	350.35	69500589	589400	350.35
1	2/20/2024	1/31/2024	4417-V24-05	9022	0	FALGE BOOKKEEPING SERVICES	BOOKKEEPING 1/1 THRU	285	69500589	589400	285
1	2/20/2024	2/2/2024	1-V24-06	3041	0	GRAY AND OSBOURNE INC	ENG SERVICES 1/1 THRU	266.49	69500589	589400	266.49
1	2/20/2024	1/4/2024	5310-V24-07	4574	0	LUDLOW MAINTENANCE COMM SP	MTG RM RENTAL W/ I	109.1	69500589	589400	109.1
1	2/20/2024	1/17/2024	5319-V24-08	4574	0	LUDLOW MAINTENANCE COMM	REG MTG ROOM RENTAL	109.1	69500589	589400	109.1
1	2/20/2024	2/1/2024	1418-V24-09	7001	0	SEAWINGS	WEB CONTACT PAGE	40	69500589	589400	40
1	2/20/2024	2/1/2024	2023-4-V2410	8781	0	YARD DOG LANDSCAPING INC	JANUARY MAINTENANCE	1979.91	69500589	589400	1979.91
1	2/20/2024	1/31/2024	240044-V24-11	9926	0	STAR MEDIA & COPY CENTER	ELECTION PRINT & MAILI	2080.18	69500589	589400	2080.18
1	2/20/2024	1/31/2024	V24-12	9227	0	GARY RYGMYR	MILEAGE REIMBURSE AL	22.78	69500589	589400	22.78
1	2/20/2024	1/31/2024	V24-13	8925	0	MARY PAXTON	PRINTING, ENV. MILEAGI	50.33	69500589	589400	50.33

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

<u>FEBRUARY</u>	TOTAL WARRANT AMOUNT: 7969.65
MONTH	

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

VOUCHER INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED BARS	AMOUNT DTL
1/31/2024 V24-01		8925	0	MARY PAXTON	JANUARY HOURS 35.25	954.82	5535210	954.82
1/31/2024 V24-01		8925		MARY PAXTON	JANUARY ELECTION HOURS 47.25	1280	5144010	1280
1/31/2024 V24-02		9255	0	DEAN COLE	JANUARY 11 REGULAR MEETING	104.02	5535230	104.02
1/31/2024 V24-03		9228	0	MICHAEL NILSSEN	JANUARY 11 REGULAR MEETING	116.78	5535230	116.78
1/31/2024 V24-04		9227	0	GARY RYGMYR	JANUARY 11 REGULAR MEETING	116.79	5535230	116.79
1/31/2024 V24-02		9255	0	DEAN COLE	JANUARY 4 ELECTION SP MEETING	104.01	5144010	104.01
1/31/2024 V24-03		9228	0	MICHAEL NILSSEN	JANUARY 4 ELECTION MEETING	116.78	5144010	116.78
					JANUARY 4 ELECTION SPECIAL MEETING & JANUARY 23 MEETING WITH AUDITOR			
1/31/2024 V24-04		9227	0	GARY RYGMYR		233.56	5144010	233.56
PAYROLL SUBTOTAL						3026.76		3026.76
<u>1/31/2024 V24-13</u>		<u>8925</u>	<u>0</u>	<u>MARY PAXTON</u>	<u>REIMBURSE PRINTING & ENVELOPES</u>	<u>42.09</u>	<u>5144050</u>	<u>42.09</u>
SUPPLIES SUBOTAL						42.09		42.09
				FALGE FINANCIAL	BOOKKEEPING JANUARY	285	5535443	285
2/2/2024 V24-06	1	3041		GRAY & OSBORNE INC	ENGINEERING SERVICES 1/27/2024	266.49	5535140	266.49
1/4/2024 V24-07	5310	4574	0	LUDLOW MAINTENANCE COMMISSION	REG MTG ROOM RENTAL WITH OWLS	109.1	5535341	109.1
1/17/2024 V24-08	5319	4574	0	LUDLOW MAINTENANCE COMMISSION	JAN 4 MTG ROOM RENTAL WITH OWLS	109.1	5144040	109.1
2/1/2024 V24-09	1418	7001	0	SEAWINGS	CONTACT BUTTON ON HOME PAGE	40	5535345	40
2/1/2024 V24-10		8781	0	YARD DOG LANDSCAPING INC	JANUARY MAINTENANCE	1979.91	5535040	1979.91
1/31/2024 V24-11	240046	9926	0	STAR MEDIA & COPY CENTER	PRINTING ELECTION MATERIALS & BULK	2080.18	5144040	2080.18
V24-12		9227	0	GARY RYGMYR	MILEAGE REIMBURSE ELECTION	22.78	5144040	22.78
1/31/2024 V23-13		8925	0	MARY PAXTON	MILEAGE REIBURSE ELECTION	5.56	5144040	5.56
1/31/2024 V24-13		8925	0	MARY PAXTON	MILEAGE REIMBURSE	2.68	5144050	2.68
SERVICES SUBTOTAL						4900.8		4900.8
TOTAL						7969.65		7969.65

SIGNATURES

I the undersigned do hereby certify under penalty of perjury,	COMMISSIONER 1, CHAIR
that the materials have been furnished, the services rendered or	
the labor performed as describeld herein, and the claim is a just,	COMMISSIONER 2, VICE CHAIR
due and unpaid obligation against the district herin and that I am	
authorized to authenticate and certify to said claim.	COMMISSIONER 3
SUBSCRIBED THIS 9th DAY OF November, 2023.	
APPROVED	DATE
Port Ludlow Drainage District	

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

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

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

New CONTACT tab with Commissioner emails		Several meetings 2022 and 2023	Jan 1, 2024	Jan 204
ABOUT TAB	LINK	CONSIDER CHANGE	DECISION	DATE OF CHANGE
ABOUT History Subtab				
➤		<p>Study Session 10 09 23</p> <p>About Tab: Explore ways to consolidate the About page with links or the addition of tabs with topics such as History and Maintenance Operation. There was consensus to follow up the discussion at the regular October 12, 2023 meeting.</p>	<p>Study session 10 29 2023</p> <p>When the new maintenance map and table is uploaded to the web site, the maintenance maps currently on the web site will be saved to archives and removed from the web site.</p>	
➤ 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 on the right side is the same as the middle. The one on the left shows	7/13/2023 discussion of using one new updated map with district boundaries and maintenance areas.	

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

	<ul style="list-style-type: none"> JC BOCC Minutes 11/27/200 		JC BOCC Minutes under ABOUT Commissioners under Commissioner History	
ABOUT Commissioners				
➤ Table of Commissioners/terms				
➤ Contact info	emails			
➤ Elections	Election Results PDFs			
➤ Commissioner History	<ul style="list-style-type: none"> History of Commissioners JC worksheet for 	This information is redundant with Commissioner history in the History section of ABOUT. Maybe this could be deleted or add text saying for History of Commissioners go to History and Documents Commission History	Consensus to move to About Com – tab Commissioner History	
➤ Commissioner Bonding	References for Commissioner Bonding (3 links)			
ABOUT Projects				
➤ Paragraph about projects and list of 18 Capital Improvement Projects	<ul style="list-style-type: none"> Links with maps and brief description of each CIP 			

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

			<ul style="list-style-type: none"> • Replace the words Statement of Financial Income and Budget Performance for the applicable month with the name of the month Financial Statement. • Retain the Budget and Assessment with a recognition that this will be changed in the future. 	8/2/2023
FORMS	LINK	CONSIDER CHANGE	DECISION	
<ul style="list-style-type: none"> ➤ Property owner tree cutting form ➤ Public Records request ➤ Claim Form for Damages <p>Looking for founding documents and other historical documents – refers to history -- similar</p>	<p>Links for forms listed in left column.</p> <p>Links to Public Records procedures and for agent and process for damages</p>	<p>Delete tree cutting form?</p> <p>Comment: Historical information, projects and</p>	<p>Delete tree cutting & outdate claim form 6/11/2023</p> <p>Remove claim form and replace with an updated one from Enduris</p>	<p>6/20/2023</p> <p>Removed 6/20/2023</p>

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

02/06/24

Accrual Basis

Port Ludlow Drainage District
Statement of Financial Income & Expense Budget Performance
 December 31 (13th Month), 2023

	Dec 31, 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	0.00	0.00	0.00	7,531.01			
368.00 · Special Assessment Capital (SA)	0.00	13.75	-13.75	69,912.60	70,000.00	-87.40	70,000.00
Total Income	0.00	13.75	-13.75	77,443.61	70,000.00	7,443.61	70,000.00
Gross Profit	0.00	13.75	-13.75	77,443.61	70,000.00	7,443.61	70,000.00
Expense							
5144000 · Elections Costs							
5144010 · Salaries & Wages	184.76	0.00	184.76	184.76			
Total 5144000 · Elections Costs	184.76	0.00	184.76	184.76			
5535000 · Field Expenses							
5535018 · Temporary Labor	0.00	0.00	0.00	400.00	2,520.00	-2,120.00	2,520.00
5535040 · Drainage Maintenance Operation	1,885.62	60.81	1,824.81	27,505.28	22,620.00	4,885.28	22,620.00
Total 5535000 · Field Expenses	1,885.62	60.81	1,824.81	27,905.28	25,140.00	2,765.28	25,140.00
5535100 · Engineering							
5535140 · General District Engineering	1,135.76	33.23	1,102.53	13,214.63	12,360.00	854.63	12,360.00
5535141 · Assessment Roll & Certification	0.00	0.00	0.00	0.00	1,030.00	-1,030.00	1,030.00
5535143 · Unanticipated Engineering Costs	0.00	12.26	-12.26	0.00	4,560.00	-4,560.00	4,560.00
Total 5535100 · Engineering	1,135.76	45.49	1,090.27	13,214.63	17,950.00	-4,735.37	17,950.00
5535200 · Personnel							
5535210 · Administrative Personnel	1,029.59	30.81	998.78	8,904.31	11,460.60	-2,556.29	11,460.60
5535220 · Federal Taxes							
FICA Expense	139.73	3.55	136.18	1,111.72	1,412.00	-300.28	1,412.00
FUTA Expense	0.00	0.00	0.00	4.13			
Total 5535220 · Federal Taxes	139.73	3.55	136.18	1,115.85	1,412.00	-296.15	1,412.00
5535221 · State Taxes							
L&I Expense	5.77	0.00	5.77	55.42			
WAPFML Expense	0.01	0.97	-0.96	19.90	384.00	-364.10	384.00
Total 5535221 · State Taxes	5.78	0.97	4.81	75.32	384.00	-308.68	384.00
5535230 · Commissioner Meetings/District	612.00	11.94	600.06	5,878.00	5,550.00	328.00	5,550.00
Total 5535200 · Personnel	1,787.10	47.27	1,739.83	15,973.48	18,806.60	-2,833.12	18,806.60
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	2.74	-2.74	43.68	1,020.00	-976.32	1,020.00
5535341 · Rent	234.57	4.03	230.54	2,459.88	2,635.00	-175.12	2,635.00
5535342 · Postage/Mailings	0.00	0.48	-0.48	66.00	191.00	-125.00	191.00
5535343 · Advertising	0.00	0.48	-0.48	0.00	180.00	-180.00	180.00
5535344 · Insurance	0.00	0.00	0.00	5,475.00	5,500.00	-25.00	5,500.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

December 31 (13th Month), 2023

02/06/24

Accrual Basis

	Dec 31, 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
5535345 · Website Maint. & Renewal	0.00	0.00	0.00	3,981.38	3,480.00	501.38	3,480.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	425.39	200.00	225.39	200.00
5535740 · Software & Subscriptions	0.00	0.00	0.00	458.79			
Total 5535300 · Miscellaneous/Office Expenses	234.57	7.73	226.84	12,910.12	13,206.00	-295.88	13,206.00
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	0.00	3.23	-3.23	90.99	400.00	-309.01	400.00
TBA · Commissioner Bond Aid	0.00	0.00	0.00	110.00			
Total 5535301 · Commissioners Mileage & Expense	0.00	3.23	-3.23	200.99	400.00	-199.01	400.00
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
Total 5535302 · Assessments/County Fees/Electio	0.00	0.00	0.00	1,024.80	1,200.00	-175.20	1,200.00
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	1,085.70	4,000.00	-2,914.30	4,000.00
5535443 · Legal	0.00	23.71	-23.71	918.00	8,820.00	-7,902.00	8,820.00
5535444 · Accounting Clerk	250.00	8.39	241.61	3,711.00	3,420.00	291.00	3,420.00
Total 5535400 · Professional Services	250.00	32.10	217.90	5,714.70	16,240.00	-10,525.30	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
66000 · Payroll Expenses	0.03	0.00	0.03	0.03			
Total Expense	5,477.84	196.63	5,281.21	77,128.79	102,942.60	-25,813.81	102,942.60
Net Ordinary Income	-5,477.84	-182.88	-5,294.96	314.82	-32,942.60	33,257.42	-32,942.60
Net Income	-5,477.84	-182.88	-5,294.96	314.82	-32,942.60	33,257.42	-32,942.60

02/06/24

Accrual Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	7,531.01			7,531.01			
368.00 · Special Assessment Capital (SA)	69,912.60	70,000.00	-87.40	69,912.60	70,000.00	-87.40	70,000.00
Total Income	<u>77,443.61</u>	<u>70,000.00</u>	<u>7,443.61</u>	<u>77,443.61</u>	<u>70,000.00</u>	<u>7,443.61</u>	<u>70,000.00</u>
Gross Profit	77,443.61	70,000.00	7,443.61	77,443.61	70,000.00	7,443.61	70,000.00
Expense							
5144000 · Elections Costs							
5144010 · Salaries & Wages	184.76			184.76			
Total 5144000 · Elections Costs	<u>184.76</u>			<u>184.76</u>			
5535000 · Field Expenses							
5535018 · Temporary Labor	400.00	2,520.00	-2,120.00	400.00	2,520.00	-2,120.00	2,520.00
5535040 · Drainage Maintenance Operation	27,505.28	22,620.00	4,885.28	27,505.28	22,620.00	4,885.28	22,620.00
Total 5535000 · Field Expenses	<u>27,905.28</u>	<u>25,140.00</u>	<u>2,765.28</u>	<u>27,905.28</u>	<u>25,140.00</u>	<u>2,765.28</u>	<u>25,140.00</u>
5535100 · Engineering							
5535140 · General District Engineering	13,214.63	12,360.00	854.63	13,214.63	12,360.00	854.63	12,360.00
5535141 · Assessment Roll & Certification	0.00	1,030.00	-1,030.00	0.00	1,030.00	-1,030.00	1,030.00
5535143 · Unanticipated Engineering Costs	0.00	4,560.00	-4,560.00	0.00	4,560.00	-4,560.00	4,560.00
Total 5535100 · Engineering	<u>13,214.63</u>	<u>17,950.00</u>	<u>-4,735.37</u>	<u>13,214.63</u>	<u>17,950.00</u>	<u>-4,735.37</u>	<u>17,950.00</u>
5535200 · Personnel							
5535210 · Administrative Personnel	8,904.31	11,460.60	-2,556.29	8,904.31	11,460.60	-2,556.29	11,460.60
5535220 · Federal Taxes							
FICA Expense	1,111.72	1,412.00	-300.28	1,111.72	1,412.00	-300.28	1,412.00
FUTA Expense	4.13			4.13			
Total 5535220 · Federal Taxes	<u>1,115.85</u>	<u>1,412.00</u>	<u>-296.15</u>	<u>1,115.85</u>	<u>1,412.00</u>	<u>-296.15</u>	<u>1,412.00</u>
5535221 · State Taxes							
L&I Expense	55.42			55.42			
WAPFML Expense	19.90	384.00	-364.10	19.90	384.00	-364.10	384.00
Total 5535221 · State Taxes	<u>75.32</u>	<u>384.00</u>	<u>-308.68</u>	<u>75.32</u>	<u>384.00</u>	<u>-308.68</u>	<u>384.00</u>
5535230 · Commissioner Meetings/District	5,878.00	5,550.00	328.00	5,878.00	5,550.00	328.00	5,550.00
Total 5535200 · Personnel	<u>15,973.48</u>	<u>18,806.60</u>	<u>-2,833.12</u>	<u>15,973.48</u>	<u>18,806.60</u>	<u>-2,833.12</u>	<u>18,806.60</u>
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	43.68	1,020.00	-976.32	43.68	1,020.00	-976.32	1,020.00
5535341 · Rent	2,459.88	2,635.00	-175.12	2,459.88	2,635.00	-175.12	2,635.00
5535342 · Postage/Mailings	66.00	191.00	-125.00	66.00	191.00	-125.00	191.00
5535343 · Advertising	0.00	180.00	-180.00	0.00	180.00	-180.00	180.00
5535344 · Insurance	5,475.00	5,500.00	-25.00	5,475.00	5,500.00	-25.00	5,500.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

January through December 2023

02/06/24

Accrual Basis

	Jan - Dec 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
5535345 · Website Maint. & Renewal	3,981.38	3,480.00	501.38	3,981.38	3,480.00	501.38	3,480.00
5535346 · Misc. Filing/Recording Fee	425.39	200.00	225.39	425.39	200.00	225.39	200.00
5535740 · Software & Subscriptions	458.79			458.79			
Total 5535300 · Miscellaneous/Office Expenses	12,910.12	13,206.00	-295.88	12,910.12	13,206.00	-295.88	13,206.00
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	90.99	400.00	-309.01	90.99	400.00	-309.01	400.00
TBA · Commissioner Bond Aid	110.00			110.00			
Total 5535301 · Commissioners Mileage & Expense	200.99	400.00	-199.01	200.99	400.00	-199.01	400.00
5535302 · Assessments/County Fees/Electio							
5535347 · State Auditor	1,024.80	1,200.00	-175.20	1,024.80	1,200.00	-175.20	1,200.00
Total 5535302 · Assessments/County Fees/Electio	1,024.80	1,200.00	-175.20	1,024.80	1,200.00	-175.20	1,200.00
5535400 · Professional Services							
5535442 · Budget Asssitance	1,085.70	4,000.00	-2,914.30	1,085.70	4,000.00	-2,914.30	4,000.00
5535443 · Legal	918.00	8,820.00	-7,902.00	918.00	8,820.00	-7,902.00	8,820.00
5535444 · Accounting Clerk	3,711.00	3,420.00	291.00	3,711.00	3,420.00	291.00	3,420.00
Total 5535400 · Professional Services	5,714.70	16,240.00	-10,525.30	5,714.70	16,240.00	-10,525.30	16,240.00
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	10,000.00	-10,000.00	0.00	10,000.00	-10,000.00	10,000.00
Total 5594144 · Engineering - Capital Projects	0.00	10,000.00	-10,000.00	0.00	10,000.00	-10,000.00	10,000.00
66000 · Payroll Expenses	0.03			0.03			
Total Expense	77,128.79	102,942.60	-25,813.81	77,128.79	102,942.60	-25,813.81	102,942.60
Net Ordinary Income	314.82	-32,942.60	33,257.42	314.82	-32,942.60	33,257.42	-32,942.60
Net Income	314.82	-32,942.60	33,257.42	314.82	-32,942.60	33,257.42	-32,942.60

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

January 2024

02/06/24

Accrual Basis

	Jan 24	Budget	\$ Over Budget	Jan 24	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 • Investment Interest	681.54			681.54			
368.00 • Special Assessment Capital (SA)	80.38	5,833.34	-5,752.96	80.38	5,833.34	-5,752.96	70,000.00
Total Income	761.92	5,833.34	-5,071.42	761.92	5,833.34	-5,071.42	70,000.00
Gross Profit	761.92	5,833.34	-5,071.42	761.92	5,833.34	-5,071.42	70,000.00
Expense							
5144000 • Elections Costs	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
5535000 • Field Expenses							
5535018 • Temporary Labor	0.00	0.00	0.00	0.00	0.00	0.00	2,660.00
5535040 • Drainage Maintenance Operation	0.00	2,000.00	-2,000.00	0.00	2,000.00	-2,000.00	24,000.00
Total 5535000 • Field Expenses	0.00	2,000.00	-2,000.00	0.00	2,000.00	-2,000.00	26,660.00
5535100 • Engineering							
5535140 • General District Engineering	0.00	110.00	-110.00	0.00	110.00	-110.00	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	400.00	-400.00	4,800.00
Total 5535100 • Engineering	0.00	510.00	-510.00	0.00	510.00	-510.00	6,600.00
5535200 • Personnel							
5535210 • Administrative Personnel	0.00	1,100.00	-1,100.00	0.00	1,100.00	-1,100.00	13,200.00
5535220 • Federal Taxes							
FICA Expense	0.00	117.00	-117.00	0.00	117.00	-117.00	1,489.00
Total 5535220 • Federal Taxes	0.00	117.00	-117.00	0.00	117.00	-117.00	1,489.00
5535221 • State Taxes							
WAPFML Expense	0.00	31.00	-31.00	0.00	31.00	-31.00	399.00
Total 5535221 • State Taxes	0.00	31.00	-31.00	0.00	31.00	-31.00	399.00
5535230 • Commissioner Meetings/District	0.00	390.00	-390.00	0.00	390.00	-390.00	5,850.00
Total 5535200 • Personnel	0.00	1,638.00	-1,638.00	0.00	1,638.00	-1,638.00	20,938.00
5535300 • Miscellaneous/Office Expenses							
5535331 • Supplies	0.00	25.00	-25.00	0.00	25.00	-25.00	1,430.00
5535341 • Rent	0.00	300.00	-300.00	0.00	300.00	-300.00	2,860.00
5535342 • Postage/Mailings	0.00	10.00	-10.00	0.00	10.00	-10.00	850.00
5535343 • Advertising	0.00	40.00	-40.00	0.00	40.00	-40.00	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	0.00	390.00	-390.00	1,560.00
5535346 • Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	100.00	-100.00	500.00
Total 5535300 • Miscellaneous/Office Expenses	0.00	865.00	-865.00	0.00	865.00	-865.00	13,380.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

January 2024

02/06/24

Accrual Basis

	Jan 24	Budget	\$ Over Budget	Jan 24	YTD Budget	\$ Over Budget	Annual Budget
5535301 • Commissioners Mileage & Expense							
5535340 • Commissioner Mileage/Travel Exp	0.00	0.00	0.00	0.00	0.00	0.00	440.00
Total 5535301 • Commissioners Mileage & Expense	0.00	0.00	0.00	0.00	0.00	0.00	440.00
5535302 • Assessments/County Fees/Electio							
5535347 • State Auditor	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
Total 5535302 • Assessments/County Fees/Electio	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
5535400 • Professional Services							
5535442 • Budget Asssitance	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
5535443 • Legal	0.00	310.00	-310.00	0.00	310.00	-310.00	3,720.00
5535444 • Accounting Clerk	0.00	340.00	-340.00	0.00	340.00	-340.00	4,080.00
Total 5535400 • Professional Services	0.00	650.00	-650.00	0.00	650.00	-650.00	9,300.00
5594144 • Engineering - Capital Projects							
5535145 • Miscellaneous Design Project	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total 5594144 • Engineering - Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Total Expense	0.00	5,663.00	-5,663.00	0.00	5,663.00	-5,663.00	128,558.00
Net Ordinary Income	761.92	170.34	591.58	761.92	170.34	591.58	-58,558.00
Net Income	761.92	170.34	591.58	761.92	170.34	591.58	-58,558.00