

Port Ludlow Drainage District Board of Commissioners

Agenda for Regular Meeting #0319

March 14, 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/89949544096?pwd=XdkHMaYCUqj5YrAPTUZy95M9V6Evom.1>

Meeting ID: 899 4954 4096 **Passcode:** 815575

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. Election of Officers**
- 7. Public Inquiries:**
 - 7.a. North Bay Condominiums 1 follow-up.**

Recommended Action: Review legal consul opinion regarding the Port Ludlow Drainage District's (PLDD) roles and responsibilities and determine if there will be any PLDD involvement with the North Bay Condominiums 1.

- 7.b. East Jefferson County Fire & Rescue update.**

Recommended Action: Review recommendations from Zenovic & Associates, consultants to the East Jefferson County Fire and Rescue, and determine if there is a need to make any changes to Task Order YA 2024-01.

8. Consent Agenda:

Items 8.a. and 8.b. 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.

8.a. Minutes of the February 8, 2024 meeting #0318.

8.b. 319 Voucher Summary: numbers 24-014 through 24-24 totaling \$10,944.19 with \$1,258.55 for payroll, \$398.27 for supplies, and 9,287.37 for services.

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

9. New Business

9.a. Amendment to the Bylaws

Recommended Action: Approve by motion an amendment to the Bylaws changing the timing of the Election of the Chair and Vice Chair from January to March.

9.b. Review of a Capital Reserve Depreciation Fund

Recommended Action: Receive a report from Consulting Engineer Keri Sidebottom of Gray & Osborne Engineering about a draft Capital Reserve Depreciation Fund.

9.c. Review of Commissioner 2 compensation in relation to the Revised Code of Washington (RCW) 85.38.075 regulations for “Special Districts – Diking, Drainage.

Recommended Action: Receive a report from Commissioner Nilssen regarding the compensation for Commissioner 2.

10. Old Business

10.a. Web Site Content Review

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

10.b. Administrative Calendar

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

11. Reports:

11.a. Financial Reports:

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

12. 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.

301 East 6th Street, Suite 1
Port Angeles, Washington 98362
(360) 417-0501
Fax (360) 417-0514
E-mail: zenovic@olympus.net

February 23, 2024

Mr. Brian Tracer, Assistant Fire Chief
East Jefferson Fire and Rescue
24 Seton Road
Port Townsend, WA 98365

Re: Drainage Inspection – Impacts from Offsite Run-on
Port Ludlow Fire Station - 7650 Oak Bay Road

Dear Chief Tracer:

On January 29, 2024 at your request, I conducted a site inspection to assess the impacts of offsite run-on from the neighboring properties to the west of the fire station at 7650 Oak Bay Road, and improvements that could mitigate the observed issues. Additional research consisted of reviewing mapped soil types and available topographic information.

Per our discussions and onsite review, the drainage channel just to the west of the fire station has been overflowing during high flow events. This drainage channel receives runoff from approximately 22.5 acres of offsite area in the adjacent Subdivision (Port Ludlow No. 2) and beyond (approximate basin map attached). This basin has been developed and contains a mix of single family residential areas and reserved open space areas which remain forested.

The existing drainage channel runs through a natural ravine generally to the northwest toward the Port Ludlow fire station where it makes a sharp turn toward the north and runs parallel to the fire station access road. The channel itself is typically bare soil in the ravine to the west of the station. Where the channel runs parallel to the station, the channel is heavily overgrown with shrubs and is mostly filled with sediment in places. It does appear that some rock armoring was added to the channel in places, but it is not extensive.

The primary area of concern is where the channel makes the sharp turn to the north along the western property line. The channel appears to have been at least partially filled with sediment at this location which has resulted in overflowing and erosion of the channel sidewalls. Based on our knowledge of the site, this is not a new issue and has been occurring for some time. During the drainage improvement project for the station in 2015 and subsequent parking lot and access road improvement project in 2016, flooding/erosion was observed in the area of the sharp channel bend and a curtain drain was installed along the west side of the access road to mitigate water migration into the subgrade of the access road (a likely contributor to the failure of the previous access drive surface).

It is understood that the maintenance of the offsite channel is the responsibility of the Port Ludlow Drainage District and they have been actively working to resolve the issues. To date they have performed some limited clearing/cleaning of the ditch as an emergency measure and have scheduled a contractor to complete clearing/regrading the ditch along the western property line as soon as weather conditions are suitable.

To ensure the long-term performance of the drainage channel and protect the Fire Station assets, we offer the following recommendations for repair/regrading of the existing channel in addition to the proposed work above.

1. Regrade the channel at the sharp bend to create a more gradual channel curve. The ravine topography does limit the ability to do this somewhat, but any smoothing of the corner will be an improvement.
2. Line the channel, specifically along the sharp curve, with quarry spalls. The soils in this area are fine grained sandy loams to sands which are susceptible to erosion especially when saturation.
3. The regrading of the channel should establish a channel width/depth with adequate hydraulic capacity to handle high flow events. A recommended channel section detail is provided with letter.
4. Channel should be inspected on a yearly basis and sediment removed from the channel when build-up exceeds 2-3 inches.

While onsite, a cursory inspection of the onsite drainage systems was performed, and the system was found to be in good overall condition. The catch basin located on the west side of the parking area in the middle of circular drive was found to be full of sediment and should be cleaned.

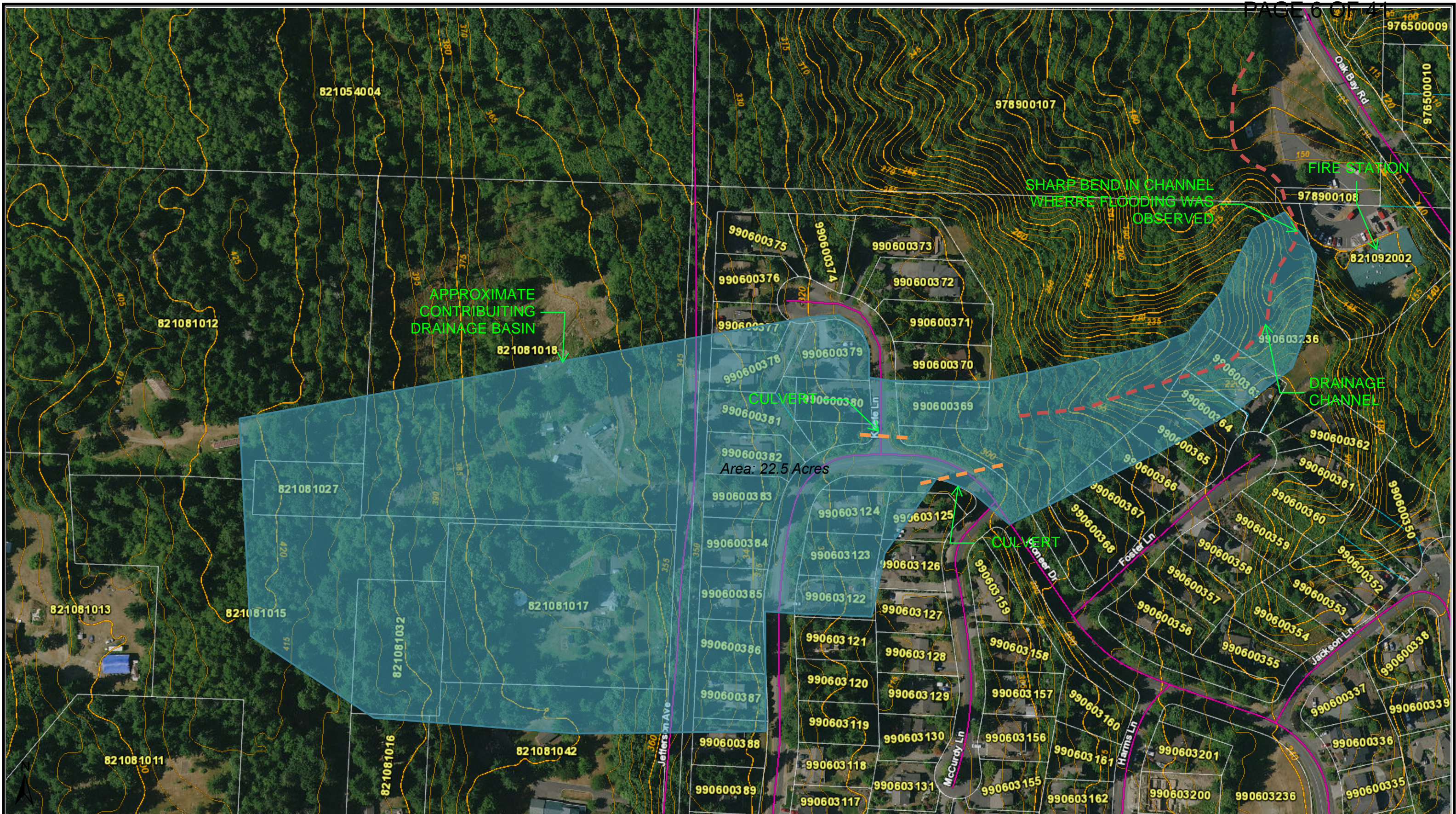
Please give me a call if you have any questions or if you need further information.

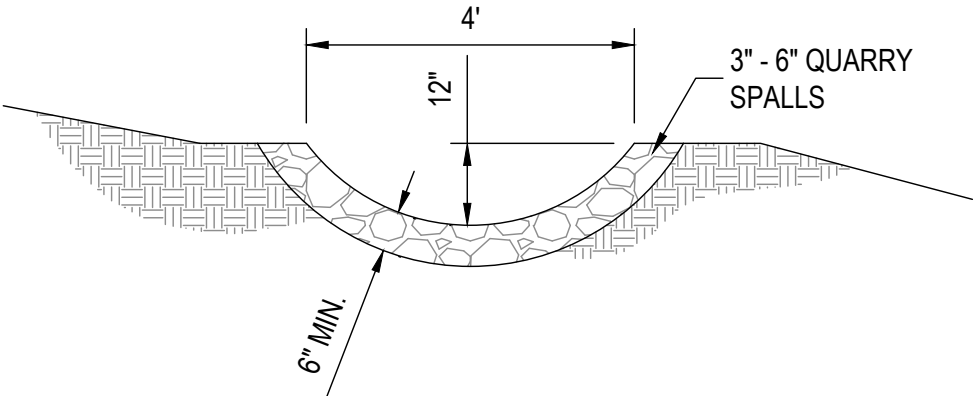
Sincerely,
Zenovic & Associates, Inc.

Seth J. Rodman, P.E.
Senior Design Engineer

Fc: JN 24035

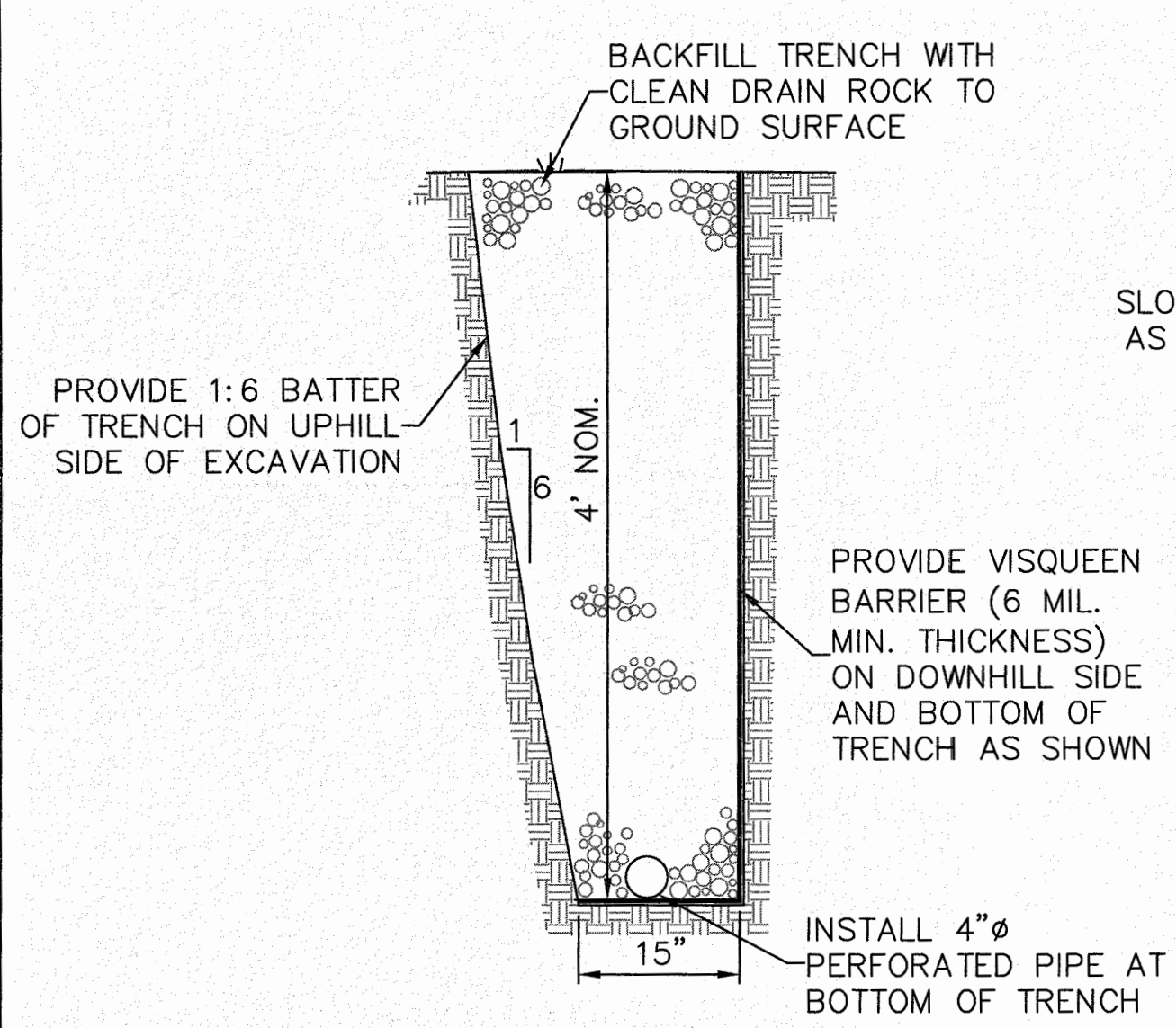




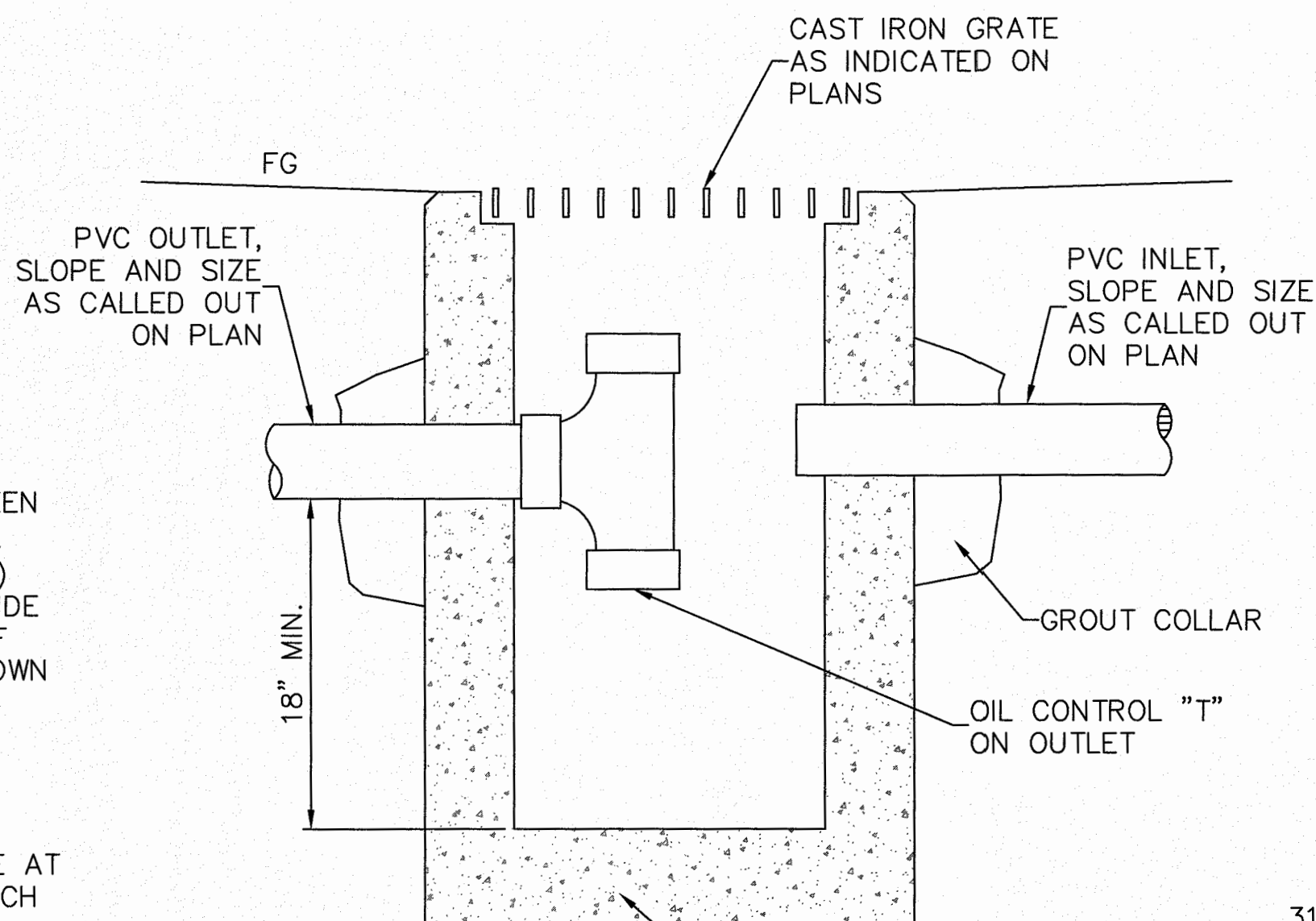


2/23/2024

<div>SCALE:</div> <div>NTS</div>	<div>TITLE: DRAINAGE IMPROVEMENTS, OAK BAY FIRE STATION, 7650 OAK BAY ROAD, PORT LUDLOW</div>		<div>SHEET</div> <div>1</div> <div>OF 1</div>
<div>DATE:</div> <div>2/23/2024</div>	<div>RECOMMENDED MINIMUM CHANNEL SECTION</div>		
<div>JOB NO:</div> <div>24035</div>	<div>CLIENT:</div> <div>EAST JEFFERSON FIRE & RESCUE</div> <div>24 SETON ROAD</div> <div>PORT TOWNSEND, WA 98365</div>	<div><div>Z</div>ENOVIC & ASSOCIATES</div> <div>INCORPORATED</div> <div>301 EAST 6TH ST. SUITE 1</div> <div>PORT ANGELES, WA 98362</div> <div>PHONE: (360) 417-0501</div> <div>FAX: (360) 417-0514</div> <div>EMAIL: ZENOVIC@ZENOVIC.NET</div>	
<div>FILE:</div> <div>24035 - E1</div>			



A CURTAIN DRAIN SECTION
C200 Scale: NTS



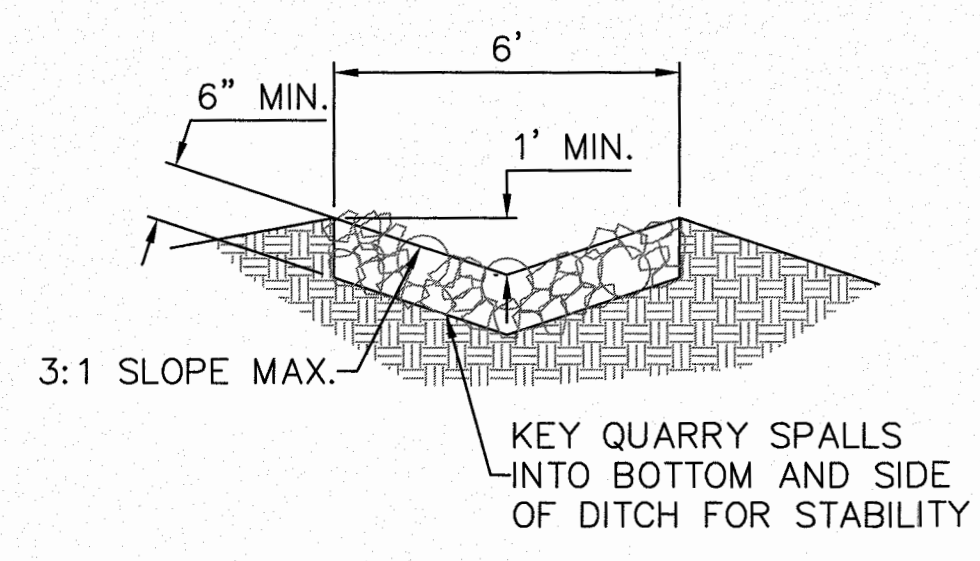
B CATCH BASIN DETAIL
C200 Scale: NTS

DRAINAGE NOTES:

1. ALL CONSTRUCTION SHALL CONFORM WITH THESE PLANS AND THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION.
2. CONTRACTOR SHALL NOTIFY UTILITY LOCATOR SERVICE AND ARRANGE FOR FIELD LOCATION AND MARKING OF ALL UNDERGROUND UTILITIES IN AFFECTED AREAS PRIOR TO CONSTRUCTION.
3. ALL STORM DRAIN PIPING SHALL BE PVC. PVC PIPING IN TRAFFIC AREAS TO BE SDR35 PIPE CONFORMING WITH ASTM SPECIFICATION D3034.
4. THIS DRAINAGE SYSTEM MUST BE INSPECTED AND CERTIFIED. CONTACT ZENOVIC & ASSOCIATES, INC. AT LEAST 48 HOURS PRIOR TO TIME OF INSPECTIONS.

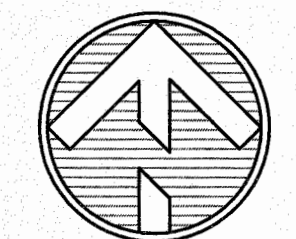
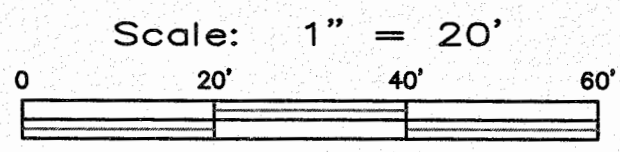
LEGEND:

- PROPERTY BOUNDARY
- EXISTING EDGE OF ASPHALT
- EXISTING CURB LINE
- EXISTING EDGE OF CONCRETE
- EXISTING EDGE OF GRAVEL
- EXISTING UNDERGROUND TELEPHONE
- EXISTING UNDERGROUND POWER
- EXISTING UNDERGROUND PROPANE
- EXISTING EDGE OF ROCKERY
- EXISTING EDGE OF LOG RETAINING WALL
- EXISTING FLOWLINE
- ASPHALT PAVING
- EXISTING CONCRETE
- EXISTING GRAVEL
- EXISTING TELEPHONE RISER
- EXISTING UTILITY POLE
- EXISTING POLE GUY
- EXISTING LIGHT
- EXISTING CATCH BASIN
- PROPOSED CATCH BASIN

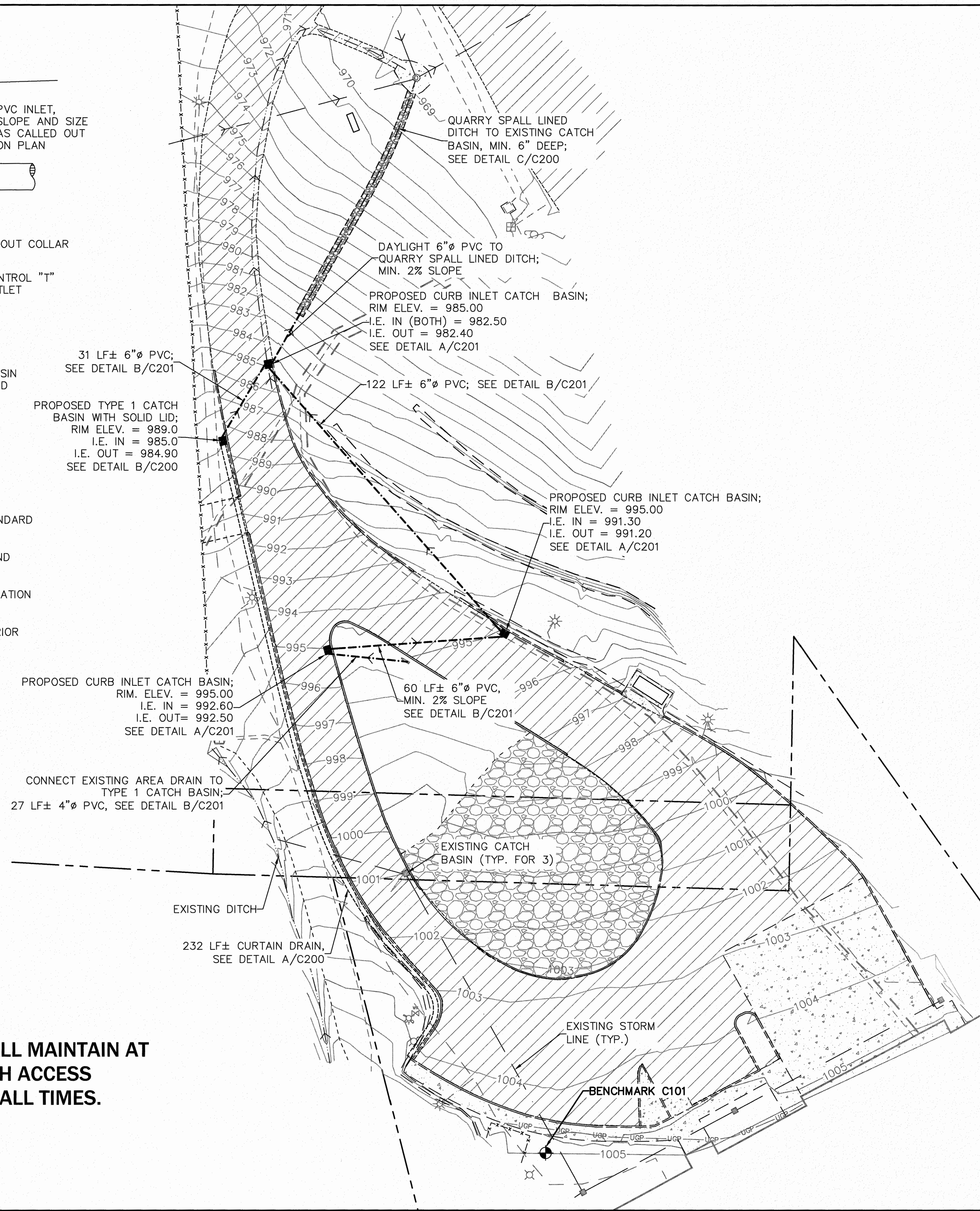


C DITCH SECTION
C200 Scale: NTS

STORMWATER PLAN



THE CONTRACTOR SHALL MAINTAIN AT LEAST A 10' MIN. WIDTH ACCESS THROUGH THE SITE AT ALL TIMES.

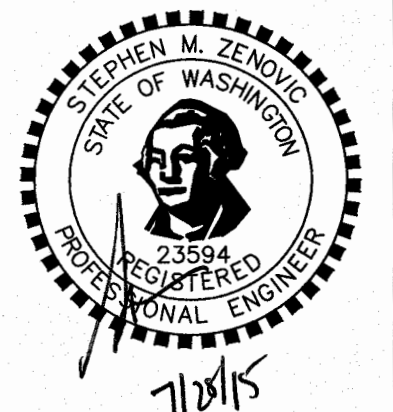


ZENOVIC & ASSOCIATES
INCORPORATED
301 E. 6TH STREET, SUITE 1
PORT ANGELES, WA 98362
PHONE: (360) 417-0501
FAX: (360) 417-0514
EMAIL: ZENOVIC@ZENOVIC.NET

REVISIONS:	DATE	MARK	NOTE

STORMWATER PLAN
TITLE: DRIVEWAY AND DRAINAGE IMPROVEMENTS @ 7650 OAK BAY ROAD
JEFFERSON COUNTY PARCEL No. 878-000-043
CLIENT: PORT LUDLOW FIRE AND RESCUE
7650 OAK BAY ROAD
PORT LUDLOW, WASHINGTON 98365

SCALE: 1" = 20'
FILE: 13305-PHASE_1
JOB NO: 13305
DATE: July 28, 2015
SET: BID



SHEET
C200

Port Ludlow Drainage District (PLDD)
February 8, 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. Kerri Sidebottom, Gray and Osborne Consulting Engineer and Mary Paxton, Administrative Coordinator were present.

PUBLIC: Vaughn Bradshaw and Ernie Lewis, of the North Bay Condominiums were present.

3. COMMISSIONER COMMUNICATIONS: Commissioner Nilssen reported that Jefferson County is in the process community outreach with a coalition of stakeholders from the County for a two-year update to the Community Plan for Jefferson County.

Vice-Chair Cole reported that during his door-to-door campaign two issues arose. First, the need to update the Port Ludlow Drainage District Comprehensive Plan of 2005 and second to reinstate the review of drainage plans for new development. Consulting Engineer Kerri Sidebottom stated that normally comprehensive plans are updated every ten years.

MOTION: Vice Chair Cole moved to initiate an update to the Port Ludlow Drainage District Comprehensive Stormwater Master Plan. Commissioner Nilssen seconded the motion and it passed unanimously.

It was determined that the update to the PLDD Comprehensive Plan would be placed on the March 14, 2024 agenda to identify next steps as well as PLDD review of drainage plans for new development.

4. PUBLIC COMMENT: There was no public comment.

5. AGENDA APPROVAL: Chair Rygmyr introduced the agenda.

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

6. PUBLIC INQUIRIES:

6.a. NORTH BAY CONDOMINIUMS FOLLOW-UP: Chair Rygmyr reported that he met with representatives of the North Bay Condominiums (the "NBC") and the consulting engineer from Pan Geo Inc. and summarized the four recommendations in the Pan Geo Inc. report. Chair Rygmyr stated he had questions about the legal authority to authorize

discharge of surface runoff onto the beach and what legislative authorities should be involved.

Through the course of discussion, the Commissioners clarified that “common property” at NBC such as the parking lots, roofs, buildings, sidewalks is part of the NBC Homeowners Association. The Commissioners pointed out that storm water runoff on private property such as the NBC is responsibility of the NBC Homeowners association, not the PLDD.. The Commissioners also emphasized that the “common property” that the PPLDD manages is shared green space areas of the Ludlow Maintenance Commission (LMC) or PLA properties. Commissioner Nilssen recognized that the PLDD did provide financial assistance to the North Bay Condominiums 1 in 2011 but the financial assistance was an exception to normal practices.

Vaugh Bradshaw, Ernie Lewis, North Bay Condominiums answered questions about the NBC 30-year reserve plan for maintenance of the buildings and infrastructure.

The Commissioners shared firsthand experiences relating how they managed surface water challenges on their properties. Vice-Chair Cole asked whether the North Bay Condominiums pursued an insurance claim and explained how the Admiralty One Condominiums addressed costly maintenance challenges.

Chair Rygmyr mentioned the founding documents and said it was unclear how to interpret section 1.2. Consulting Engineer Kerri Sidebottom stated that the referenced documents outlined the intent of the District before it was formed and may not represent a formally adopted commitment.

It was the consensus of the Commissioners that the following next steps should be taken: 1) North Bay Condominium (NBC) representatives should provide the Commission with a financial thirty (30) year reserve plan for maintenance of the North Bay Condominium Home Owners Association properties; 2) The NBC contact Jefferson County Public Works to determine how surface water runoff could be diverted from flowing from public right-of-way to the NBC parking lot; 3) The NBC should request a free 15 minutes consultation with the Jefferson County Department of Development Services to determine permit requirements for recommended drainage improvements in the report from the Pan Geo Report and for the building maintenance’ 4) Chair Rygmyr will contact legal consul to discuss the precedent of the funding of improvements to the North Bay Condominiums 2 in 2011.

6.b. EAST JEFFERSON FIRE RESCUE FIRE STATION, JFR FIRE STATION, 7650 OAK BAY ROAD – RECEIVE AN UPDATE: Chair Rygmyr reported he received a bid from Yard Dogs Landscaping to complete the clearance of vegetation for a cost of one thousand two hundred fifty dollars (\$1,250.00) and that the estimate was emailed to the Commissioners.

MOTION: Commissioner Nilssen moved to approve the removal of the remainder of the vegetation near the East Jefferson Fire Rescue Station at a not to exceed cost of one thousand two hundred fifty dollars (\$1,250.00) by August of 2024. Vice-Chair Cole seconded the motion and it passed unanimously. The Administrative Coordinator was directed to prepare a task order for signature of the Chair and Yard Dogs Landscaping.

7. CONSENT AGENDA

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.

MOTION: Vice-Chair moved to approve the Consent agenda and Commissioner Nilssen seconded the motion. The motion passed unanimously.

8. NEW BUSINESS

8.a. 2024 ELECTION RECAP: Commissioner Nilssen provided a recap of the election. Commissioner Nilssen reported that the County Election officer, Quinn Grewell requested to meet with the PLDD in the summer to review processes. "A-Z process" for administration of PLDD elections.

Vice-Chair Cole recommended that in the future, an election a flag be placed on Oak Bay Road near the intersection of Marina View Drive with a sandwich board sign clearing stating it is election day and a polling place and that the designation form should be mailed out sooner.

Chair Rygmyr recommended and was directed to pursue an article about the election in the March Village Voice with a thank you to voters for participation in the election.

9. OLD BUSINESS

9.a. WEB SITE CONTENT REVIEW: Chair Rygmyr reported a contact tab was created. It was suggested the maintenance table and maps be reviewed at a future meeting.

10. REPORTS

10. a. FINANCIAL REPORTS:

Commissioner Nilssen referenced the financial reports included with the agenda materials and asked for questions.

Commissioner Nilssen shared a draft table outlining capital improvement costs and a potential capital reserve depreciation fund. It was the consensus of the Commissioners to explore the concept at the March Meeting. Consulting Engineer Kerri Sidebottom was

directed to provide the Commissioners with examples of best practices for developing a reserve for capital improvements.

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: Commissioner Nilssen moved to adjourn the meeting at 11:54 a.m. 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.*



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

Signature Date: 2024-01-15 - 7:58:02 PM GMT - Time Source: server

 Agreement completed.

2024-01-15 - 7:58:02 PM GMT

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12. MEETING ADJOURNMENT

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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.*



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




Signature Date: 2024-01-15 - 7:58:02 PM GMT - Time Source: server

 Agreement completed.

2024-01-15 - 7:58:02 PM GMT

VOUCHER		INVOICE		VENDOR		REMIT		DESCRIPTION	INVOICE TOTAL		AMOUNT TO BE	
INVOICE DATE	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER		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 NILSEN			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 NILSEN			JANUARY 4 ELECTION MEETING	116.78		5144010	116.78
								JANUARY 4 ELECTION SPECIAL MEETING & JANUARY 23 MEETING				
1/31/2024	V24-04		9227	0	GARY RYGMYR			WITH AUDITOR	233.56		5144010	233.56
PAYROLL SUBTOTAL									3026.76			3026.76
1/31/2024	V24-13		8925	0	MARY PAXTON			REIMBURSE PRINTING & ENVELOPES	42.09		5144050	42.09
SUPPLIES SUBTOTAL									42.09			42.09
2/2/2024	V24-06	1	3041		FALGE FINANCIAL			BOOKKEEPING JANUARY	285		5535443	285
1/4/2024	V24-07	5310	4574	0	GRAY & OSBORNE INC			ENGINEERING SERVICES 1/27/2024	266.49		5535140	266.49
					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, 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.	COMMISSIONER 1, CHAIR	 <small>Gary Rygmyr (REG 15, 2024-25, PST)</small>
SUBSCRIBED THIS 8th DAY OF February 2024	COMMISSIONER 2, VICE CHAIR	 <small>Dean Cole (Feb 9, 2024-2025, PST)</small>
	COMMISSIONER 3	
APPROVED		
15-Feb-2024		
DATE		
Port Ludlow Drainage District		











02 08 2024 ^N0318 PLDD VOUCHER ATTACHEMENT

Final Audit Report

2024-02-15

Created:	2024-02-09
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE2IJ8s9ZPwnen8BwFAYd6UsnZx-pwwgG

"02 08 2024 ^N0318 PLDD VOUCHER ATTACHEMENT" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2024-02-09 - 11:52:59 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2024-02-09 - 11:53:02 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2024-02-09 - 11:53:03 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2024-02-09 - 11:53:03 PM GMT
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2024-02-10 - 0:04:24 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2024-02-10 - 0:04:48 AM GMT - Time Source: server
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2024-02-12 - 5:02:53 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2024-02-12 - 5:03:33 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2024-02-15 - 5:54:04 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2024-02-15 - 5:54:20 PM GMT - Time Source: server

✔ Agreement completed.
2024-02-15 - 5:54:20 PM GMT

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	3/18/2024	2/29/2023	V24-14		8925	0 MARY PAXTON	M PAXTON PAYROLL FEB	921.02	69500589	589400	921.02
1	3/18/2024	2/29/2023	V24-15		9255	0 DEAN COLE	FEB 8 REG MEETING	103.99	69500589	589400	103.99
1	3/18/2024	2/29/2023	V24-16		9228	0 MICHAEL NILSSEN	FEB 8 REG MEETING	116.77	69500589	589400	116.77
1	3/18/2024	2/29/2023	V24-17		9227	0 GARY RYGMYR	FEB 8 REG MEETING	116.77	69500589	589400	116.77
1	3/18/2024	2/29/2023	4466-V24-18		9022	0 FALGE BOOKKEEPING SERVICES	FEB BOOKKEEPING	285	69500589	589400	285
1	3/18/2024	2/29/2023	12-4-2-V24-19		3041	0 GRAY AND OSBOURNE INC	11/5 - 12/4 ENG & BUDGI	4602.18	69500589	589400	4602.18
1	3/18/2024	2/12/2023	5325-V24-20		4574	0 LUDLOW MAINTENANCE COMM	FEB 8 ROOM RENTAL & O	136.38	69500589	589400	136.38
1	3/18/2024	2/12/2023	887896-V24-21		5610	695 OGDEN MURPHY WALLACE PLLC	LEGAL THROUGH 1/31/20	2283.9	69500589	589400	2283.9
1	3/18/2024	3/3/2024	202315-V24-22		8781	0 YARD DOG LANDSCAPING INC	FEB MAINTENANCE	1979.91	69500589	589400	1979.91
1	3/18/2024	3/6/2024	V24-23		8925	0 MARY PAXTON	REIMBURSE OFFICE SUPP	194.16	69500589	589400	194.16
1	3/18/2024	3/7/2024	V24-24		9255	0 DEAN COLE	REIMBURSE POST OFFICE	204.11	69500589	589400	204.11

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

MARCH
MONTH

TOTAL WARRANT AMOUNT: 10944.19

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

VOUCHER INVOICE DATE	INVOICE NUMBER	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	AMOUNT TO BE CHARGED BARS	AMOUNT DTL
2/29/2024	V24-14		8925	0	MARY PAXTON	FEBRUARY HOURS	\$ 595.95	5535210	\$ 595.95
2/29/2024	V24-14		8925		MARY PAXTON	FEBRUARY ELECTION HOURS	\$ 325.07	5144010	\$ 325.07
2/29/2024	V24-15		9255	0	DEAN COLE	FEBRUARY 8 REGULAR MEETING	\$ 103.99	5535230	\$ 103.99
2/29/2024	V24-16		9228	0	MICHAEL NILSSEN	FEBRUARY 8 REGULAR MEETING	\$ 116.77	5535230	\$ 116.77
2/29/2024	V24-17		9227	0	GARY RYGMYR	FEBRUARY 8 REGULAR MEETING	\$ 116.77	5535230	\$ 116.77
PAYROLL SUBTOTAL							\$ 1,258.55		\$ 1,258.55
3/6/2024	V24-23		8925	0	MARY PAXTON	ELECTION SUPPLIES	\$ 33.68	5144030	\$ 33.68
3/6/2024	V24-23		8925	0	MARY PAXTON	OFFICE SUPPLIES	\$ 160.47	5535331	\$ 160.48
3/7/2024	V24-24		9255	0	DEAN COLE	POST OFFICE RENTAL	\$ 170.00	5535341	\$ 170.00
3/7/2024	V24-24		9255	0	DEAN COLE	OFFICE SUPPLIES	\$ 34.11	5535331	\$ 34.11
SUPPLIES SUBOTAL							\$ 398.27		\$ 398.27
2/29/2024	V24-18	4466	9022	0	FALGE FINANCIAL	BOOKKEEPING FEBRUARY	\$ 285.00	5535444	\$ 285.00
12/4/2023	V24-19	12	3041		GRAY & OSBORNE INC	ENGINEERING SERVICES 11/5 TO 12/2/2023	\$ 2,728.67	5535140	\$ 2,728.67
12/4/2023	V24-19	4	3041		GRAY & OSBORNE INC	BUDGET ASSISTANCE 11/5 TO 12/2/2023	\$ 355.32	5535442	\$ 355.32
2/26/2024	V24-19	2	3041		GRAY & OSBORNE INC	ENGINEERING SERVICES 1/28 TO 2/24	\$ 1,518.19	5535140	\$ 1,518.19
2/12/2024	V24-20	5325	4574	0	LUDLOW MAINTENANCE COMMISSION	REG MTG ROOM RENTAL W/ OWLS FEB 8	\$ 136.38	5535341	\$ 136.38
2/12/2024	V24-21	887896	5610	695	OGEN MURPHY WALLACE	GENERAL LEGAL SERVICES	\$ 132.40	5535443	\$ 132.40
2/12/2024	V24-21	887896	5610	695	OGEN MURPHY WALLACE	ELECTION LEGAL SERCICES THRU 1/31	\$ 2,151.50	5351440	\$ 2,151.50
3/4/2023	V24-22	202315	8781	0	YARD DOG LANDSCAPING INC	FEBRUARY MAINTENANCE	\$ 1,979.91	5535040	\$ 1,979.91
SERVICES SUBTOTAL							\$ 9,287.37		\$ 9,287.37
TOTAL							\$ 10,944.19		\$ 10,944.19

SIGNATURES

COMMISSIONER 1, CHAIR

COMMISSIONER 2, VICE CHAIR

COMMISSIONER 3

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 14th DAY OF MARCH 2024	
APPROVED	
DATE	

BYLAWS

Of the Jefferson County, Port Ludlow Drainage District

(PLDD) Revised March __, 2024

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

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

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

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

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

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

The PLDD shall have such other duties and powers as heretofore have been or hereafter may be conferred upon the commission by District Resolution 2023-01

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

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

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

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

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

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

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

SECTION 8 - MEETINGS AND WORKSHOPS: Meetings of the PLDD are subject to the Open Public Meetings Act (OPMA) Chapter 42.30 RCW. Notification to the public of all meetings shall be made on the PLDD website. Before the start of the calendar year, the PLDD shall notice dates for the upcoming year of all regularly scheduled meetings. Changes to this schedule shall be noticed according to the OPMA. Meetings requiring public notification include but are not limited to: (1) regular meetings, (2) special meetings, (3) public hearings, (4) workshops, and (5) retreats, or any meeting where a quorum of the PLDD Commissioners shall be present. Notification of public hearings will appear at least ten (10) days prior to the hearing date. If a meeting needs to be cancelled due to a lack of a quorum, a notice shall be posted on the door of the meeting place.

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

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

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

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

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

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

In the event of a challenge to a member or members of a decision-making body that would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine (RCW 42.36.090, Participation of challenged member of decision-making body).

SECTION 11 - VOTING: All members are entitled to one vote. A vote shall be either (1) yay/yes, (2) nay/no, or (3) abstain. An abstention per Roberts Rules of Order is not counted as a nay vote. If a member recuses themselves, they shall leave the room and

not take part in any of the discussion pertaining to the matter before the Planning Commission. As per the OPMA, no action can be taken by secret ballot. The chair is a PLDD member and is therefore allowed one vote on all issues.

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

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

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

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

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

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

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

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

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

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

SECTION 17 - ADOPTION: These bylaws, as amended, are hereby adopted this _____ day of 2023.

Port Ludlow Drainage District

Chair

Date

Co-Chair

Date

Commissioner 3

Date

DRAFT PLDD – 2024/2025 Work Schedule

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
- Annual Report to State Auditor for the prior year

MAY

May 9 Regular Meeting

- Annual Report online filing with State Auditor
- 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.
- 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 1st.

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.

DRAFT PLDD – ELECTION PROCESS

AUGUST

PLDD secures a lists of all assessor parcels in the District from the County Assessor and all eligible voters from the County Auditor for the purpose of preparing a presumed voter eligibility list pursuant to RCW 85.30.110. The list is to be submitted to the Jefferson County Auditor by November 1st.

SEPTEMBER

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

OCTOBER

Question: Should the PLDD accept the list at the regular October meeting?

NOVEMBER

November 1 – Deadline for PLDD to submit a presumed voter eligibility list to the Jefferson County Auditor pursuant to RCW [85.38.110](#)

PLDD posts announcements in the Village Voice and e-navigator of the filing period for the upcoming candidate position filing period in December.

DECEMBER

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 position 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 there will be an election. If just one person files, there is no election.

If it is determined there will be an election the following actions are taken:

- The PLDD **IMMEDIATELY** holds a special meeting 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.
- PLDD posts announcements on the PLDD web site, bulletin board in the Village Voice and e-navigator that there will be an election and includes candidate statements.
- If the PLDD will administer the election, the PLDD prepares a mailing list from the presumed voter eligibility list that will be used to mail out designation forms that

explain to the property owners how they can vote pursuant to RCW 85.38.105. **NOTE:**

this list is the mailing list to property owners and is not the same as the presumed eligible voter list.

- Request legal counsel to review the 2024 election materials for any changes including the ballots, challenged ballots, designation letter and designation form.
- Post announcements of pending election in the Village Voice and e-navigator.

JANUARY

January PLDD regular or special meeting if there is an election:

- Commissioners approve interlocal agreement with Jefferson County for election services.
- If Commissioners opt to hold in-person polling, the following actions will be considered at the meeting:
 - Location and hours of polling place at least six (6) consecutive hours between 7 a.m. to 8 p.m. **RCW 85.38.130**
 - The Commissioners appoint three qualified voters of the special district, who may be members of the governing body, to act as election officials. The Commissioners can also contract with the county auditor to also staff the election site **RCW 85.38.130**
- If the Commissioners opt to hold in-person polling, the following actions will be necessary.
 - Notify the Jefferson County Auditor of the location and time for the polling place.
 - Provide the Jefferson County Auditor with copies of the sample ballots and designation letter and form.
 - Forty days (40) before the election, the PLDD negotiates with a printer to mail out the designation letter and form to the property owner on the presumed eligible voter list at least twenty days (20) before the election. **Question – should candidate statements be included?** Designation forms are printed on a unique color of paper. Green paper was used in 2024.
 - PLDD negotiates with a printer to print copies of Voter #1 and Voter #2 ballots.
 - PLDD negotiates with a printer to print sequentially numbered Voter #1 and Voter #2 ballots challenged ballots on a unique color of paper. Yellow paper was used in 2024.
 - PLDD prepares a signature form/list of Challenged ballot voters.
 - PLDD prepares signs for election day.
 - Sign with flag on road near polling place.
 - Sign at entrance to polling place advising regulations about electioneering.
 - Signs for two ballot boxes (standard and challenged ballots)
 - Signs for type of voter (single owner, trust, government-llc, corp., two or more owners).

FEBRUARY

RCW 85.38.100 General elections. General elections shall be held in each special district on the first Tuesday after the first Monday in February in each even-numbered year.

Jefferson County Auditor counts the ballots and provides preliminary election results.

Jefferson County Board of Commissioners Certifies the Election.

Post announcements of election results in the Village Voice and E-navigator.

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

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Account	January	February	March	April	May	June	July	August	September	October	November	December	13th Month	Totals
General Fund (GF):														
GF Beginning Cash Balance	\$ 72,998.41	\$ 67,984.72												
GF Receipts	\$ 727.84	\$ 5,907.21												\$ 6,635.05
GF Disbursements	\$ (5,741.53)	\$ (7,969.65)												\$ (13,711.18)
GF Ending Cash Balance	\$ 67,984.72	\$ 65,922.28												
GF Investment Pool:														
GF Investment Pool Beginning Balance	\$ 148,000.00	\$ 148,000.00												
GF Investment Pool Gross Interest	\$ 681.54	\$ 636.52												\$ 1,318.06
GF Investment Pool Fee Amount	\$ (34.08)	\$ (31.83)												\$ (65.91)
GF Investment Pool Net Interest	\$ (647.46)	\$ (604.69)												\$ (1,252.15)
GF Investment Pool Ending Balance	\$ 148,000.00	\$ 148,000.00												
GF Receipts Breakdown														
Special Assessment Revenue	\$ 80.38	\$ 5,302.52												\$ 5,382.90
Interest from GF Investment Pool	\$ 647.46	\$ 604.69												\$ 1,252.15
Transfers & Other Activity	\$ -	\$ -												\$ -
<i>GF Receipts</i>	\$ 727.84	\$ 5,907.21												

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

03/07/24

Accrual Basis

February 2024

	Feb 24	Budget	\$ Over Budget	Jan - Feb 24	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
361.11 · Investment Interest	636.52			1,318.06			
368.00 · Special Assessment Capital (SA)	5,302.52	5,833.33	-530.81	5,382.90	11,666.67	-6,283.77	70,000.00
Total Income	5,939.04	5,833.33	105.71	6,700.96	11,666.67	-4,965.71	70,000.00
Gross Profit	5,939.04	5,833.33	105.71	6,700.96	11,666.67	-4,965.71	70,000.00
Expense							
5144000 · Elections Costs							
5144010 · Salaries & Wages	1,809.07			1,809.07			
5144030 · Supplies	42.09			42.09			
5144040 · Services	2,189.28			2,189.28			
5144000 · Elections Costs - Other	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
Total 5144000 · Elections Costs	4,040.44	0.00	4,040.44	4,040.44	0.00	4,040.44	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	1,979.91	2,000.00	-20.09	1,979.91	4,000.00	-2,020.09	24,000.00
Total 5535000 · Field Expenses	1,979.91	2,000.00	-20.09	1,979.91	4,000.00	-2,020.09	26,660.00
5535100 · Engineering							
5535140 · General District Engineering	266.49	0.00	266.49	266.49	110.00	156.49	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	800.00	-800.00	4,800.00
Total 5535100 · Engineering	266.49	400.00	-133.51	266.49	910.00	-643.51	6,600.00
5535200 · Personnel							
5535210 · Administrative Personnel	1,050.46	1,100.00	-49.54	1,050.46	2,200.00	-1,149.54	13,200.00
5535220 · Federal Taxes							
FICA Expense	254.45	116.00	138.45	254.45	233.00	21.45	1,489.00
Total 5535220 · Federal Taxes	254.45	116.00	138.45	254.45	233.00	21.45	1,489.00
5535221 · State Taxes							
L&I Expense	11.76			11.76			
WAPFML Expense	0.00	31.00	-31.00	0.00	62.00	-62.00	399.00
Total 5535221 · State Taxes	11.76	31.00	-19.24	11.76	62.00	-50.24	399.00
5535230 · Commissioner Meetings/District	498.00	390.00	108.00	498.00	780.00	-282.00	5,850.00
Total 5535200 · Personnel	1,814.67	1,637.00	177.67	1,814.67	3,275.00	-1,460.33	20,938.00
5535300 · Miscellaneous/Office Expenses							
5535331 · Supplies	0.00	25.00	-25.00	0.00	50.00	-50.00	1,430.00
5535341 · Rent	109.10	140.00	-30.90	109.10	440.00	-330.90	2,860.00
5535342 · Postage/Mailings	0.00	10.00	-10.00	0.00	20.00	-20.00	850.00

Port Ludlow Drainage District

Statement of Financial Income & Expense Budget Performance

03/07/24

Accrual Basis

February 2024

	Feb 24	Budget	\$ Over Budget	Jan - Feb 24	YTD Budget	\$ Over Budget	Annual Budget
5535343 · Advertising	0.00	40.00	-40.00	0.00	80.00	-80.00	400.00
5535344 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	5,780.00
5535345 · Website Maint. & Renewal	40.00	0.00	40.00	40.00	390.00	-350.00	1,560.00
5535346 · Misc. Filing/Recording Fee	0.00	0.00	0.00	0.00	100.00	-100.00	500.00
Total 5535300 · Miscellaneous/Office Expenses	149.10	215.00	-65.90	149.10	1,080.00	-930.90	13,380.00
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	1,240.00	-1,240.00	0.00	1,240.00	-1,240.00	1,240.00
Total 5535302 · Assessments/County Fees/Electio	0.00	1,240.00	-1,240.00	0.00	1,240.00	-1,240.00	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	620.00	-620.00	3,720.00
5535444 · Accounting Clerk	285.00	340.00	-55.00	285.00	680.00	-395.00	4,080.00
Total 5535400 · Professional Services	285.00	650.00	-365.00	285.00	1,300.00	-1,015.00	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	8,535.61	6,142.00	2,393.61	8,535.61	11,805.00	-3,269.39	128,558.00
Net Ordinary Income	-2,596.57	-308.67	-2,287.90	-1,834.65	-138.33	-1,696.32	-58,558.00
Net Income	-2,596.57	-308.67	-2,287.90	-1,834.65	-138.33	-1,696.32	-58,558.00