

**Port Ludlow Drainage District Board of Commissioners**

**Agenda for Regular Meeting #0320**

**April 11, 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/84695515033?pwd=bCRXPqKfWwX3pCNU7qun1tFrD5lwrW.1>

**Meeting ID: 846 9551 5033      Passcode: 424426**

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

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

- 1. Call to Order:**
- 2. Roll Call:**
- 3. Commissioner Communications:**
  - 3.a. Jefferson County Department of Community Development ‘Tree/Vegetation Application’ and ‘Storm Water Calculation Worksheet’**
- 4. Public Comment:**
- 5. Agenda Approval:**
- 6. Public Inquiries:**
  - 6.a. North Bay Condominiums 1 follow-up. [Five Minutes]**

**Recommended Action:** Review email status report from representatives of North Bay Condominiums 1 regarding the 30-year reserve plan, consultation with Jefferson County Public Works, 15-minute free consultation with the Jefferson County Development Department and inquiry with the insurance coverage. Receive report from Engineer Kerri Sidebottom regarding the expenditures at the North Bay Condominiums 1 in 2011. Schedule a follow up agenda item after the plans and specs are submitted.

### **6.b. East Jefferson County Fire & Rescue update. [Five Minutes]**

**Recommended Action:** Discuss Engineer Kerri Sidebottom's review of the recommendations in the February 23, 2024 letter from Zenovic & Associates to the drainage area near the East Jefferson County Fire and Rescue parking lot and determine if there is a need to make any changes to Task Order YA 2024-01.

### **7. Consent Agenda [Two Minutes]**

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

#### **7.a. Minutes of the March 14, 2024 meeting #0319.**

**7.b. 320 Voucher Summary: numbers 24-25 through 24-36 totaling \$4,918.98 with \$851.48 for payroll, \$21.49 for supplies, \$2,943.27 for services and \$1,111.74 for payroll taxes.**

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

### **8. New Business**

#### **8.a. Update to the 2003 Port Ludlow Drainage District Comprehensive Storm Water Management Plan. [Fifteen Minutes]**

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

#### **8.b. Annual State Auditor Office audit preparation. [Fifteen Minutes]**

**Recommended Action:** Receive a report from Commissioner Nilssen on the Annual State Auditor Office audit preparation.

### **9. Old Business**

#### **9.a. Review of a Capital Reserve Depreciation Fund [Fifteen Minutes]**

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

#### **9.b. Review of motion at the March 14, 2024 meeting #0319 to increase Commissioner 2 compensation to \$161.00 in relation to the Revised Code of**

**Washington (RCW) 85.38.075 regulations for “Special Districts – Diking, Drainage. [Five Minutes]**

**Recommended Action:** Receive a report from Commissioner Nilssen regarding the compensation for Commissioner 2 and consider updating Resolution 2018-05.

**9.c. Administrative Coordinator Job Description and Vacations. [Ten Minutes]**

**Recommended Action:** Consider engaging Peninsula Secretarial Services to administer the July regular meeting and solicitation of employment to transition departure of Administrative Coordinator at the end of 2024.

**10. Reports:**

**10.a. Financial Reports: [Five Minutes]**

**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.



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)

E-mail: [planning@co.jefferson.wa.us](mailto:planning@co.jefferson.wa.us)

### TREE/VEGETATION APPLICATION

#### Purpose

The purpose of the tree/vegetation app is to ensure consistency with the applicable sections of JCC Title 18.

#### Process

1. Submit an application for a tree/vegetation removal with the required items below.
2. Once submitted, staff will be assigned to the case.
3. Once approvals are issued, start project!

Required Submittal Items	
	Permit Application
	Stormwater Calculation sheet
	Site Plan – show structures, septic components, critical areas, and location of tree/vegetation being removed
	Photographs of request (two sets)
	Special report submitted, if required (i.e. geotechnical report, arborist report)
	Home Owners Association request packet/CC&R's (if applicable)
	Application fees

Property Information	
Assessor Tax Parcel Number:	_____
Parcel Address (if applicable):	_____ City _____
Directions to Property:	_____

Property Owner	
Name:	_____
Address:	_____
Phone #:	_____ E-mail Address: _____
_____ Please contact Authorized Agent/Representative with project info.	
Property Owner Signature:	_____ Date: _____

Applicant / Contractor: Authorized Agent/Representative	
Name:	_____
Phone #:	_____ E-mail Address: _____
License #:	_____ Expiration Date: _____



Scan the QR code to access the digital form.

**Nature of Request:**

**ACKNOWLEDGEMENT**

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet may result in this permit being null and void.

\_\_\_\_\_ (APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE)

\_\_\_\_\_ (DATE)

OFFICE USE ONLY		
<b>Tree/Vegetation Removal Fees</b>		
Land Use	DCD118	\$321.00
Scan Fee	DCD122	\$26.75
Site Visit – optional (\$214.00)		
	<b>Subtotal</b>	
Technology Fee – 5%	EH9999	\$ 17.39
<b>Total Fees*</b>		<b>\$</b>

\*Additional fees may apply

<b>For Department Use Only</b>	Receipt #	Date:
Related Application #s:	Payment #	



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street, Port Townsend, WA 98368  
 Tel: 360.379.4450 | Fax: 360.379.4451  
 Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)  
 E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)



Scan the QR code to access the digital form

**STORMWATER CALCULATION WORKSHEET**

PARCEL # \_\_\_\_\_ PROJECT/APPLICANT NAME: \_\_\_\_\_

**DETERMINING STORMWATER MANAGEMENT REQUIREMENTS:** This stormwater calculation worksheet should be completed first to classify the proposal as “small,” “medium,” or “large.” The size determines whether a Stormwater Site Plan is required in conjunction with a stand-alone stormwater management permit application, building permit application, or other land use approval application that involves stormwater review. The basic information will also be helpful for completing a Stormwater Site Plan, if required.

**PARCEL SIZE (I.E., SITE)**

Size of parcel \_\_\_\_\_ acres      An acre contains 43,560 square feet. Multiply the acreage by this figure.

Size of parcel in square feet \_\_\_\_\_ sq/ft

**Land-disturbing activity** is any activity that results in movement of earth, or a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to clearing, grading, filling, excavation, and compaction associated with stabilization of structures and road construction.

**Native vegetation** is vegetation comprised of plant species, other than noxious weeds, which reasonably could have been expected to naturally occur on the site. Examples include species such as Douglas fir, western hemlock, western red cedar, alder, big-leaf maple, and vine maple; shrubs such as willow, elderberry, salmonberry, and salal; herbaceous plants such as sword fern, foam flower, and fireweed.

**LAND DISTURBING ACTIVITY, CONVERSION OF NATIVE VEGETATION, AND VOLUME OF CUT/FILL**

<p>Calculate the total area to be cleared, graded, filled, excavated, and/or compacted for proposed development project. Include in this calculation the area to be cleared for:</p> <p>Construction site for structures _____ sq/ft</p> <p>Drainfield, septic tank, etc. _____ sq/ft</p> <p>Well, utilities, etc. _____ sq/ft</p> <p>Driveway, parking, roads, etc. _____ sq/ft</p> <p>Lawn, landscaping, etc. _____ sq/ft</p> <p>Other compacted surface, etc. _____ sq/ft</p> <p>Temporary construction area _____ sq/ft</p> <p><b>Total Land Disturbance</b> _____ <b>sq/ft</b></p>	<p>Answer the following two questions related to conversion of native vegetation:</p> <p>Does the project convert ¾ acres or more of native vegetation to lawn or landscaped areas?</p> <p>Circle:      <b>Yes</b>                      <b>No</b></p> <p>Does the project convert 2 ½ acres or more of native vegetation to pasture?</p> <p>Circle:      <b>Yes</b>                      <b>No</b></p> <p><b>Indicate Total Volumes of Proposed:</b>                  (Includes <u>BMP T5.13 Fill Volume</u>)</p> <p><b>Cut</b> _____      <b>Fill</b> _____ (cu/yd)</p>
---	--

**STORMWATER CALCULATIONS – IMPERVIOUS SURFACE**

**Impervious surface** is a hard surface that either prevents or slows the entry of water into the soil as under natural conditions prior to development. A hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater.

**NEW**

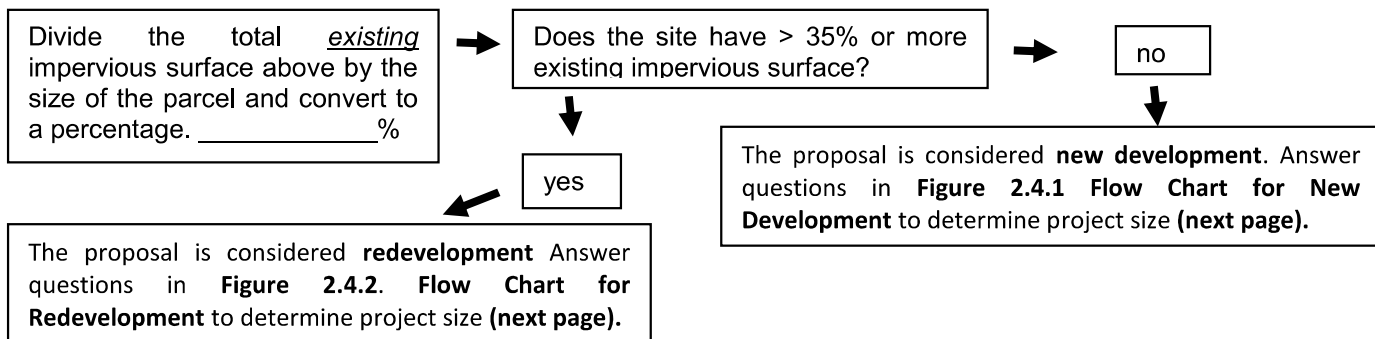
Structures (all roof area) \_\_\_\_\_ sq/ft  
 Sidewalks \_\_\_\_\_ sq/ft  
 Patios \_\_\_\_\_ sq/ft  
 Solid Decks (without infiltration below) \_\_\_\_\_ sq/ft  
 Driveway, parking, roads, etc \_\_\_\_\_ sq/ft  
 Other \_\_\_\_\_ sq/ft  
**Total New** \_\_\_\_\_ sq/ft

**EXISTING**

Structures (all roof area) \_\_\_\_\_ sq/ft  
 Sidewalks \_\_\_\_\_ sq/ft  
 Patios \_\_\_\_\_ sq/ft  
 Solid Decks (without infiltration below) \_\_\_\_\_ sq/ft  
 Driveway, parking, roads, etc \_\_\_\_\_ sq/ft  
 Other \_\_\_\_\_ sq/ft  
**Total Existing** \_\_\_\_\_ sq/ft

**TOTAL NEW + TOTAL EXISTING\*** \_\_\_\_\_ sq/ft \*This amount will be used to check total lot coverage.

**DEVELOPMENT v. REDEVELOPMENT**



~ Applicants for “**small**” projects must comply only with Minimum Requirement #2—Construction Stormwater Pollution Prevention. Please submit the Small Project Certification (Worksheet “s”). The proponent is responsible for employing the 12 Elements to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project. Pick up the **Construction Stormwater Pollution Prevention (SWPPP) Best Management Practices (BMPs) Fact Sheet**.

~ Applicants for “**medium**” projects—those that must meet only Minimum Requirements #1 through #5 must submit Worksheet A1 and B1, a stormwater site plan and a construction stormwater pollution prevention site plan (See Reference A1A and B1A for guidance).).

~ “**Large**” projects—those that must meet all 9 Minimum Requirements— must submit Worksheet A1 and B1, a stormwater site plan and a construction stormwater pollution prevention site plan (See Reference A1A and B1A for guidance). Large projects also may require engineering. See Worksheet L to determine additional large project requirements.

**APPLICANT SIGNATURE** By signing the Stormwater Calculation Worksheet, I as the applicant/owner attest that the information provided herein is true and correct to the best of my knowledge. I also certify that this application is being made with the full knowledge and consent of all owners of the affected property.

\_\_\_\_\_  
 (LANDOWNER OR AUTHORIZED REPRESENTATIVE SIGNATURE)

\_\_\_\_\_  
 (DATE)



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)

E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)

## TREE TRIMMING, TREE REMOVAL AND VEGETATION CLEARING

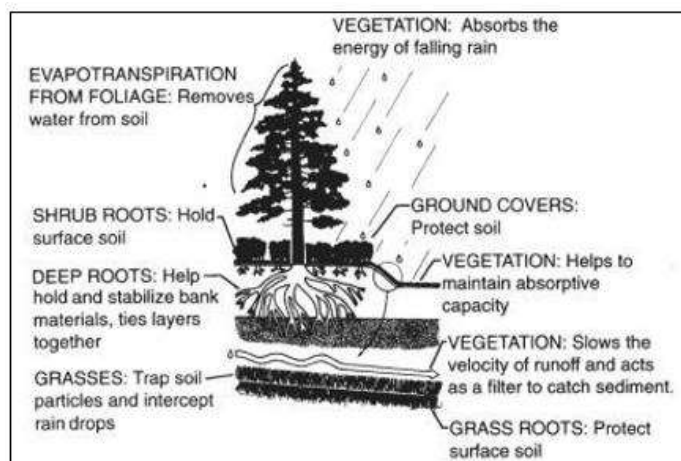
### Introduction

Trimming or removing trees and vegetation within shoreline jurisdiction, a critical area, or a buffer requires review and approval from Jefferson County Department of Community Development (DCD). When permits are required, reports prepared by qualified professionals that describe the potential impacts of altering vegetation and the proposed mitigation may be needed as part of the application. The value of your property may be affected by altering the trees and vegetation that help protect you from flooding, erosion, and slope failures, and provide landscape beauty, wildlife habitat, and important ecological functions.

### What are the Questions to Consider?

What you are proposing to do with your property determines whether a permit is needed, what reports may be required, and how the permit will be reviewed. Here are some questions to consider that will determine the permitting process for vegetation removal and trimming:

- How many trees do you want to remove?
- What is the square footage of the area you will be disturbing for vegetation clearing?
- Will you be removing any of the understory plants (shrubs, herbaceous vegetation)?
- Will you be retaining the stump and roots?
- If the intent of removing vegetation is for maintaining or creating views, can you achieve the desired result though limbing rather than tree removal? If not, why?
- Would trees or understory vegetation proposed for removal on your property be within shoreline jurisdiction?
- Would trees or understory vegetation within a critical area or its buffer be affected by removal of vegetation on your property? If so, which critical area (fish and wildlife habitat conservation area, geologically hazardous area, wetland)?
- How much mitigation will you be required to complete?
- If you are proposing to remove noxious weeds, how do you intend to remove the plants?
- Have you consulted with any professionals, such as arborists, geologists, or biologists? If so, have reports been prepared for you?
- Have you contacted Washington Department of Natural Resources to determine if a Forest Practice Act permit is needed from that agency?
- Have you fully evaluated the role vegetation plays in providing protection to the natural environment and maintaining stable conditions on your property (see diagram below)?



Source: Washington State Department of Ecology



## What Special Reports will be Required for Tree Removal and Vegetation Clearing Permitting?

Permitting requirements for tree removal and vegetation clearing are found in Title 18 of the Jefferson County Code (<http://www.codepublishing.com/WA/JeffersonCounty/>). If an approval from DCD is required, the permit must be issued prior to altering vegetation on your property. In most cases, a report will be needed prior to DCD issuing a permit. The table below can be used as a guide in determining what reports would be needed as part of your application.

Proposed Activity	Consistency Review <sup>1</sup>	Geotechnical Report <sup>2</sup>	Arborist Report <sup>3</sup>	Biologist Report <sup>4</sup>	No DCD Review
<i>Tree Removal:</i>					
In shoreline jurisdiction	X				
In geologically hazardous area or its buffer	X	X			
In a Fish & Wildlife Habitat Conservation Area (FWHCA), wetland, or its buffer	X			X	
<i>Tree Trimming:</i>					
In shoreline jurisdiction	X				
In a geologically hazardous area	X		X		
In a FWHCA, wetland, or its buffer (outside of shoreline jurisdiction) – ‘Minimal’ <sup>5</sup> only					X
<i>Vegetation Clearing<sup>6</sup></i>					
Area less than 7,000 square feet and outside of shoreline jurisdiction, a critical area, or a buffer					X
Area greater than 7,000 square feet and outside of shoreline jurisdiction, a critical area, or a buffer	X				

### Notes:

- Consistency Review:** Applicant must submit a site plan showing the location of the trees and other vegetation to be removed and/or trimmed relative to property boundaries, existing structures, critical areas (such as geologically hazardous areas, fish and wildlife habitat conservation areas, wetlands) and critical area buffers, and shorelines and shoreline buffers. The site plan must also clearly identify the number and type of trees and shrubs to be trimmed or removed.
- Geotechnical Report:** Report prepared by a state-licensed geologist or engineer, based on requirements in Chapter 18.22 JCC.
- Arborist Report:** Report prepared by a certified arborist specific to the proposed activity.
- Biologist Report:** Report prepared by a qualified professional that addresses alteration or removal of vegetation in a fish and wildlife habitat conservation area, wetland, or buffer.
- Minimal tree trimming** means that enough of the tree remains so that it can survive after limbing and does not become a hazard tree. See the following publications for information on correctly pruning deciduous and coniferous trees:  
<https://fortress.wa.gov/ecy/publications/publications/9331.pdf> and  
<http://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/13729/EM8994.pdf;jsessionid=9F6E3A9A2566E772DCF93372490CF84E?sequence=1> and [http://www.dnr.wa.gov/Publications/rp\\_urban\\_treelink\\_bulletin\\_2011.pdf](http://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf).
- Vegetation clearing** may require a stormwater permit from DCD.

### What if I am not sure if I need County approval?

DCD offers guidance to those trying to determine if a permit is needed through our SquareONE coaching service. To request staff assistance, submit a completed Customer Assistance Meeting (CAM) Intake Form (<http://www.co.jefferson.wa.us/commdevelopment/default.htm>) by email, mail or in person.

**Port Ludlow Drainage District (PLDD)**  
**March 14, 2024**  
**Board of Commissioners Meeting #0319**  
**Zoom/In Person Meeting Minutes**

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

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

**ZOOM:** Kerri Sidebottom, Gray and Osborne Consulting Engineer and Katie Smith were present. Brian Tracer, Assistant Fire Chief of the East Jefferson Fire & Rescue joined later.

3. **COMMISSIONER COMMUNICATIONS:** Chair Rygmyr suggested that an update to the Port Ludlow Drainage District Storm Master Plan be placed on the April agenda.

Commissioner Nilssen reported that he would need to leave the meeting at 11:00 for a medical appointment and that he will not be available for the June meeting.

4. **PUBLIC COMMENT:** There was no public comment.
5. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. He recommended adding as new Business item 9.d. the Administrative Coordinator' email regarding time off.

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

6. **ELECTION OF OFFICERS:**

**MOTION:** Commissioner Nilssen moved to elect Commissioner Cole to serve as the Chair starting with the April 2024 meeting through March 2025. Chair Rygmyr seconded the motion. The motion passed unanimously.

**MOTION:** Vice Chair Cole to elect Commissioner Nilssen to serve as the Vice Chair starting with the April 2024 meeting through March 2025. Chair Rygmyr seconded the motion. The motion passed unanimously.

7. **PUBLIC INQUIRIES:**

**7.a. NORTH BAY CONDOMINIUMS FOLLOW-UP:** Chair summarized three tasks the Commissioners requested for the representatives of NBC1 at the February 8, 2024 meeting. The representatives reported the following:

1) NBC1 did not provide the Commission with a financial thirty (30) year reserve plan for maintenance of the NBC1 Homeowners Association properties because the current plan contains mistakes. They hoped to furnish an updated plan. The Commissioners requested a copy of the current plan even if it includes mistakes.

2) NBC1 did not 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. Commissioner Nilssen provided phone numbers with the Jefferson County Public Works Department and reiterated that the PLDD is not responsible for surface water runoff from public roads. The Commissioners recommended that the NBC1 representatives contact the Jefferson County Public Works.

3) NBC 1 did not request a free 15-minute consultation with the Jefferson County Department of Community Development because they thought it was premature - they are still exploring options.

Chair Rygmyr reported that he consulted Andrew Tsoming, the District's consulting attorney with Ogden Murphy & Wallace to determine if the funding of improvements to the North Bay Condominiums 2 in 2011 set a precedent and to clarify the District's responsibility. Chair Rygmyr reported that prior funding did not set a precedent. Chair Rygmyr shared that there is nothing that legally requires the District to assist with drainage issues on private property but the District has the discretion to provide assistance and should at least consider requests. Chair Rygmyr said that in 2011 the District used its discretion to provide assistance to the North Bay Condominiums 2.

Consulting Engineer Keri Sidebottom was directed to review records to determine if the \$27,000 spent in 2011 for NBC2 was for design, construction, or design & construction and whether money funded all or part of the project. If possible, find a record of why it was done.

Vaughn Bradshaw asked whether the PLDD provide guidelines and review of their drainage plans and issues. Commissioner Nilssen explained that the Jefferson County will issue permits for any drainage improvements, the PLDD does not have permitting authority.

Vaughn Bradshaw mentioned the term "common property" and suggested that the PLDD should be responsible for drainage issues on the common property of the NBC1 like the other common areas that the PLDD maintains.

The Commissioners explained that the NBC1 common areas are common to the private property of the NBC2 homeowners' association. The common areas that District maintains and occasionally makes improvements to are common areas in the greenspace of the LMC and PLA.

The Commissioners reiterated that NBC2 should provide the District with a copy of the reserve plan, contact Jefferson County Public Works, and schedule a free 15-minute

consultation with the Community Development Department. Chair Rygmyr asked if the representatives had reviewed their insurance policy as suggested at the last meeting. Commissioner Nilssen left the meeting at 11:00 a.m.

7.b. Chair Rygmyr reported that a report had been emailed from Zenovic & Associates (Z&A) with additional recommendations to address the drainage issues near the East Jefferson Fire & Rescue station parking lot. Brian Tracer, Assistant Fire Chief of the East Jefferson Fire & Rescue commented via zoom that he contacted Russ Lowry of Yarddogs about the cost for improvements recommended in the Z&A report. Russ had informed him via email that the cost could range from five to eight thousand dollars (\$5,000 - \$8,000). Vice Chair Cole noted that the cost for Task Order YA 2024-01 approved last month for two thousand five hundred dollars (\$2,500) was significantly less. Vice Chair Cole suggested that Engineer Kerri Sidebottom review the scope of services in the Z&A to assess where additional costs are warranted.

## **8. CONSENT AGENDA**

### **8.a. MINUTES OF 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.**

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

## **9. NEW BUSINESS**

**9.a. AMENDMENT TO THE BYLAWS:** Chair Rygmyr introduced the amendment to the bylaws.

**MOTION:** Chair Rygmyr moved to approve an amendment to the Bylaws changing the timing of the Election of the Chair and Vice Chair from January to March. Vice Chair Cole seconded the motion. The motion carried.

**9.b. REVIEW OF A CAPITAL RESERVE DEPRECIATION FUND:** The item was continued to the April 11, 2024 meeting.

**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.:** Chair Rygmyr shared some email communication information from the District legal counsel, Andrew Tsoming.

**MOTION:** Chair Rygmyr moved on behalf of Commissioner Nilssen, per RCW 85.06.380 Payment of Compensation of Drainage Districts per RCW 85.35.05 to increase the daily compensation of Commissioner Cole effective March 1, 2024 to one hundred sixty-one dollars (\$161.00) per day not to exceed fifteen thousand, four hundred and fifty-six dollars (\$15,456) in an any year.

After the motion was passed Katie Smith questioned the validity of the motion because the increase occurred after Commissioner Cole took office and the end of 2023. The Administrative Coordinator was directed to place a review of the validity of the motion on the April agenda. Chair Rygmyr said he would ask Commissioner Nilssen to review the validity of the motion.

**9.d. DISCUSSION OF THE ADMINISTRATIVE COORDINATOR'S EMAIL**

**REGARDING TIME OFF:** Administrative Coordinator Mary Paxton to do the following information at the April meeting: 1) Contact Peninsula Legal Secretarial services to determine minutes can be taken at the July meeting and other meetings; 2) provide an updated job description of duties performed 3) clarify commitment was directed to clarify her expectation for the future,

**10. OLD BUSINESS**

**10.A. WEB SITE CONTENT REVIEW:** The item was continued to the April 11, 2024 meeting.

**10.b. ADMINISTRATIVE CALENDAR:** The item was continued to the April 11, 2024 meeting.

**11. REPORTS:**

**11.a. FINANCIAL REPORTS:** Chair Rygmyr noted that financial reports are included in the agenda materials and the District is under budget even with the recent election expenses.


**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.**

**MOTION:** Chair Rygmyr moved to adjourn the meeting and Vice-Chair Cole seconded. The motion passed unanimously. The meeting was adjourned at 11:15 a.m.

VOUCHER INVOICE VENDOR REMIT	AMOUNT TO BE	AMOUNT TO BE	AMOUNT TO BE	AMOUNT TO BE
INVOICE DATE NUMBER	NUMBER	NUMBER	CHARGED BARS	AMOUNT DTL
2/29/2024 V24-14	8925	0	595.95	595.95
2/29/2024 V24-14	8925	0	325.07	325.07
2/29/2024 V24-15	9255	0	103.99	103.99
2/29/2024 V24-16	9228	0	116.77	116.77
2/29/2024 V24-17	9227	0	116.77	116.77
<b>PAYROLL SUBTOTAL</b>				
			\$ 1,258.55	\$ 1,258.55
3/6/2024 V24-23	8925	0	33.68	33.68
3/6/2024 V24-23	8925	0	160.47	160.48
3/7/2024 V24-24	9255	0	170.00	170.00
3/7/2024 V24-24	9255	0	34.11	34.11
<b>SUPPLIES SUBTOTAL</b>				
			\$ 398.27	\$ 398.27
2/29/2024 V24-18	4466	0	285.00	285.00
12/4/2023 V24-19	12	3041	2,728.67	2,728.67
12/4/2023 V24-19	4	3041	355.32	355.32
2/26/2024 V24-19	2	3041	1,518.19	1,518.19
2/12/2024 V24-20	5325	4574	136.38	136.38
2/12/2024 V24-21	887896	5610	132.40	132.40
2/12/2024 V24-21	887896	5610	2,151.50	2,151.50
3/4/2023 V24-22	202315	8781	1,979.91	1,979.91
<b>SERVICES SUBTOTAL</b>				
			\$ 9,287.37	\$ 9,287.37
<b>TOTAL</b>				
			\$ 10,944.19	\$ 10,944.19

**SIGNATURES**  
**COMMISSIONER 1, CHAIR**  
  
 Gary Rygmyr (Mar 18, 2024, 13:31 PDT)  
**COMMISSIONER 2, VICE CHAIR**  
 Dean Cole  
 Dean Cole (Mar 16, 2024, 23:43 PDT)  
**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  
  
 Gary Rygmyr (Mar 18, 2024, 13:31 PDT)  
 APPROVED **03/18/2024**  
 DATE











# 03 14 2024 0319 PLDD VOUCHER ATTACHEMENT

Final Audit Report

2024-03-19

Created:	2024-03-14
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAATKcLts5UrTGI0tfWyEbyMnc0J8Q-Setw

## "03 14 2024 0319 PLDD VOUCHER ATTACHEMENT" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)  
2024-03-14 - 8:53:45 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature  
2024-03-14 - 8:53:48 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature  
2024-03-14 - 8:53:48 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature  
2024-03-14 - 8:53:48 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)  
2024-03-15 - 3:51:35 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)  
Signature Date: 2024-03-15 - 3:52:21 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)  
2024-03-17 - 6:42:45 AM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)  
Signature Date: 2024-03-17 - 6:43:29 AM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)  
2024-03-19 - 1:30:23 AM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)  
Signature Date: 2024-03-19 - 1:31:05 AM GMT - Time Source: server

✔ Agreement completed.

2024-03-19 - 1:31:05 AM GMT



HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	4/15/2024	4/1/2024	V24-25		8925	0 MARY PAXTON	M PAXTON PAYROLL MAF	501.14	69500589	589400	501.14
1	4/15/2024	4/1/2024	V24-26		9255	0 DEAN COLE	MARCH 14 MTG ATTEND	116.78	69500589	589400	116.78
1	4/15/2024	4/1/2024	V24-27		9228	0 MICHAEL NILSSEN	MARCH 14 MTG ATTEND	116.78	69500589	589400	116.78
1	4/15/2024	4/1/2024	V24-28		9227	0 GARY RYGMYR	MARCH 14 MTG ATTEND	116.78	69500589	589400	116.78
1	4/15/2024	3/31/2024	4523-V24-29		9022	0 FALGE BOOKKEEPING SERVICES	MARCH BOOKKEEPING	285	69500589	589400	285
1	4/15/2024	3/25/2024	3-V24-30		3041	0 GRAY AND OSBORNE INC	ENG SERV 2/25 - 3/23	532.98	69500589	589400	532.98
1	4/15/2024	3/18/2024	5336-V24-31		4574	0 LUDLOW MAINTENANCE COMM	ROOM RENTAL 3/14/2024	136.38	69500589	589400	136.38
1	4/15/2024	3/7/2024	V24-32		9926	0 STAR MEDIA COPY CENTER	PRINT ELECTION MATERI	21.49	69500589	589400	21.49
1	4/15/2024	4/1/2024	202316-V23-V24-33		8781	0 YARD DOG LANDSCAPING INC	MARCH MAINTENANCE	1979.91	69500589	589400	1979.91
1	4/15/2024	4/4/2024	V24-34		2338	695 EMPLOYMENT SECURITY DEPART	Q1 PAID FAMILY MEDICA	35.19	69500589	589400	35.19
1	4/15/2024	4/4/2024	V24-35		2338	694 EMPLOYMENT SECURITY DEPART	Q1 WASHINGTON CARES	37.9	69500589	589400	37.9
							Q1 FICA FEDERAL WITHHOLDING				
						US TREASURY INTERNAL	MEDICARE & SOCIAL				
1	4/15/2024	4/4/2024	V24-36		9032	695 REVENUE SERVICE	SECURITY	1,000.04	69500589	598400	1,000.04
1	4/15/2024	4/4/2024	V24-37		9038	0 WA STATE DEPT OF LABORY & INI	Q1 WA DEPT LABOR & IN	38.61	69500589	598400	38.61

I, THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RECEIVED, AND THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE 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.

APRIL MONTH TOTAL WARRANT AMOUNT: 4918.98

CHAIRMAN, COMMISSIONER

COMMISSIONER, MEMBER

COMMISSIONER, MEMBER

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

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

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

APPROVED  
 Port Ludlow Drainage District

DATE

SIGNATURES

COMMISSIONER 1, CHAIR

COMMISSIONER 2, VICE CHAIR

COMMISSIONER 3



DRAFT  
JOB DESCRIPTION  
PORT LUDLOW DRAINAGE DISTRICT  
ADMINISTRATIVE COORDINATOR

Chapter 40.14 (Records Retention) of the state requirements for government agency record keeping: retention, archiving and destruction. As a virtual organization, the District has developed the Port Ludlow Drainage District Guidelines for Management of Public Records July 8, 2021 (the “Guidelines”).

The Port Ludlow Drainage District (the “PLDD”) adopted Resolution 2019-02 A Resolution of the Port Ludlow Drainage District, Regarding Delegation of Administrative Authority on December 12, 2019. The three areas of delegated authority include: a) Finance including invoices, vouchers, tax filings and Insurance; b) Engineering and Maintenance, including inquiries from landowners regarding specific drainage issues; c) Clerical and Secretarial including meeting notifications, minutes, agendas, correspondence log, and posting to website.

Administrative Coordinator duties include:

Finance: At the direction of the Finance Commissioner

- Prepares monthly Payroll summary form with template prepared by bookkeeper and submit to the bookkeeper the first day of the month.
- Monthly voucher summary: Shares invoices with Finance Commissioner and prepares voucher summary submitted to Jefferson County Auditor (the “JCA”) and supplemental summary for the Commission with budget information.
- Responsible for emailing the draft copy of the Jefferson County voucher to the Jefferson County Auditor prior to the monthly meeting and an electronic copy of signed documents to JCA after the meeting.
- Pick up and mail checks to vendors (usually the Monday or Tuesday after the regular meeting).
- Assist with procurement of professional services, task orders and development of agreements for services.
- Download financial reports from Jefferson County and save to District Finance folder and share with Finance Commissioner and Bookkeeper.
- Assist with preparation of the annual audit.
- Assist with budget preparation.

Clerical and Secretarial: At the direction of the Clerical and Secretarial Commissioner

- Responsible for the scheduling and coordination of the preparation of agendas and timely release of agenda materials for monthly meetings and special meetings.
- Meet with Chair to coordinate preparation of agenda items.

- Post adjournment notices after meetings and retain as a public record.
- Preparation of minutes.
- Coordinate e-signing and file as a virtual record.
- Responds to research requests from the Commission.
- Respond to public records requests.
- Update the District's Administrative Calendar as needed to assure compliance with all State mandated administrative duties such as annual reports, financial reviews, assessment methodology hearing, insurance reviews and district duties such as updates to contracts/agreements and meeting schedules.
- Schedule zoom meetings, record meetings and download recordings for archives.
- Prepare updates to the District Bulletin Board at the Beach Club in consultation with the Clerical and Secretarial Commissioner.
- Check email, distribute as needed, save public records to applicable locations.
- Responsible for managing the retention of Port Ludlow Drainage District public records in accordance with the Washington State Archives Local Government Common Records Retention Schedule and the Utility Services Retention Schedule for Surface Water Drainage.
  - Administers the maintenance of official District public records, filing and safe keeping and preservation of public records including: public meeting minutes and recordings, ordinances, resolutions, contracts, agreements, financial documents (invoices, vouchers, ledgers, and budget) public hearing files, Districtadmin e-mail and other recorded documents.
  - Maintain the public records management system consistent with the Guidelines for public record management.
  - Update operation procedures/policies for records retention, voucher summaries and other tasks as needed.
  - Take on-line training as needed on records retention and Public Records Act provided by the Office of the Secretary of State, Washington State Archives and MRSC to remain current with requirements.
  - Train Commissioners and contractors on the use of system (s), posting and retrieval.
  - Oversee the documentation of the timely destruction of public records and transfer of archival records to the State Archives.

### Engineering

- Maintain a log of public inquiries from property owners.
- Develop a summary file abstract for public inquiries using forms approved by the District.
- Coordinate with the Engineering Commissioner and consulting Engineer as needed.

### Web Site.

Responsible for monthly posting of agendas, minutes, recordings and financial reports on the Web site.

Make updates/revisions to the web site as directed by the Commission or the Clerical and Secretarial Commissioner.

#### Elections

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

Election year:

- Schedule special meeting in late December with County Auditor if an election is to be held in the subsequent year to initiate the development of an Interlocal Agreement and identify preliminary dates at times for a candidate forum, special meetings, whether or not to contract with Jefferson County to administer the election or for the District administer the election.
- Prepare sample ballots and sample challenged ballots
- Prepare designation letter to be mailed to presumed eligible voters for review and acceptance by legal counsel.
- Prepare mailing list for designation letter.
- Coordinate with a local printer for printing and mailing of the designation letter and form; printing ballots and challenged ballots and election day materials.
- Coordinate press releases for publication in the e-navigator and *Village Voice*.
- Prepare signs for election day (ballot box signs, polling signs etc.)

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

03/07/24  
 Accrual Basis

	Feb 24	Budget	\$ Over Budget	Jan - Feb 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
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
<b>Total Income</b>	5,939.04	5,833.33	105.71	6,700.96	11,666.67	-4,965.71	70,000.00
<b>Gross Profit</b>	5,939.04	5,833.33	105.71	6,700.96	11,666.67	-4,965.71	70,000.00
<b>Expense</b>							
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
<b>Total 5144000 · Elections Costs</b>	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
<b>Total 5535000 · Field Expenses</b>	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
<b>Total 5535100 · Engineering</b>	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
<b>Total 5535220 · Federal Taxes</b>	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
<b>Total 5535221 · State Taxes</b>	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
<b>Total 5535200 · Personnel</b>	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**  
 February 2024

03/07/24  
 Accrual Basis

	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
<b>Total 5535300 · Miscellaneous/Office Expenses</b>	<b>149.10</b>	<b>215.00</b>	<b>-65.90</b>	<b>149.10</b>	<b>1,080.00</b>	<b>-930.90</b>	<b>13,380.00</b>
5535301 · Commissioners Mileage & Expense							
5535340 · Commissioner Mileage/Travel Exp	0.00	0.00	0.00	0.00	0.00	0.00	440.00
<b>Total 5535301 · Commissioners Mileage &amp; Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>440.00</b>
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
<b>Total 5535302 · Assessments/County Fees/Electio</b>	<b>0.00</b>	<b>1,240.00</b>	<b>-1,240.00</b>	<b>0.00</b>	<b>1,240.00</b>	<b>-1,240.00</b>	<b>1,240.00</b>
5535400 · Professional Services							
5535442 · Budget Asssitance	0.00	0.00	0.00	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
<b>Total 5535400 · Professional Services</b>	<b>285.00</b>	<b>650.00</b>	<b>-365.00</b>	<b>285.00</b>	<b>1,300.00</b>	<b>-1,015.00</b>	<b>9,300.00</b>
5594144 · Engineering - Capital Projects							
5535145 · Miscellaneous Design Project	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
<b>Total 5594144 · Engineering - Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Total Expense</b>	<b>8,535.61</b>	<b>6,142.00</b>	<b>2,393.61</b>	<b>8,535.61</b>	<b>11,805.00</b>	<b>-3,269.39</b>	<b>128,558.00</b>
<b>Net Ordinary Income</b>	<b>-2,596.57</b>	<b>-308.67</b>	<b>-2,287.90</b>	<b>-1,834.65</b>	<b>-138.33</b>	<b>-1,696.32</b>	<b>-58,558.00</b>
<b>Net Income</b>	<b>-2,596.57</b>	<b>-308.67</b>	<b>-2,287.90</b>	<b>-1,834.65</b>	<b>-138.33</b>	<b>-1,696.32</b>	<b>-58,558.00</b>