

Minutes of the Port Ludlow Drainage District
Annual Evening Budget Meeting
7:00 p.m., October 23, 2012
~ Approved ~

Call to order: The annual evening budget meeting with the public of the Port Ludlow Drainage District (PLDD) was called to order at 7:01 p.m. by the Chairman, Commissioner Dwayne Wilcox.

In attendance were Port Ludlow residents Mel & Katie Smith. Also present were Chairman Commissioner Dwayne Wilcox, Commissioner Elizabeth Van Zonneveld, Commissioner Allen Uyeda, Engineer Nancy Lockett, and Administrative Assistant Susan Bartkus.

Engineer Lockett displayed a visual graph of the proposed budget on the overhead screen and distributed for all present a written 2013 PLDD Budget proposal. Ms. Lockett also prepared a power point presentation of completed PLDD projects. A copy of the budget proposal is attached to these minutes. The assessment for 2013 will be \$167,700.00, an increase of \$100.00 over the 2012 budget. Engineer Lockett explained each budget item and answered questions posed by the audience and the Commissioners. Resident Katie Smith inquired whether there would be an increase in insurance premiums; Chair Commissioner Wilcox assured her that the premiums would remain the same for 2013. Commissioner Van Zonneveld motioned that the 2013 Budget be approved, motion was seconded by Commissioner Wilcox, motion carried by Commissioner Uyeda. Motion approved 3-0.

The next regularly scheduled meeting of the Port Ludlow Drainage District will be held on Thursday November 8, 2011 at 10:00 a.m., at the Beach Club in the Bay View Room.

The October 23, 2013 Annual PLDD Budget meeting adjourned at 7:17 p.m.

Respectfully Submitted: Susan Bartkus, Administrative Assistant

Approved:

Approved:

Approved:

Dwayne Wilcox
Drainage District
Chair Commissioner

Elizabeth Van Zonneveld
Drainage District
Commissioner

Allen Uyeda
Drainage District
Commissioner

Revenue Proposed 2013 Budget
Loan PWTF Planning Loan Funds

Surplus/Deficit from previous year (estimated) \$ 130,000
Capital Reserve \$ 60,000
Balance Forward \$ 130,000
Revenue other than assessment \$ 280,000

Assessment (amount needed to balance the budget) \$ 167,700

Total Revenue
Total Expenses \$ 577,700

Expenses

Personnel \$ 7,000

695001010.53150.10 .001¹ Secretary (Sue Bartkus) \$ 5,280
 Payroll Taxes \$ -
 695001010.53150.20 .001¹ FWH & FICA \$ 367
 .002² WA L&I \$ 596

Field Expenses \$ 21,000
 695001010.53150.31 .001¹ Misc Supplies \$ 1,500
 .003¹ Drainage Maintenance Operations \$ 18,600
 WWTP Ditch Landscape Maintenance \$ -
 695001010.53150.411 .002² Temporary Labor \$ -

Engineering \$ 51,000

695001010.53150.411 .001¹ General District Engineering including Meetings \$ 12,000
 .002² Budget Assistance \$ 3,000
 .003³ Assessment Roll Preparation \$ 5,000
 695001010.53150.411 .004⁴ Update Comprehensive Plan \$ 25,000
 695001010.53150.411 .005⁵ Project Review \$ 3,000
 695001010.53150.411 .006⁶ Unanticipated Engineering Costs \$ 2,400

695001010.53150.411 .001¹ **Engineering - Capital Projects** \$ 73,000
 Cascade Lane Drainage Project \$ 33,000
 Cascade Lane Drainage CM \$ 26,400
 Forrester/Trader Drainage Improvement \$ 10,000
 Miscellaneous Design Project \$ 3,000

Commissioners Meeting, Mileage & Expenses \$ 8,000

695001010.53150.10 .002² Meetings/District Business \$ 7,200
 695001010.53150.43 .001¹ Mileage/Travel Expense \$ 648

Miscellaneous/Office Expenses \$ 10,000

695001010.53150.45 .001¹ Rent \$ 2,600
 695001010.53150.42 .001¹ Postage/Mailings \$ 400
 695001010.53150.44 .000⁰ Public Notices/Leader \$ 1,200
 695001010.53150.31 .002² Supplies \$ 600
 695001010.53150.46 .000⁰ Insurance \$ 3,300
 695001010.53150.47 .000⁰ Web Site renewal & update \$ 1,470

Assessments/County Fees/Elections \$ 2,000

695001010.53150.51 .001¹ Jefferson County Fee for collecting Assesment \$ 1,500
 695001010.53150.51 .002² Election Cost - Jefferson County \$ -

Loan Payments/Transfers to Reserve \$ 2,000

Replace Reserve moneys \$ 1,800
 Anticipated Loan Repayment - Rainier Oak Bay \$ 1,800

Professional Services \$ 10,000

695001010.53150.41 .010¹ Legal \$ 6,000
 695001010.53150.41 .015¹ Clerk - Ginger Brown \$ 3,600

695001010.59431.60 .000⁰ **Capital Improvement Plan** \$ 367,000

Construction Costs
 695001010.59431.60 .002² Forrester -Trader Lane Improvements \$ 25,000

- Assumptions: 1. Cash Account at the end of 2013 \$150,000. \$20,000 transferred to reserve account December 31, 2012. Balance to 2013 \$130,000
 2. PWTF Loan used to fund majority of the construction of the Cascade Drainage Improvements (\$290,000 loan drawn)
 3. Loan Repayment assumes remaining balance of design loan (\$33,177.88) and Cascade Drainage Improvement Construction (\$290,000), 20 year loan @0.5% interest. Annual payment \$15,225.
 4. Sue salary +10%
 5. Maintenance Contract with Yard Dogs executed. Payment every month.

\$ 280,000 PWTF Construction Loan

Total	January	February	March	April	May	June	July	August	September	October	November	December
\$ 6,243	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520
\$ 5,280	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440
\$ -												
\$ 367	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60	30.60
\$ 596	49.68	49.68	49.68	49.68	49.68	49.68	49.68	49.68	49.68	49.68	49.68	49.68
\$ 20,100	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 2,550	\$ 2,050	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
\$ 1,500							\$ 1,000	\$ 500				
\$ 18,600	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
\$ -												
\$ -												
\$ 50,400	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 26,450	\$ 3,950	\$ 4,950	\$ 3,450
\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
\$ 3,000										\$ 1,500	\$ 1,500	
\$ 5,000										\$ 1,000	\$ 2,000	\$ 2,000
\$ 25,000		\$ -	\$ -	\$ -					\$ 25,000			
\$ 3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
\$ 2,400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
\$ 72,400	\$ 21,500	\$ 21,500	\$ -	\$ -	\$ 3,000	\$ -	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ -
\$ 33,000	\$ 16,500	\$ 16,500										
\$ 26,400							\$ 8,800	\$ 8,800	\$ 8,800			
\$ 10,000	\$ 5,000	\$ 5,000										
\$ 3,000					\$ 3,000							
\$ 7,848	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654	\$ 654
\$ 7,200	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
\$ 648	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54
\$ 9,570	\$ 902	\$ 702	\$ 702	\$ 1,002	\$ 702	\$ 702	\$ 1,152	\$ 702	\$ 702	\$ 902	\$ 702	\$ 702
\$ 2,600	216.67	216.67	216.67	216.67	216.67	216.67	216.67	216.67	216.67	216.67	216.67	216.67
\$ 400	\$ 100			\$ 100			\$ 100			\$ 100		
\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
\$ 600	\$ 100			\$ 200			\$ 200			\$ 100		
\$ 3,300	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275
\$ 1,470	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 260	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110
\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
\$ 1,500	\$ -											\$ 1,500
\$ -			\$ -									
\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,800							\$ 1,800					
\$ 9,600	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
\$ 367,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 122,500	\$ 122,500	\$ -	\$ -	\$ -
\$ 25,000							\$ -	\$ 12,500	\$ 12,500	\$ -		

Cascade Lane Improvements
 Beach Club Drainage Participation

\$ 330,000								\$ 110,000	\$ 110,000	\$ 110,000			
\$ 12,000	\$ 12,000												

Subtotal \$ 551,000

\$ 546,461													
\$ 546,461	\$ 27,376	\$ 39,176	\$ 5,676	\$ 5,976	\$ 8,676	\$ 5,676	\$ 127,726	\$ 137,476	\$ 161,976	\$ 8,376	\$ 9,176	\$ 9,176	

Budget Adjustments 2012 Contingency (5%) \$ 26,700

26,700.00	1,000.00	1,400.00	300.00	300.00	500.00	300.00	6,400.00	6,900.00	8,100.00	500.00	500.00	500.00	
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Total \$ 577,700

\$ 28,376	\$ 40,576	\$ 5,976	\$ 6,276	\$ 9,176	\$ 5,976	\$ 134,126	\$ 144,376	\$ 170,076	\$ 8,876	\$ 9,676	\$ 9,676		
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