

RESOLUTION #2022-03

**Port Ludlow Drainage District
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365**

Approving the 2023 Annual Budget

WHEREAS the Port Ludlow Drainage District (PLDD) is a Special Purpose District formed under RCW 85.38 for the purpose of operating a drainage district in Jefferson County; and,

WHEREAS the PLDD under RCW 85.38.170 is required to prepare and approve an annual budget to be used by the Jefferson County legislative authority and treasurer to impose a special assessment to properties within the PLDD pursuant to its Assessment System Calculation Method, approved by the Jefferson County Board of Commissioners by ordinance 06-0817-20, August 17, 2020; and,

WHEREAS the PLDD Board of Commissioners (PLDD Commissioners) have determined that a five-year rolling budget increase at no less than \$10,000.00 annually between 2023 and 2028 for the District provides appropriate revenue planning efforts in bringing the actual budget to balance with expected revenues and expenses; and,

WHEREAS the PLDD Commissioners have determined that it is in the best interests of the public and the properties served by PLDD to approve the 2023 budget, attached hereto as Exhibit A, and incorporate herein by this reference as presented in an Open Public Meetings held October 13 and 20, 2022.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the PLDD Commissioners approve and adopt the 2023 budget presented in Exhibit A in the amount of \$107,890, with an assessment of \$70,000, for calendar year 2023.

PASSED at Special Meeting #0298 of the Port Ludlow Drainage District Board Commissioners on Thursday, October 20, 2022.

DocuSigned by:

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Gary Rygmyr, Chair, Commissioner 1

Dean Cole, Commissioner 2

DocuSigned by:

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Michael Nilssen, Commissioner 3

Revenue EXHIBIT A PLDD 2023 Budget

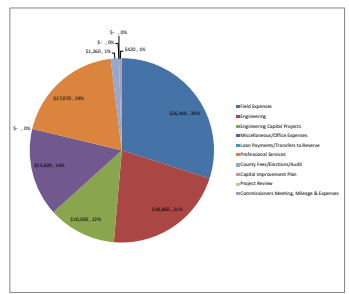
Assumptions: 1. Surplus/Deficit = Estimated Cash Account at the end of 2021.
 2. Maintenance Contract with Yard Doos. Equal Payment of \$1,830 (includes WSST every month).
 3. Assume all service providers increase 3% cost of living increase.

Surplus/Deficit from 2022 (estimated)	\$ 205,098
Investment Account + Interest (Account 010)	Included above
Cash Balance Forward	Included above
Capital Reserve + Interest (Account 040)	Included above
Assessment	\$ 70,000
Total Expenses	\$ 107,890
Estimated Year End Balance	\$ 167,208

Expenses	Rounded with 5% Contingency	Total	Monthly												
			January	February	March	April	May	June	July	August	September	October	November	December	
Personnel	\$ 19,770	\$ 19,770	\$ 1,466	\$ 1,465	\$ 1,873	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,465	\$ 1,873	\$ 1,873	\$ 1,465	\$ 1,465
5535210 Administrative Personnel	\$ 12,040	\$ 12,040	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05	\$ 955.05
5535230 Commissioner Meetings/District Business	\$ 5,830	\$ 5,830	\$ 370	\$ 370	\$ 740	\$ 370	\$ 370	\$ 370	\$ 370	\$ 370	\$ 740	\$ 740	\$ 370	\$ 370	\$ 370
5535220 FWH & FICA	\$ 1,490	\$ 1,490	\$ 110.00	\$ 110.00	\$ 140.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 140.00	\$ 140.00	\$ 110.00	\$ 110.00	\$ 110.00
5535221 WA - ESD	\$ 410	\$ 410	\$ 30.00	\$ 30.00	\$ 38.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 38.00	\$ 38.00	\$ 30.00	\$ 30.00	\$ 30.00
Field Expenses	\$ 26,410	\$ 26,410	\$ 1,885	\$ 1,885	\$ 2,245	\$ 2,245	\$ 2,245	\$ 2,245	\$ 2,245	\$ 2,245	\$ 2,245	\$ 2,245	\$ 1,885	\$ 1,885	\$ 1,885
5535030 Misc Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535040 Drainage Maintenance Operations	\$ 23,760	\$ 23,760	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885	\$ 1,885
5535018 Temporary Labor	\$ 2,650	\$ 2,650	\$ -	\$ -	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ -	\$ -	\$ -
Engineering	\$ 18,860	\$ 18,860	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 1,410	\$ 2,440	\$ 1,410	\$ 1,410
5535140 General District Engineering including Meetings	\$ 12,980	\$ 12,980	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030	\$ 1,030
5535141 Assessment Roll & Certification	\$ 1,090	\$ 1,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -
5535142 Project Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5535143 Unanticipated Engineering Costs	\$ 4,790	\$ 4,790	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380
Engineering - Capital Projects	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
5504144 Miscellaneous Design Project	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
Commissioners Meeting, Mileage & Expenses	\$ 420	\$ 420	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
5535340 Mileage/Travel Expense	\$ 420	\$ 420	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 100
Miscellaneous/Office Expenses	\$ 13,600	\$ 13,600	\$ 871	\$ 2,241	\$ 366	\$ 611	\$ 241	\$ 241	\$ 1,311	\$ 5,741	\$ 366	\$ 736	\$ 241	\$ 240	
5535341 Rent-LMC Room & Storage, PO BOX	\$ 2,470	\$ 2,470	\$ 285	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 725	\$ 125	\$ 250	\$ 250	\$ 125	\$ 125	
5535342 Postage/Mailings	\$ 210	\$ 210	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 15	
5535343 Advertising	\$ 190	\$ 190	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	
5535331 Subplies 5% increase	\$ 1,080	\$ 1,080	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	\$ 85	
5535344 Insurance	\$ 5,780	\$ 5,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	
5535345 Web Site Maintenance & Renewal	\$ 3,660	\$ 3,660	\$ 370	\$ 2,000	\$ -	\$ 370	\$ -	\$ -	\$ 370	\$ -	\$ -	\$ 370	\$ -	\$ -	
5535346 Miscellaneous Filing/Recording Fee	\$ 210	\$ 210	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Assessments/County Fees/Elections	\$ 1,260	\$ 1,260	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5535348 Election Cost - Jefferson County	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5535347 State Auditor	\$ 1,260	\$ 1,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Loan Payments/Transfers to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5591570 Replace Reserve monies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5592580 PWTF Loan Principal Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5592580 Loan Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 17,070	\$ 17,070	\$ 995	\$ 1,295	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	\$ 995	
5535442 Budget Assistance	\$ 4,200	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	
5535443 Legal	\$ 9,270	\$ 9,270	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	\$ 735	
5535444 Accounting Clerk	\$ 3,600	\$ 3,600	\$ 260	\$ 560	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	
5535445 Recordina Secretarv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SubTotal Expenses	\$ 107,890	\$ 107,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Improvement Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5585640 Unanticipated Storm Improvement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5585641 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 107,890	\$ 107,890	\$ 6,958	\$ 9,971	\$ 12,589	\$ 7,062	\$ 6,674	\$ 6,779	\$ 7,797	\$ 12,449	\$ 12,589	\$ 8,326	\$ 6,296	\$ 6,400	

Budget Adjustments \$ 107,890
 All amounts rounded up to nearest \$100

Total	\$ 107,890
Personnel	\$ 19,770
Field Expenses	\$ 26,410
Engineering	\$ 18,860
Engineering Capital Projects	\$ 10,500
Miscellaneous/Office Expenses	\$ 13,600
Loan Payments/Transfers to Reserve	\$ -
Professional Services	\$ 17,070
County Fees/Elections/Hubst	\$ 1,260
Capital Improvement Plan	\$ -
Project Review	\$ -
Commissioners Meeting, Mileage & Expenses	\$ 420
Total	\$ 107,890
Rent-LMC Room & Storage, PO BOX	\$ -
Total	\$ 107,890



**2023 BUDGET REQUEST
JEFFERSON COUNTY**

FUND 695: P L DRAINAGE DIST

Account Number	Name	2021 BUDGET	2022 BUDGET	2023 REQUEST
Revenues				
695001010.36800.00.0000	SPECIAL ASSESSMENT REVENUE	60,000	60,000	70,000
695001010.36111.00.0000	INVESTMENT INTEREST			-
695001040.36111.00.0000	INVESTMENT INTEREST			-
Total Revenues		60,000	60,000	70,000

Expenditures

Old Account Numbers	New Account numbers	Description	2021 BUDGET	2022 BUDGET	2023 REQUEST
695001010.53150.10.0010	5535210	ADMISTRATIVE PERSONNEL	7,560	9,570	12,040
695001010.53150.10.0020	5535230	COMMISSIONER MEETINGS	4,190	4,670	5,830
695001010.53150.20.0010	5535220	FWH & FICA	910	1,190	1,490
695001010.53150.20.0020	5535221	WA-L&I/ESD	40	320	410
695001010.53150.31.0020	5535331	OFFICE SUPPLIES	740	1,060	1,080
695001010.53150.31.0030	5535040	FIELD EXP-DRAINAGE MAINT OPER	21,840	23,060	23,760
695001010.53150.31.0031	5535018	FIELD TEMPORARY LABOR	2,650	2,650	2,650
695001010.53150.41.0010	5535140	ENGINEERING - GENERAL DISTRICT	12,600	12,980	12,980
695001010.53150.41.0015	5535145	ENGINEERING-CAPITAL PROJECTS		10,500	10,500
695001010.53150.41.0020	5535442	ENGINEERING- BUDGET ASSISTANCE	4,200	4,200	4,200
695001010.53150.41.0030	5535141	ASSESSMENT ROLL PREPARATION	1,050	1,909	1,090
695001010.53150.41.0060	5535143	UNATICP. ENGINEERING COSTS	1,580	4,790	4,790
695001010.53150.41.0100	5535443	LEGAL	8,450	9,270	9,270
695001010.53150.41.0150	5535444	PROF. SERVICES - CLERK	3,150	3,280	3,600
695001010.53150.42.0010	5535342	POSTAGE	130	190	210
695001010.53150.43.0010	5535340	COMMISSIONER TRAVEL EXPENSE	420	420	420
695001010.53150.44.0000	5535343	ADVERTISING	190	190	190
695001010.53150.45.0010	5535341	RENT	1,160	630	2,470
695001010.53150.46.0000	5535344	INSURANCE	4,340	5,430	5,780
695001010.53150.47.0000	5535345	WEB SITE RENEWAL	2,730	1,560	3,660
695001010.53150.48.0040	5535347	STATE AUDITOR	-	1,260	1,260
695001010.53150.49.0000	5535346	MISCELLANEOUS	630	210	210
695001010.53150.48.0020	5535348	ELECTION COSTS		11,550	
695001010.59431.60.0000	5585641	CAPITAL OUTLAY			-
Total Expenditures			85,160		107,890

Certificate Of Completion

Envelope Id: C4658042363349E68EF86C15D5C77934	Status: Sent
Subject: Complete with DocuSign: Resolution 2022-03 Approving the 2023 PLDD Budget & Assessment.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Mary Paxton
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1205 Jackman St
	Port Townsend, WA 98368
	recordsclerk@pldd.org
	IP Address: 24.113.172.221

Record Tracking

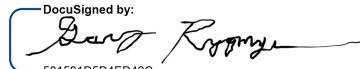
Status: Original	Holder: Mary Paxton	Location: DocuSign
10/21/2022 2:02:01 PM	recordsclerk@pldd.org	

Signer Events

Signature	Timestamp
Dean Cole Commissioner2@pldd.org Security Level: Email, Account Authentication (None)	Sent: 10/21/2022 2:04:32 PM

Electronic Record and Signature Disclosure:
 Accepted: 12/14/2021 10:57:38 AM
 ID: d4d2b5c5-662e-48a8-894e-f51558b42c9e

Gary Rygmyr
 Commissioner1@pldd.org
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 581591D5D4ED42C...

Sent: 10/21/2022 2:04:32 PM
 Viewed: 10/21/2022 2:07:25 PM
 Signed: 10/21/2022 2:07:57 PM

Signature Adoption: Drawn on Device
 Using IP Address: 24.113.174.2

Electronic Record and Signature Disclosure:
 Accepted: 12/13/2021 12:00:42 PM
 ID: 97b4ea50-96ff-4a8c-aa2f-a559e940265f

Michael Nilssen
 Commissioner3@pldd.org
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 5DA5EDD4B162409...

Sent: 10/21/2022 2:04:32 PM
 Viewed: 10/21/2022 2:15:37 PM
 Signed: 10/21/2022 2:16:39 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 24.113.147.31

Electronic Record and Signature Disclosure:
 Accepted: 12/12/2021 9:58:37 AM
 ID: b9d52c57-3f32-496b-9481-783f02abba9f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/21/2022 2:04:32 PM
Certified Delivered	Security Checked	10/21/2022 2:15:37 PM
Signing Complete	Security Checked	10/21/2022 2:16:39 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Port Ludlow Drainage District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: recordsclerk@pldd.org

To advise Port Ludlow Drainage District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at recordsclerk@pldd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to recordsclerk@pldd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Port Ludlow Drainage District

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to recordsclerk@pldd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Port Ludlow Drainage District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Port Ludlow Drainage District during the course of your relationship with Port Ludlow Drainage District.