

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, PE, Public Works Director / County Engineer 

Agenda Date: July 22, 2024

Subject: Port Ludlow Drainage District Assessment System Ordinance
Schedule public hearing

Statement of Issue:

The Port Ludlow Drainage District (District) was established under the authority of RCW 85.38. A map showing the District boundary is attached. The District currently levies an assessment to fund District activities that was authorized under Jefferson County Ordinance 06-0817-20. RCW 85.38 requires the Board to hold a public hearing to review the District assessment system every four years and approve an assessment system on or before September 1. The District has not requested that the Board revise the existing assessment system.

Public Works has prepared a draft ordinance that adopts the existing assessment system. The updated "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method" explains how the assessments on individual parcels are calculated. The ordinance and appendix are attached for the Board's review and consideration in a public hearing.

Also attached is a public hearing notice for a Board of Commissioners' hearing on August 19, 2024.

Analysis/Strategic Goals/Pro's & Con's:

The assessment system is based on the impervious surface area and size of each parcel in the District. Based on the 2024 District assessment revenue of \$70,000, the annual assessment for a single family residence on a half-acre lot would be approximately \$65. The County Engineer has reviewed the District's assessment system and determined that it is consistent with RCW 85.38. The County Engineer's report is attached.

Renewing the District's assessment system will enable the District to continue to provide and maintain drainage facilities in Port Ludlow.

Fiscal Impact/Cost Benefit Analysis:

District assessments fund the District's activities. The County does not fund the District. The County is authorized to charge the District for its costs incurred in reviewing and approving the assessment system. The County Treasurer may also impose a fee for collecting the assessments, not exceeding one percent of the assessments. Adopting an assessment system for the District will have no negative fiscal impact on the County.

Recommendation:

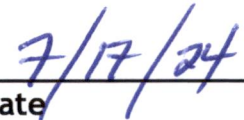
Public Works requests that the Board schedule a public hearing on the ordinance at 10:45 AM on August 19, 2024 and that the Chair of the Board sign the attached public hearing notice.

Public Works will make a brief presentation and answer questions on the ordinance before the public hearing.

Department Contact: Monte Reinders, 385-9242

Reviewed By:


Mark McCauley, County Administrator


Date

Please publish 2 times: July 24 and 31, 2024 in the official newspaper of record
Contact Person: Chelsie Kilmer
Bill to: Jefferson County Public Works
623 Sheridan St.
Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING
ADOPTION OF THE PORT LUDLOW DRAINAGE DISTRICT
ASSESSMENT SYSTEM ORDINANCE

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **MONDAY, August 19, 2024 at 10:45 a.m.** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID). Notice of said hearing is to be published in the official newspaper of Jefferson County.

The purpose of the hearing is to receive testimony concerning an ordinance to adopt the Port Ludlow Drainage District assessment system. The following is a summary of the proposed ordinance:

SECTION 1. PURPOSE AND SCOPE

The Ordinance establishes a system to set Port Ludlow Drainage District assessments.

SECTION 2. AUTHORITY

The Ordinance is adopted under Chapter 85.38 Revised Code of Washington.

SECTION 3. ASSESSMENT SYSTEM

The assessment system creates a rate structure for District assessments. The actual assessment on properties within the District will be set by the District Commissioners through the District budget. The assessment system is specified in "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method".

SECTION 4. ORDINANCE REVIEW

The assessment system shall be reviewed by the County Commissioners every four years.

SECTION 5. REPEALER

The Ordinance repeals and replaces Ordinance No. 06-0817-20.

SECTION 6. SEVERABILITY

If any section of the Ordinance is held invalid, the remainder of the Ordinance shall not be affected.

APPENDIX 1: PORT LUDLOW DRAINAGE DISTRICT ASSESSMENT SYSTEM CALCULATION METHOD

The information is available for viewing on the County website by visiting:

<https://www.co.jefferson.wa.us/> and follow this pathway – Services – Laserfiche Web Portal (username and password is: public) - Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 08 August 2024 – 081924 – Hearing re: Port Ludlow Drainage District Assessment System Ordinance

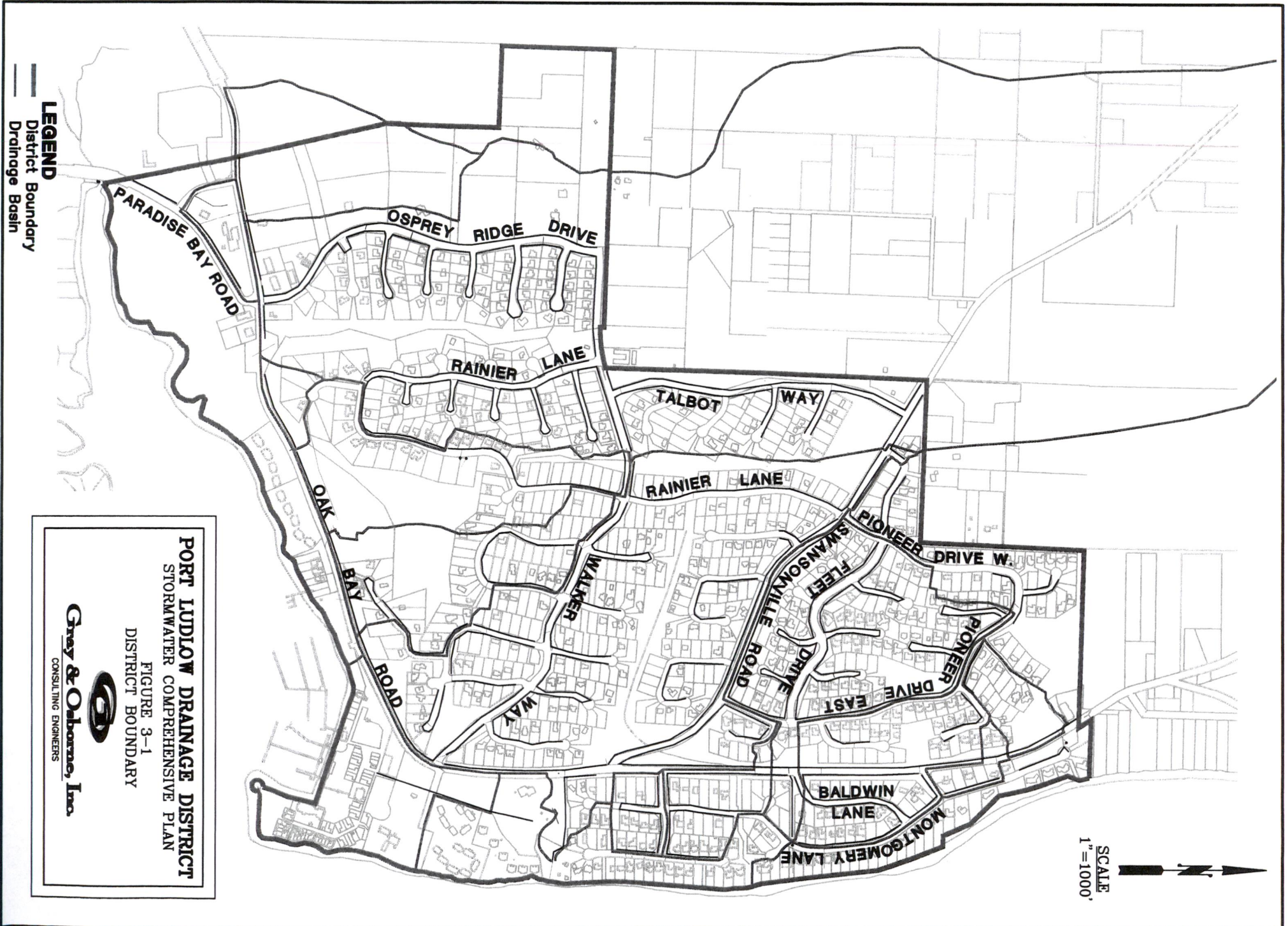
You are welcome to participate in this hearing. You will need to join the meeting by 10:45 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**

In addition, written testimony is also invited beginning on July 24, 2024 and ending on August 19, 2024 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view documents and testimony received by visiting: www.co.jefferson.wa.us and following this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – 08 August 2024 – 081924 – Hearing re: Port Ludlow Drainage District Assessment System Ordinance

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

Signed this 22nd day of July, 2024.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS
/S/Kate Dean, Chair



STATE OF WASHINGTON
County of Jefferson

In the Matter of	}	
Repealing and Replacing	}	
Ordinance No. 06-0817-20	}	
Finalizing the Assessment System	}	
For the Port Ludlow Drainage District	}	ORDINANCE NO. _____

WHEREAS the Port Ludlow Drainage District was established in 2000; and

WHEREAS RCW 85.38 requires the Board of Commissioners to finalize the Drainage District assessment system at least once every four years; and

WHEREAS the Drainage District assessment system was previously finalized by adoption of Ordinance No. 06-0817-20 in August of 2020; and

WHEREAS the Drainage District has not requested that the Board of Commissioners amend the Drainage District assessment system; and

WHEREAS RCW 85.38 requires the Board of Commissioners to hold a public hearing prior to finalizing the assessment system; and

WHEREAS RCW 85.38 specifies that notice of the public hearing shall be made by publishing two notices in the newspaper of record and by mailing a notice to all Drainage District property owners; and

WHEREAS the notice of the public hearing was properly advertised and the Drainage District property owners were individually notified by mail; and

WHEREAS a public hearing was held before the Board of County Commissioners on the 19th day of August, 2024;

NOW, THEREFORE, BE IT ORDAINED

SECTION 1. PURPOSE AND SCOPE

The purpose of this Ordinance is to establish the Port Ludlow Drainage District Assessment System to be used to set Drainage District assessments.

SECTION 2. AUTHORITY

This Ordinance is adopted under the authority conferred on Jefferson County by Chapter 85.38 Revised Code of Washington.

SECTION 3. ASSESSMENT SYSTEM

The Assessment System shall be as specified in Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method of this Ordinance.

SECTION 4. ORDINANCE REVIEW

The Assessment System shall be reviewed by the Board of County Commissioners at least once every four years as provided for in Chapter 85.38 Revised Code of Washington.

SECTION 5. REPEALER

This Ordinance repeals and replaces Ordinance No. 06-0817-20.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or figure of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application to other persons or circumstances shall not be affected.

EFFECTIVE DATE

This Ordinance shall become effective twenty-one (21) days after adoption.

APPROVED AND ADOPTED this _____ day of August, 2024.

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Kate Dean, District 1

Heidi Eisenhour, District 2

Greg Brotherton, District 3

ATTEST:

APPROVED AS TO FORM:

Carolyn Galloway
Clerk of the Board

Philip C. Hunsucker
Chief Deputy Prosecuting Attorney

Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method

As provided for in Chapter 85.38 Revised Code of Washington, the Port Ludlow Drainage District Assessment System is designed to generate a hypothetical \$1,000 in revenue for the District. The Assessment System determines the amount that each parcel within the District will be assessed per \$1,000 of District revenue. The District Commissioners will determine the total annual District assessment and the total amount assessed on each individual parcel through the adoption of the annual District budget. If, as an example, the District budget were set at \$70,000, the actual assessment on any parcel would be the amount assigned in the Assessment System multiplied by 70.

The Drainage District Assessment System is a combination of two assessments. The first is an assessment on the parcel's land area as a proportion of the total land area within the District. The second is an assessment on the parcel's impervious surface area as a proportion of the total impervious surface area within the District. 35% of the assessment is based on land area, and 65% of the assessment is based on impervious surface area.

35% of the assessment, or \$350.00 of the \$1,000, is assigned to the land area within the District. The land area portion of the assessment system consists of five Zones (Zone 0, Zone 1, Zone 2, Zone 3, and Zone 4). Zone 0 consists of land areas permanently held in reserve or greenbelt areas that cannot be developed. Zone 1 comprises the majority of the District. It consists of the land areas that can be developed, except for Zones 2, 3, and 4. Zone 2 consists of the five-acre residential lots in Port Ludlow No. 6 that *completely drain into* the District. Zone 3 is composed of the five-acre residential lots in Port Ludlow No. 6 that *partially drain into* the District. Zone 4 consists of the five-acre residential lots in Port Ludlow No. 6 that *completely drain out of* the District. Zone 0 parcels pay 5 percent of the land area assessment. Zone 1 parcels pay 100 percent of the land area assessment. Zone 2 parcels pay 15 percent of the land area assessment. Zone 3 parcels pay 10 percent of the land area assessment. Zone 4 parcels pay 5 percent of the land area assessment.

Table 1: Land Area Portion of 2024 Assessment (\$350.00 of the \$1,000 Assessment)

Zone	Percentage of Land Area Assessment	Total Land Area (Acres)	2024 Land Area Rate per \$1,000 Assessment	Total per Zone per \$1,000 Assessment
Zone 0	5%	121.27	= \$0.039501 per Acre	\$4.79
Zone 1	100%	429.03	= \$0.790017 per Acre	\$338.94
Zone 2	15%	32.64	= \$0.118503 per Acre	\$3.87
Zone 3	10%	25.31	= \$0.079002 per Acre	\$2.00
Zone 4	5%	10.16	= \$0.039501 per Acre	\$0.40

Total: \$350.00

65% of the assessment, or \$650.00 of the \$1,000, is assigned to impervious surface area within the District. For the 2024 assessment period, there are 854 single family residences in the District. Based on a random sample of residences, each single family residence (one Equivalent Residential Unit (ERU)) is assigned 3,000 square feet of impervious surface area. There are 123 multi-family residences in the District. Each multi-family residence is assigned 2,250 square feet of impervious surface area (75% of an ERU). There is a calculated total of 3,642,715.63 square feet of impervious surface area in the District. The 65% impervious surface area portion of the \$1,000 assessment is equal to \$650 divided by the total impervious surface area. For a single family residence this equals approximately \$0.54 per \$1,000 assessment. Developed commercial properties are based on measured impervious surface area.

Table 2: Impervious Surface Area Portion of 2024 Assessment (\$650.00 of \$1,000 Assessment)

Property Type	Impervious Surface Area per Property Type (Square Feet)	Total Impervious Surface Area (Square Feet)	2024 Impervious Surface Area Rate per \$1,000 Assessment	Total per Property Type per \$1,000 Assessment
Single Family Residence	3,000 assigned	2,562,000	\$0.000178438 per Square Foot	\$457.16
Multi-Family Residence	2,250 assigned	276,750	\$0.000178438 per Square Foot	\$49.38
Commercial	varies	803,966	\$0.000178438 per Square Foot	\$143.46

Total: \$650.00

The rates shown in this Appendix have been rounded. The District's assessment database uses the actual data entered into the database, not the rounded rates shown in this example.

Parcel Assessment Formula per \$1,000 of Drainage District Revenue

A parcel's assessment per \$1,000 of District revenue is based on the parcel's land area measured in acres, and the area of impervious surface measured in square feet.

Parcel Assessment = (Land Area Rate x Parcel Land Area) + (Impervious Surface Area Rate x Impervious Surface Area on the Parcel)

Example of Actual Assessment Calculation Using 2024 Values

For a single family residence in Zone 1 on a 21,780 square feet parcel of land, with an assigned 3,000 square feet of impervious surface area, the calculation for the Assessment per \$1,000 of Drainage District Revenue is:

Parcel Assessment per \$1,000 of District revenue in 2024 =
 = (\$0.790017 x 21,780 / 43,560 Square Feet/Acre) + (\$0.000178438 x 3,000)
 = \$0.3950085 + \$0.535314
 = \$0.9303225 per \$1,000 of District Revenue

For 2024, the Drainage District Commissioners approved a budget that included \$70,000 of District Assessment. The Drainage District Assessment on the example single family residence is:

Drainage District Assessment for Example =
 = \$70,000 x \$0.9303225 / \$1,000 District Revenue
 = 70 x \$0.9303225
 = \$65.32575, or rounded to the nearest cent = \$65.33

For the 2024 Drainage District Assessment of \$70,000, a single family residence in Zone 1 on a 21,780 square feet (0.5 acre) parcel would be assessed approximately \$65.33 .

Port Ludlow Drainage District Assessment Methodology County Engineer's Review

Port Ludlow Drainage District Background

RCW 85.38.160 requires County Commissioners to review the Port Ludlow Drainage District assessment system in a public hearing every four years and approve an ordinance adopting an assessment system on or before September 1. The County Engineer is required to review the assessment system and make a report to the County Commissioners.

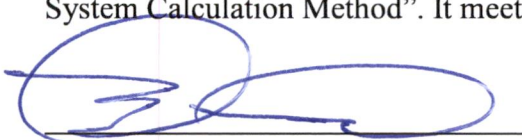
The Drainage District was formed by a vote of the property owners in north Port Ludlow in 2000. The Board of Commissioners adopted the initial District assessment system in 2001. The Board adopted a revised assessment system in August 2003. The Board readopted that system in 2008, 2012, 2016, and 2020. The assessment system is shown in "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method" of the draft Ordinance. It is based on impervious surface area and parcel acreage. The District has not requested that Jefferson County amend the assessment system.

Assessment System Requirements

RCW 85.38.160 requires that Drainage District assessment systems be designed to generate a hypothetical \$1,000 of revenue for the District by distributing a portion of the \$1,000 to each parcel in the District. The actual assessment for each parcel is determined by the District through its budget. Based on a \$70,000 of District revenue for 2024, a typical single family residence on a half-acre parcel would pay approximately \$65 annually.

County Engineer's Recommendation

The Public Works Department has reviewed the Port Ludlow Drainage District assessment system shown in "Appendix 1: Port Ludlow Drainage District Assessment System Calculation Method". It meets the requirements of RCW 85.38.160.



Monte Reinders, PE
Public Works Director/County Engineer

7/15/24
Date