

**DRAFT**

## Port Ludlow Drainage District (PLDD)

May 8, 2025

### Board of Commissioners Meeting #0337

### Zoom/In Person Meeting Minutes

**1. CALL TO ORDER:** Chair Michael Nilssen called the regularly scheduled meeting to order at 10:00 a.m.

**2. ROLL CALL:**

Commissioner 3 Michael Nilssen, Chair, and Commissioner 1 Ronald Mountain were present, creating a quorum, along with Leigh Christianson, District Administrative Coordinator. Commissioner 2 Dean Cole was absent. Attending also was Stacey Clear from Gray & Osborne. Due to technical difficulties the meeting was not recorded on Zoom.

**3. Commissioner Communications**

**Commissioner Nilssen:** Regarding resolution 2025-001 regarding commissioner compensation, the State approves compensation increases for the different junior districts and the last one was in 2024 however the district did not notice it in time to update the resolution. Commissioner Nilssen has been in contact with Municipal Research and our attorneys researching the best language for the resolution. Tabled for approval until June.

**4. Public Comments:**

**None noted**

**5. Agenda Approval:** Commissioner Mountain moved to approve the agenda as presented. Commissioner Nilssen seconded and the motion carried.

**6. Consent Agenda:**

**6 a.** Minutes of April 10, 2025, were included for approval.

**6.b** Voucher Summary: voucher numbers (corrected 5/14) V25-058 through V25-068 for a total of \$4,607.46: \$1,152.95 for payroll \$112.98 for supplies and \$3,341.53 for services.

Commissioner Mountain moved to approve the minutes and voucher summary, Commissioner Nilssen seconded, motion carried.

**7. Old Business**

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**7.a. Logo and Letterhead – Cole:** Christianson had submitted draft images and pricing for the letterhead and business cards to Commissioner Cole. The previous logo was not found in the files. It will cost only a few dollars for rights to the logo found on the internet. Christianson will contact Commissioner Cole to see if a selection has been made.

**7.b. Enduris - Cole:** Christianson noted that the renewal application for Enduris was submitted on time. She asked for a follow up on the inventory and will submit the estimates to repair or replace items previously discussed.

**7.c. Website and Maps – Mountain:** The PLDD website does not show an accurate picture of the area. Stacy Clear from Gray and Osborne submitted some additional maps, including a bird- eye view photo map. Having a single map can eliminate confusion. It was suggested to review and update a website page each month.

**8. New Business**

**8.a. Navigator - Nilssen:** Commissioner Nilssen spoke with Brian Belmont, Ludlow Maintenance Commission, regarding utilizing their E-Navigator system to contact a great portion of the rate payers in the district. This would enable the district to notify residents of any upcoming issues or alerts as needed. Nilssen will also speak with neighboring associations about utilizing their resident notification systems.

**9. Financial Reports:**

**9.a. State Auditor Report:** Commissioner Nilssen is working on the annual report and all is complete except for the financial portions which will be completed by Falge Bookkeeping. The report is due May 31, 2025.

**9.b.** Nilssen reviewed the financial reports and noted the district was in good financial shape. He noted the investment interest rate had dropped to 4%. Commissioner Mountain moved to accept the financial reports, Nilssen seconded and all approved.

**10. Administrator Report:** Christianson will update the bulletin board at the Beach Club with additional information.

**11. Signing of the Documents** was completed at the end of the meeting or via e-sign as necessary.

**10. Meeting Adjournment.**

The meeting was adjourned at 10:35 am.

Commissioner 3, Michael Nilssen, Chair \_\_\_\_\_

Date \_\_\_\_\_

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Commissioner 1, Ron Mountain, Vice Chair \_\_\_\_\_

Date \_\_\_\_\_

Commissioner 2, Dean Cole \_\_\_\_\_

Date \_\_\_\_\_

*The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.*