

# DRAFT

**Port Ludlow Drainage District  
Board of Commissioners' Meeting #0338**

**Thursday, June 12, 2025 at 10:00 AM**

**ZOOM and In Person Meeting**

**Beach Club, 121 Marina View Drive, Gallery Room, Port Ludlow WA 98365**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88362626371?pwd=F1pX3DT8pd9N7D8cUwMacdHnvrDfuf.1>

<b>Meeting ID</b>	883 6262 6371
<b>Passcode</b>	848454

**Topic: PORT LUDLOW DRAINAGE DISTRICT REGULAR BUSINESS MEETING**

**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 your 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**

Review of any communications by the commissioners.

**4. Public Comment**

The public comment period allows members of the public to comment, limited to three minutes each, on any items not specifically listed on the Agenda or items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the Chair or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting.

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## 5. Consent Agenda

Items 5.a and 5.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.

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

**5.a. Approve minutes May 10, 2025 #0337.**

**5.b. Voucher Summary:** voucher numbers V25-069 through V25-078 in the amount of \$5,072.83; payroll \$1,058.25 and services \$4,014.58

## 6. Old Business

**6.a. Resolution 2025-001 Commissioner Compensation (Nilssen)**

**Recommended Action:** The Commissioners will review the updated Resolution regarding updated compensation for commissioners.

**6.b Letterhead/Business Card (Cole)**

**Recommended Action:** review the draft letterhead for official District correspondence and for business cards.

**6.c. Website and Maps (Mountain):**

**Recommended Action:** utilizing new maps from Gray and Osborne; review and update recommendations for the website with new information.

**6.d. E-navigator (Nilssen):**

**Recommended Action:** update on use of Port Ludlow's Association's e-navigator system to notify residents of any updates of the district.

## 7. New Business

**7a. Operations Report: (Mountain)**

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**Recommended Action:** determine next projects for review/update/repair/replace on district website and review the mapping areas. Review one webpage per month.

## **7b. Elections (Cole):**

**Recommended Action:** discuss the upcoming meeting with Jefferson County Election officials to determine if an election of the commissioners will be needed at the end of 2025 and, if so, what actions need to be taken in advance. At the meeting the Election representatives will set the procedure in getting the current list of rate payers and verify that they are registered to vote in Washington.

## **8. Financial Reports (Nilssen):**

### **8a. SAO Report:**

**Recommended Action:** review any changes or updates to the report.

### **8b. Financial Reports:**

**Recommended Action:** The Commissioners will review the District monthly reports on financial activities.

## **9. Administrative Coordinator Reports: (Christianson)**

### **9.a Effective Communications:**

**Recommended Actions:** Establish a procedure where documents are sent and replies received in a timely fashion.

### **9b. Laptop and memory**

**Recommended Action:** extra memory may be required for the laptop to optimally perform with reports with extensive data.

### **9c. Bulletin Board at Club:**

**Recommended Action:** review items on the bulletin board and verify they are up to date with essential information.

**10. Signing 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, or in person as needed.

## **11. Meeting Adjournment**