

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>

Meeting ID	883 6262 6371
Passcode	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 or 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

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.

RESOLUTION No. 2025-001
PORT LUDLOW DRAINAGE DISTRICT
Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT
LUDLOW DRAINAGE DISTRICT, REVISING COMMISSIONER
COMPENSATION AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, RCW 85.38.075 authorizes compensation for members of a special district governing body spent in actual attendance at official meetings of the governing body or in performance of other official services or duties on behalf of the district; and

WHEREAS, the Port Ludlow Drainage District commissioners last updated compensation for commissioners under Resolution 2018-05, approved on August 9, 2018; and

WHEREAS, pursuant to RCW 85.38.075 the Washington State Office of Financial Management may adjust the per diem maximum amounts every five years based upon changes in the consumer price index during that time period; and

WHEREAS, the Office of Financial Management recently adjusted the per diem maximum amount from one hundred fourteen dollars (\$128) per day to one hundred sixty one dollars (\$161) per day, effective January 1, 2024; and

WHEREAS, the Port Ludlow Drainage District commissioners desire to update the compensation available in the amounts consistent with rates that became effective on January 1, 2024.

NOW, THEREFORE, BE IT HEREBY RESOLVED, as follows:

Section 1. Resolution 2018-05, repealed. Resolution 2018-05 is hereby repealed in its entirety.

Section 2. Compensation for Meetings of the Board. The Commissioners of the Port Ludlow Drainage District shall receive per diem compensation at the rate of one hundred sixty-one dollars (\$161) per regular or special meeting of the board attended for up to two meetings per month.

Section 3. Compensation for Performance of Official Services of the District. The Commissioners may also receive per diem compensation at the rate of one hundred sixty-one dollars (\$161) for each day a commissioner performs additional official services or duties on behalf of the District for up to five days per commissioner per year without advance approval from the Port Ludlow Drainage District Board of Commissioners. The

Board of Port Ludlow Drainage District Commissioners may authorize per diem compensation at the rate of one hundred sixty-one dollars (\$161) for up to nine (9) additional days per year, in advance, for additional official services or duties performed by any commissioner on behalf of the District. Compensation for each commissioner not to exceed \$15,456 per year.

Section 4. Effective Date of Compensation. The new rate of compensation adopted under this Resolution for currently serving commissioners shall become effective at such time as the commissioner begins a new term of office. New commissioners appointed by the Jefferson County Board of County Commissioners to fill vacated unexpired terms of office shall receive compensation at the rate of the commissioner being replaced.

PASSED at the regular meeting of the Port Ludlow Drainage District Board of Commissioners this 10th day of April, 2025.

Michael Nilssen, Chair, Commissioner 3

Ronald Mountain, Vice Chair, Commissioner 1

Dean Cole, Commissioner

Port Ludlow Drainage District

HDR	DUE DATE	INVOICE DATE	INVOICE NUMBER	VENDOR NUMBER	REMIT NUMBER	VENDOR NAME	DESCRIPTION	INVOICE TOTAL	ORG CODE	OBJECT CODE	AMOUNT-DTL
1	6/16/2025	6/1/2025	V25-069	10069		0 LEIGH CHRISTIANSON	MAY HOURS	825.01	69500589	589400	825.01
1	6/16/2025	6/1/2025	V25-070	10069		0 LEIGH CHRISTIANSON	REIMBURSE MILEAGE, CC	51.73	69500589	589400	51.73
1	6/16/2025	6/1/2025	V25-071	10134		0 RON MOUNTAIN	MAY 8 REGULAR MEETIN	116.62	69500589	589400	116.62
1	6/16/2025	6/1/2025	V25-072	9228		0 MICHAEL NILSEN	MAY 8 REGULAR MEETIN	116.62	69500589	589400	116.62
1	6/16/2025	6/1/2025	V25-073	9228		0 MICHAEL NILSEN	REIMBURSE ZOOM	10.00	69500589	589400	10.00
1	6/16/2025	5/14/2025	910094 v25-074	5610		0 OGDEN MURPHY WALLACE	LEGAL CONSULTATION	231.70	69500589	589400	231.70
1	6/16/2025	5/31/2025	5269-V25-075	9022		0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	1,077.50	69500589	589400	1,077.50
1	6/16/2025	5/13/2025	5530-V25-076	4574		0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	54.55	69500589	589400	54.55
1	6/16/2025	5/22/2025	244210- V25-077	3041		0 GRAY AND OSBORNE	ENGINEERING SERVICES 1	549.10	69500589	589400	549.10
1	6/16/2025	6/2/2025	122049-V25-078	8781		0 YARD DOGS	LANDSCAPING	2,040.00	69500589	589400	2,040.00

5,072.835,072.83

I,THE UNDERSIGNED BOARD OF COMMISSIONERS DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED
HEREIN,THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILBLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM
IS A JUST, DUE AND UNPAID OBLIGATION AGAINST JEFFERSON COUNTY AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

TOTAL WARRANT AMOUNT:5,072.83

6/1/2025

MONTH

SIGNED6/8/2025

CHAIR, COMMISSIONER NILSEN

COMMISSIONER COLE

VICE CHAIR, COMMISSIONER MOUNTAIN



Port Ludlow Drainage District

www.pldd.org

Current business card logo



These are headers and footers, so just type inside and all should be well!

Post Office Box 65261, Port Ludlow, WA 98365



Port Ludlow Drainage District

www.pldd.org

Quantity

50	\$15.99 \$0.32 / unit
100	\$18.99 \$0.19 / unit 40% savings
250	\$25.99 \$0.11 / unit 65% savings
500	Recommended \$31.99 \$0.07 / unit 78% savings
1000	\$54.99 \$0.06 / unit 81% savings

<https://www.vistaprint.com/business-cards/glossy>



logo option 2

Post Office Box 65261, Port Ludlow, WA 98365

Port Ludlow Drainage District

Statement of Financial Income & Expense to Budget Performance

January 1-May 31, 2025

Distribution account	May 2025			Total		
	Actual	Budget	Over budget by	Actual	Budget	Over budget by
Income						
361.11 Investment Interest	0.00	0.00	0.00	2,149.57	0.00	2,149.57
368.00 Special Assessment Capital (SA)	8,215.32	0.00	8,215.32	44,089.69	0.00	44,089.69
Total for Income	8,215.32	0.00	8,215.32	\$46,239.26	\$0.00	\$46,239.26
Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	8,215.32	0.00	8,215.32	\$46,239.26	\$0.00	\$46,239.26
Expenses						
5535000 Field Expenses						
5535040 Drainage Maintenance Operation	2,040.00	2,000.00	40.00	15,069.79	24,000.00	-8,930.21
5535018 Temporary Labor	0.00	400.00	-400.00	0.00	2,800.00	-2,800.00
Total for 5535000 Field Expenses	2,040.00	2,400.00	-360.00	\$15,069.79	\$26,800.00	-\$11,730.21
5535100 Engineering						
5535140 General District Engineering	221.25	1,150.00	-928.75	4,936.68	13,800.00	-8,863.32
5535143 Unanticipated Engineering Costs	0.00	400.00	-400.00	0.00	4,800.00	-4,800.00
Total for 5535100 Engineering	221.25	1,550.00	-1,328.75	\$4,936.68	\$18,600.00	-\$13,663.32
5535200 Personnel						
5535210 Administrative Personnel	1,013.20	1,010.00	3.20	4,660.73	12,120.00	-7,459.27
5535220 Federal Taxes					0.00	
FICA Expense	0.00	135.00	-135.00	353.29	1,694.00	-1,340.71
Total for 5535220 Federal Taxes	0.00	135.00	-135.00	\$353.29	\$1,694.00	-\$1,340.71
5535221 State Taxes						
L&I Expense	0.00	0.00	0.00	10.17	0.00	10.17
SUTA Expense	0.00	0.00	0.00	0.00	0.00	0.00
WAPFML Expense	0.00	19.00	-19.00	0.00	240.00	-240.00
Total for 5535221 State Taxes	0.00	19.00	-19.00	\$10.17	\$240.00	-\$229.83
5535230 Commissioner Meetings/District	256.00	390.00	-134.00	2,432.02	5,460.00	-3,027.98
Total for 5535200 Personnel	1,269.20	1,554.00	-284.80	\$7,456.21	\$19,514.00	-\$12,057.79
5535300 Miscellaneous/Office Expenses						
5535331 Supplies	112.98	25.00	87.98	276.56	300.00	-23.44
5535332 Software & Services	603.45	0.00	603.45	623.45	0.00	623.45
5535341 Rent	81.83	140.00	-58.17	1,372.45	1,940.00	-567.55
5535345 Website Maint. & Renewal	0.00	0.00	0.00	160.00	1,560.00	-1,400.00
5535740 Software & Subscriptions	0.00	0.00	0.00	20.00	0.00	20.00

5535342 Postage/Mailings	0.00	20.00	-20.00	0.00	240.00	-240.00
5535343 Advertising	0.00	40.00	-40.00	0.00	400.00	-400.00
5535344 Insurance	0.00	0.00	0.00	0.00	6,500.00	-6,500.00
5535346 Misc. Filing/Recording Fee	0.00	100.00	-100.00	0.00	600.00	-600.00
Total for 5535300 Miscellaneous/Office Expenses	798.26	325.00	473.26	\$2,452.46	\$11,540.00	-\$9,087.54
5535301 Commissioners Mileage & Expense						
5535340 Commissioner Mileage/Travel Exp	0.00	0.00	0.00	8.04	440.00	-431.96
Total for 5535301 Commissioners Mileage & Expense	0.00	0.00	0.00	\$8.04	\$440.00	-\$431.96
5535400 Professional Services						
5535443 Legal	0.00	310.00	-310.00	231.70	3,720.00	-3,488.30
5535444 Accounting Clerk	395.00	1,100.00	-705.00	1,975.00	5,500.00	-3,525.00
5535442 Budget Asssitance	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
Total for 5535400 Professional Services	395.00	1,410.00	-1,015.00	\$2,206.70	\$10,720.00	-\$8,513.30
66000 Payroll Expenses						
Taxes	102.35	0.00	102.35	203.59	0.00	203.59
Total for 66000 Payroll Expenses	102.35	0.00	102.35	\$203.59	\$0.00	\$203.59
Reimbursements						
Correction Reimburse	0.00	0.00	0.00	91.12	0.00	91.12
Total for Reimbursements	0.00	0.00	0.00	\$91.12	\$0.00	\$91.12
5535302 Assessments/County Fees/Electio						
5535347 State Auditor	0.00	0.00	0.00	0.00	1,240.00	-1,240.00
5535348 Election Cost - Jeff. County	0.00	0.00	0.00	0.00	500.00	-500.00
Total for 5535302 Assessments/County Fees/Electio	0.00	0.00	0.00	\$0.00	\$1,740.00	-\$1,740.00
5594144 Engineering - Capital Projects						
5535145 Miscellaneous Design Project	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
Total for 5594144 Engineering - Capital Projects	0.00	0.00	0.00	\$0.00	\$10,000.00	-\$10,000.00
Total for Expenses	4,826.06	7,239.00	-2,412.94	\$32,424.59	\$99,354.00	-\$66,929.41
Net Operating Income	3,389.26	-7,239.00	10,628.26	\$13,814.67	-\$99,354.00	\$113,168.67
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Net Income	3,389.26	-7,239.00	10,628.26	\$13,814.67	-\$99,354.00	\$113,168.67