

**APPROVED**

Port Ludlow Drainage District (PLDD)  
June 12, 2025  
Board of Commissioners Meeting #0338  
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 2 Dean Cole were present, creating a quorum, along with Leigh Christianson, District Administrative Coordinator. Commissioner 1 Ron Mountain was absent. Attending also via Zoom was Stacey Clear from Gray & Osborne.

**3. Commissioner Communications**

None noted

**4. Public Comments:**

None noted

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

**6. Consent Agenda:**

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

**6.b** Voucher Summary: Voucher numbers V25-069 through V25-078 for a total of \$5,072.83; \$1,058.25 for payroll and \$4,014.58 for services.

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

**7. Old Business**

**7.a Resolution: 2025-001 Commissioner Compensation:** Commissioner Nilssen would like to put this item back on hold as he is awaiting communications from other government agencies regarding this issue.

**7.b 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.

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The commissioners selected an appropriate logo and decided on 100 cards each and the costs of ordering business cards for Cole, Mountain and Christianson. New business cards can be left in the card holder at the bulletin board.

**7.c Website and Maps – Mountain:** Stacey Clear has not yet had a meeting with Commissioner Mountain but did submit some recommended webpage updates to the commissioners. Outdated information can be deleted and new maps included and duplicated information condensed and links tested. Commissioner Nilssen recommended a special workshop for commissioners to review and update webpage. Availability of commissioners and meeting site is an issue!

### 8. New Business

#### 8.a. Operations Report – Mountain

Determine the next projects for the district. Hold until next month.

#### 8b. Elections in February 2026 - Cole

A meeting with Jefferson County Elections office is scheduled for June 17 at 12:00 via Zoom. Discussion ensued regarding the last year's elections and printing costs, postage, etc. Commissioner Cole and Christianson will attend the election meeting and determine the next steps and estimated costs.

### 9. Financial Reports:

**9.a. State Auditor Report:** Commissioner Nilssen submitted a draft report to the commissioners with no comments received. He also submitted it to the SAO and no comments have been received. Commissioner Cole applauded Commissioner Nilssen for the great job he does with the financial aspects of the district.

**9.b.** Nilssen reviewed the financial reports and noted the district was in good financial shape. Updated financial reports were submitted with a minor correction. Commissioner Cole 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.

**10 a. Effective Communications** – Christianson stated that when important and timely information is sent out via the district email, she will text the commissioners that new information is in their email and to please respond.

**10 b. Laptop and Memory** – Christianson is concerned about the upcoming election and other projects that may require additional memory for the laptop. Will look into the amount of memory in the external hard drive.

**10 c. Bulletin Board at Club** - Need to refresh the bulletin board on a monthly basis. The yearly monthly meetings are posted.

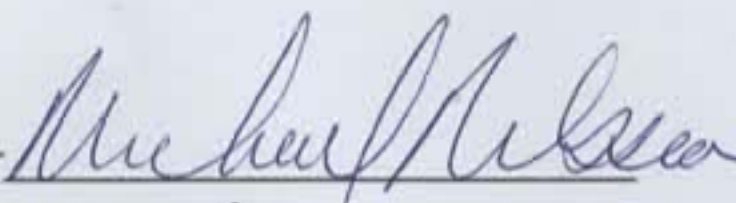
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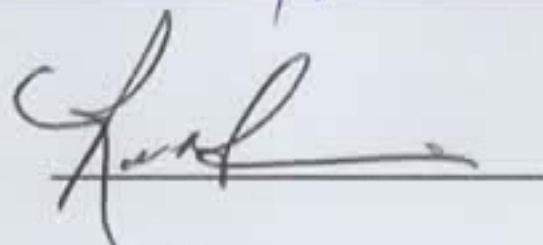
**10 d. Computer technician:** Cynthia Koan took a look at the district's laptop, there were so many scattered files, and duplicates and not everything was saved on the cloud. She made the records clerk email merged with district admin email, she helped with the setup in Zoom, printers, and she was invaluable in her help!

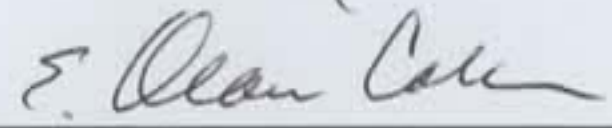
**11. Signing of the Documents** was completed at the end of the meeting or via e-sign as necessary.

**10. Meeting Adjournment.**

The meeting was adjourned at 11:02 am.

Commissioner 3, Michael Nilssen, Chair  Date 7/10/25

Commissioner 1, Ron Mountain, Vice Chair  Date 10 Jul 25

Commissioner 2, Dean Cole  Date 7/10/25

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