

**Port Ludlow Drainage District
Board of Commissioners' Meeting #0339**

Thursday, July 10, 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.

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 June 12, 2025 #0338.

5.b. Voucher Summary: voucher numbers V25-079 through V25-090 in the amount of \$4,592.94; payroll \$1,152.93 and services \$2,804.34, Q2 employment taxes \$635.67.

6. Old Business

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

Recommended Action: The Commissioners will review any updates to this resolution.

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: updates on use of Port Ludlow's Association's e-navigator system to notify residents of any upcoming issues of the district.

7. New Business

7a. Operations Report: (Mountain)

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 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. Quinn Grewell of the Jefferson

County Election has been invited to attend this meeting via Zoom to provide any additional information.

7c. Chimacum Drainage District Reactivation (Nilssen)

Recommended Action: Commissioner Discussion only.
Jefferson County Board of Commissioners will hold a Zoom meeting on July 14 @ 10:30.

8. Financial Reports (Nilssen):

8a. 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: Note that text messages will be sent to all commissioners as an alert to check their district emails when timely information is sent.

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)
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.

DRAFT

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 yet. 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.

DRAFT

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 _____

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.

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	7/21/2025	7/1/2025	V25-079		10069	0 LEIGH CHRISTIANSON	JUNE HOURS	919.67	69500589	589400	919.67
1	7/21/2025	7/1/2025	V25-080		9255	0 DEAN COLE	JUNE 10 REGULAR MEETI	116.62	69500589	589400	116.62
1	7/21/2025	7/1/2025	V25-081		9228	0 MICHAEL NILSSEN	JUNE 10 REGULAR MEETI	116.64	69500589	589400	116.64
1	7/21/2025	7/1/2025	V25-082		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM	10.00	69500589	589400	10.00
1	7/21/2025	6/30/2025	5323-V25-083		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	7/21/2025	6/24/2025	5546-V25-084		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL	81.90	69500589	589400	81.90
1	7/21/2025	6/18/2025	6-V25-085		3041	0 GRAY AND OSBORNE	ENGINEERING SERVICES 1	110.63	69500589	589400	110.63
1	7/21/2025	7/1/2025	122058-V25-086		8781	0 YARD DOGS	LANDSCAPING	2,206.81	69500589	589400	2,206.81
1	4/21/2025	7/1/2025	V25-087		8881	0 EMPLOYMENT SECURITY DEPARTMENT	PAID FAMILY & MED LEA	24.33	69500589	589400	24.33
1	4/21/2025	7/1/2025	V25-088		10266	0 EMPLOYMENT SECURITY DEPARTMENT	WA CARES FUND	21.43	69500589	589400	21.43
1	4/21/2025	7/1/2025	V25-089		9032	0 UNITED STATES TREASURY	Q2 FICA, MEDICARE, SOC	565.72	69500589	589400	565.72
1	4/21/2025	7/1/2025	V25-090		9038	0 WA DEPT LABOR AND INDUSTRIES	Q2 WORKERS COMP	24.19	69500589	589400	24.19
								4,592.94			4,592.94

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:	4,592.94
MONTH	7/1/2025	
SIGNED	7/10/2025	
CHAIR, COMMISSIONER NILSSEN		
COMMISSIONER COLE		
VICE CHAIR, COMMISSIONER MOUNTAIN		