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Port Ludlow Drainage District (PLDD)
July 10, 2025
Board of Commissioners Meeting #0339
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, Commissioner 1, Ron Mountain, and Commissioner 2 Dean Cole were present, along with Leigh Christianson, District Administrative Coordinator. Attending also via Zoom was Stacey Clear from Gray & Osborne.

In order to accommodate our Zoom guest Quinn Grewell, Jefferson County Elections, **Agenda Item 7b** was moved to the top of the meeting.

Quinn was present via Zoom to inform the commissioners regarding the upcoming election of Board Member 1 on February 3, 2026. The candidate filing dates are Monday December 8 through Friday December 12 from 8 am to 5 pm. Candidates will need to file in person at the elections office or by mail. The withdrawal date is Monday December 15. If only one person files, that person is deemed elected and no election will be held. The presumed eligible voter list is to be delivered to the election office on November 1. A letter needs to be sent out to rate payers and the property owner list has been received from Mike Chapman at the Assessor office. Commissioner Cole suggested that the election be on the agenda every month. The Interlocal Agreement will be signed if there should be an election. Any printing for the election could be done on the district printer instead of having the cost of having them printed. Many copies were made in the last election that were not used. Christianson noted she personally has a surplus HP printer should the district need it, with just the cost of the cartridges.

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.

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6. Consent Agenda:

6 a. Minutes of June 12, 2025, were included for approval, and those submitted did not include a correction from Commissioner Nilssen. Christianson will make that change.

6.b Voucher Summary: Voucher numbers V25-079 through V25-090 for a total of \$4,592.94; \$1,152.93 for payroll and \$2,804.34 for services and \$635.37 for employment taxes.

Commissioner Cole moved to approve the minutes as amended and the voucher summary, Commissioner Mountain seconded, motion carried.

7. Old Business

7.a Resolution: 2025-001 Commissioner Compensation: Commissioner Nilssen would like to sweep this issue from future agendas. Commissioner Nilssen has had difficulties accessing further clarification and until it is resolved there is no need for further discussion.

7.b Elections: previously discussed at the beginning of the meeting.

7.c Website and Maps – Mountain: Stacey Clear has sent out recommendations for updates to the website and has send new maps for it. Commissioner Mountain will set a meeting with Stacey Clear, and they will work together to get final recommendations on the maps. Monthly the commissioners can go through each section and make changes. The Q&A section needs to be updated with District requirements and County requirements. A workshop meeting will be scheduled July 29 at 10 am at the Beach Club. Christianson manages the website and can call on Jason at Seawings for assistance if needed.

E-Navigator is published by the Ludlow Maintenance Commissioner and is distributed on the first of every month to members. Commissioner Nilssen has included a paragraph that outlines the district activities.

Operations Review – Mountain: he will have that information after he meets with Stacey Clear.

8. New Business

8. a Chimacum Drainage District Reactivation – Nilssen: Jefferson County is considering reactivating the drainage district in Chimacum that closed in 1974. There will be a public meeting at the courthouse and on Zoom on July 14 at 10:30. Nilssen is planning to attend just to inform them of the associated administrative costs of running a district. The Conservation District (jeffersoncd.org) has a very detailed report regarding the issues in that area and has some very interesting maps.

9. Financial Reports:

9.a. Financial Reports – Nilssen: had sent out the reports to the commissioners earlier. All income and costs are within budget.

[https://d.docs.live.net/978fb7faed91eba3/Documents/AGENDA PACKETS/2025 Agenda Packets/August 14/07.10.2025 Draft Drainage minutes.docx](https://d.docs.live.net/978fb7faed91eba3/Documents/AGENDA%20PACKETS/2025%20Agenda%20Packets/August%2014/07.10.2025%20Draft%20Drainage%20minutes.docx)

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Investment income has been deposited into the district's general account. Nilssen recommended taking those investment interest incomes and putting them back into the investment account instead of into the general account. He has contacted the county to learn about the process.

Commissioner Cole moved, and Commissioner Mountain seconded, that the investment pool interest funds will be retained in the investment pool account beginning in August 2025. All approved.

9.b. Commissioner Nilssen reviewed the financial reports and noted the district was in good financial shape. Updated financial reports were submitted for their review.

2026 Budget: Nilssen also noted that he will have a draft of next year's budget for the next meeting, and alerted Stacey Clear that her staff is essential in this budgeting process. The first draft is due in August, then Gray and Osborne will review it in time for the September meeting, then a public hearing in October for approval.

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

10 a. Effective Communications – Christianson reiterated that she will only text the commissioners to alert them to check their district email. All district business should be conducted through the district email. Texts can be considered public records.

11. Signing of the Documents was completed at the end of the meeting.

10. Meeting Adjournment.

The meeting was adjourned at 10:49 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.
[https://d.docs.live.net/978fb7faed91eba3/Documents/AGENDA PACKETS/2025 Agenda Packets/August 14/07.10.2025 Draft Drainage minutes.docx](https://d.docs.live.net/978fb7faed91eba3/Documents/AGENDA%20PACKETS/2025%20Agenda%20Packets/August%2014/07.10.2025%20Draft%20Drainage%20minutes.docx)