

**Port Ludlow Drainage District (PLDD)
August 14, 2025
Board of Commissioners Meeting #0340
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, along with Leigh Christianson, District Administrative Coordinator. Commissioner Mountain was not able to attend due to family emergency.

- 3. Commissioner Communications**

Commissioner Cole reported he received a complaint from 103 Cascade Lane. The issues were deemed to be not the responsibility of the district but more of a neighborhood dispute.

Commissioner Nilssen noted that he attended the Jefferson County Board of Commissioner meeting on July 14th regarding the potential revival of the Chimacum Drainage District #1 which became inactive in 1974. He offered his assistance in helping to set up the administrative components of the new district.

Commissioner Nilssen also spoke with Jim Pearson, Jefferson County Public Works Lead, who set up the analysis of the rate assessment system. He offered to attend our September or October meeting to discuss how the system was set up.

- 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:**

Minutes of July 10, 2025, were included for approval, and those submitted did not include a correction from Commissioner Nilssen. Christianson will make that change.

Voucher Summary: Voucher numbers V25-091 through V25-103 for a total of \$9,979.14; \$1,318.59 for payroll, \$113.51 for supplies, and \$8,547.04 for services.

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

7. Old Business

Election Updates: the Jefferson County election department had previously set up a series of deadlines in order to meet the election guidelines. The website has the election deadlines and also on the E-Navigator. Christianson has the list of property owners in the district and Christianson will verify their voter status with the State of Washington. Christianson will review the letter with Commissioner Cole that will go out to residents prior to the election date. An election team will be needed to preside over the election as was done during the previous election.

Website and Maps – Mountain: Commissioner Mountain has been unable to contact the Gray and Osborne staff regarding the maps and the website due to family issues. Commissioner Nilssen and Christianson have been working on a draft update of the website and it is not ready to go live yet.

The main priority of the web updates in the next few months are to focus on the election information and 2026 budget approval.

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

8. New Business

2026 Budget: Commissioner Nilssen had a meeting with Stacey Clear of Gray and Osborne regarding the development of the budget. She was concerned that some of the tabs on the worksheet had not been updated and it was discovered that her team had not received the monthly reports. That has been resolved and G&O will be working on that portion of the budget when she returns from vacation. Nilssen will be sending out an updated version of the budget but needs input from Cole and Christianson on any anticipated expenses. He also needs any anticipated increases on any contracts, i.e. Yard Dogs, who has previously mentioned he might retire soon. Commissioner Nilssen also stated that he would seek approval of increasing the annual assessment from \$80,000 to \$100,000 to cover the district's increased costs and obligations. The increase per household last year was \$7.00 and more information will be known by next month.

9. Financial Reports:

Financial Reports – Nilssen: had sent out the reports to the commissioners earlier. All income and costs are within budget. The Enduris insurance rose to \$5,600 that included the decreased changes in replacement values that were discussed earlier in the year. All costs were within budget and the district is financially healthy. The county will deposit our investment income back into the investment account instead of the operating fund starting in August and Nilssen will follow up making sure that happens.

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Nilssen also stated that the district's budget is required to be submitted to Jefferson County by November 20th.

Commissioner Cole asked about the Commissioner compensation increase. Nilssen stated that it has put on hold until he receives a written communication from the Attorney General's office clarifying certain points. As soon as it is resolved, the resolution can be signed authorizing the increase.

10. Administrator Report: Looking at the work ahead to prepare for the election in February 2026, there will be a lot of work preparing for that, whether an actual election takes place or not. 2025 costs will include additional hours gathering the property owner's info and voter status, the cost of paper, envelopes, labels, postage, etc. for the mailing and printer cartridges if we do the printing ourselves.

11. Signing of the Documents will be completed this month via Zoom in a timely manner.

10. Meeting Adjournment.

The meeting was adjourned at 10:40 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.