

DRAFT

**Port Ludlow Drainage District
Board of Commissioners' Meeting #0341
Thursday, September 11, 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 August 14, 2025 #0340.

5.b. Voucher Summary: voucher numbers V25-104 through V25-112 in the amount of \$3,906.15; payroll \$1,004.15, supplies \$11.00 and services \$2891.00.

6. Old Business

6. a. Election Updates – (Cole)

Recommended Action: review timelines as required by Jefferson County Elections

6.b. Website Update and Maps (Mountain):

Recommended Action: utilizing new maps from Gray and Osborne; review and update recommendations for the website with new information. Will review updates from July 29 special meeting.

6.c. Operations Review – (Mountain)

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

6.d. 2026 Budget – (Nilssen)

Recommended Action: Review the final draft of the 2026 budget and review the timeline and requirements to adopt it.

6.e Resolution 2025-001 Commissioner Compensation Increase – (Nilssen)

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Recommended Action: review communications with attorneys and consider adoption of resolution.

7. New Business

7.a Jim Pearson, Jefferson County Public Works, has offered to discuss with the commissioners how the rate payer assessment system analysis is set up.

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)

Updates as needed.

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

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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.

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	9/15/2025	9/1/2025	V25-104		10069	0 LEIGH CHRISTIANSON	AUGUST HOURS	770.89	69500589	589400	770.89
1	9/15/2025	9/1/2025	V25-105		9255	0 DEAN COLE	AUGUST 14 REGULAR ME	116.62	69500589	589400	116.62
1	9/15/2025	9/1/2025	V25-106		9228	0 MICHAEL NILSSEN	AUGUST 14 REGULAR ME	116.64	69500589	589400	116.64
1	9/15/2025	9/1/2025	V25-107		9228	0 MICHAEL NILSSEN	REIMBURSE ZOOM	10.00	69500589	589400	10.00
1	9/15/2025	9/1/2025	V25-108		9228	0 MICHAEL NILSSEN	REIMBURSE POSTAGE	11.00	69500589	589400	11.00
1	9/15/2025	8/31/2025	109-V25-109		9022	0 FALGE BOOKKEEPING SERVICES	BOOKKEEPING SERVICES	395.00	69500589	589400	395.00
1	9/15/2025	8/15/2025	5568-V25-110		4574	0 LUDLOW MAINTENANCE COMMISSION	ROOM RENTAL 8.14.25	81.90	69500589	589400	81.90
1	9/15/2025	9/24/2025	316462-25-111		4610	0 OGDEN MURPHY WALLACE	LEGAL ADVICE	364.10	69500589	589400	364.10
1	9/15/2025	8/31/2025	122065-V25-112		8781	0 YARD DOGS	LANDSCAPING	2,040.00	69500589	589400	2,040.00
								3,906.15			3,906.15

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 AVAILABLE 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: 3,906.15

MONTH 9/1/2025

SIGNED 9/11/2025

CHAIR, COMMISSIONER NILSSEN

COMMISSIONER COLE

VICE CHAIR, COMMISSIONER MOUNTAIN

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 meetings 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 does not 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 11th day of September, 2025.

Michael Nilssen, Chair, Commissioner 3

Ronald Mountain, Vice Chair, Commissioner 1

Dean Cole, Commissioner