

DRAFT 10/9/2025 minutes

Port Ludlow Drainage District (PLDD)

October 9, 2025

Board of Commissioners Meeting #0342

Zoom/In Person Meeting Minutes

1. CALL TO ORDER: Chair Michael Nilssen called the regularly scheduled meeting to order at 10:00 a.m. which also began the Public Hearing for the 2026 budget.

2. ROLL CALL:

Commissioner 3 Michael Nilssen, Chair, Commissioner 1 Ron Mountain Vice Chair, and Commissioner 2 Dean Cole were present, along with Leigh Christianson, District Administrative Coordinator. Also in attendance was Stacy Clear from Gray and Osborne. No other people were in attendance in person or on Zoom.

This meeting is also the Public Hearing for the Adoption of the 2026 budget. There were no persons attending either in person or on Zoom. Two comments regarding the budget were submitted prior to the meeting. Regarding the costs of the election, the comment stated that allowing the county to perform the election at a cost estimated to be \$40,000 and averaging those costs over four years might be a better system. And, with the rule of residency not required, the mail-in ballot process might create more turnout. The statistics on prior elections were: in 2010 had 676 votes cast, 2014 had 852 votes cast, and the 2022 walk in election had 130 votes cast. Another comment was that the PLDD website should be clearer as to where to locate the 2026 budget. Commissioners were asked for further questions and all were addressed.

With no other comments heard or received, the public hearing ended at 10:10 am.

3. Commissioner Communications

Commissioner Cole noted that \$18.50 would be required to get a second key for the post office.

Commissioner Nilssen noted that he received communication from Hopkins Drainage Ditch District 2 in Thurston County asking for support for changes in RCW 36.89.080 Stormwater Tax law to levy takes on parcel owners and RCW 85.38.217 regarding cities' ability to remove parcels from drainage districts. Nilssen will resend the information to other commissioners and Nilssen hopes to attend their Zoom meeting.

4. Public Comments:

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None received

5. Consent Agenda:

Commissioner Cole moved to approve the consent agenda as presented.
Commissioner Nilssen seconded and the motion carried.

Voucher Summary: Voucher numbers V25-113 through V25-125 in the amount of \$5,430,89; payroll \$1,161.34, and services \$3,612.78, 3Q employment taxes \$656.77.

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

6. Old Business

Election Updates: Commissioner Cole met with Christianson yesterday to review the critical dates for the election. Christianson will get the voter list to the county of qualified voters to Jefferson County Elections office by their deadline. Christianson will look into getting a postcard to mail out to voters detailing how they are allowed to vote, i.e. sole owner, community property, corporate, etc. Solicitation for commissioner candidates can be done through e-navigator, the Port Ludlow Voice (deadline is the 15th of the month), etc. Cole will contact the Voice at editor@plvoice.org. The filing date is December 8-12; December 15 is the deadline for candidate withdrawal.

Website and Maps: Commissioner Mountain has been unavailable due to family issues to work on this project. December will be Commissioner Mountain's last meeting and he will send a notice to the County Commissioners of his resignation. And the project can continue after the election for Commissioner Mountain's seat. His plan is to meet with Gray and Osborne to look at the district's assets prior to his departure.

2026 Budget: Commissioner Nilssen asked all to do a last review of the budget prior to November's meeting. A rate increase has been proposed and Nilssen has not received any comments, pro or con, regarding the increase which would be negligible to the property owners. He asked that the list of voters from the parcel list be available to send out postcards or letters on an annual basis with information regarding the district. Nilssen suggested looking into penciling out the cost of the County doing the elections and making sure that all requirements are met. He thought it could possibly be about \$20 per year increase per household. Public interest in the district seems not to be a high priority, looking at the level of public involvement. Commissioner Cole considered sending out an advisory ballot regarding the costs of the election. Commissioner Nilssen will put that in the 2026 budget and will consider doing an informational mailing and using a local printer versus an on-line company.

Resolution 2025-001 regarding Commissioner Compensation: Commissioner Nilssen received a comment from the public to vote on this resolution. Under this resolution, any newly elected official(s) would receive the increased stipend of \$161, but those still serving on the board would not, they would continue receiving the current \$128. The window to have this increase approved for current officials has unfortunately passed. Commissioner Nilssen moved to adopt Resolution 2025-01,

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Cole and Mountain, approved, discussion ensued. This resolution would need to be reviewed and approved prior to the State Office of Financial Management (OFM) notification of an increase which is usually every 5 years. All approved Resolution 2025-01.

8. New Business

Commissioner Nilssen noted that Zoom is great for having Stacy Clear with Gray and Osborne at the meeting, and a better use of time. But certainly she could come for in-district tours.

Christianson needs to update the Administrative Calendar and send it out electronically. It might be wise to have the district administrator have the username and passwords for the commissioners in case of any emergency issues. Commissioners do not have access to the district's information and documents on the cloud.

The district map needs to be updated also and posted on the website. Port Ludlow Associates confirmed that the trailer park should be in the district and this area could be built with 50-60 new lots. (Parcel 821172002, 70 Breaker Lane, 34.46 acres). Port Ludlow Associates are leaving their offices and relocating near the Beach Club. They will develop the roadway and infrastructure, then sell it off to a builder to create the homes. Nilssen stated the townhomes across the street (The Cove) should be responsible or the County for surface water runoff and this should be responsible and will be a topic of future discussions.

9. Financial Reports:

Financial Reports – Nilssen: Commissioner Nilssen reviewed the financial reports. He noted that the annual assessment income deposits will increase as district ratepayers pay the second half of their 2025 assessments. The district is financially stable.

- 10. Administrator Report:** Christianson noted that she did receive a Public Records request however the form wasn't signed and she did have additional questions. She contacted the person for additional clarification on the phone number provided only to find out the phone number was not legitimate. She will respond to the Public Records Request via email and will send in a notice to MRSC asking for guidance.

She will be working with the voter list in time for the November 1 deadline. It is a tedious and time-consuming process.

- 11. Signing of the Documents** was completed in person this month.

10. Meeting Adjournment.

The meeting was adjourned at 11:20 am.

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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.