

Approved 11/13/2025 minutes

Port Ludlow Drainage District (PLDD)

November 13, 2025

Board of Commissioners Meeting #0343

Zoom/In Person Meeting Minutes

1. CALL TO ORDER: Commissioner Cole called the regularly scheduled meeting to order at 10:00 a.m.

2. ROLL CALL:

Commissioner 1 Ron Mountain Vice Chair, and Commissioner 2 Dean Cole were present, comprising a quorum. Commissioner 3 Michael Nilssen, Chair, was not able to attend. Also present were Leigh Christianson, District Administrative Coordinator and Stacy Clear from Gray and Osborne via Zoom. No other people were in attendance in person or on Zoom.

Commissioner Mountain stated that this would be his last meeting and will submit his formal resignation to the Jefferson County Council. He will return any district property, including his laptop, to Commissioner Nilssen. He stated he had enjoyed his time with the district, but life issues take him away from Port Ludlow. All thanked Commissioner Mountain for his service.

3. Commissioner Communications

Commissioner Cole and Commissioner Mountain reported no commissioner communications.

Public Comments:

Mike Wilson, the new general manager of the Port Ludlow Maintenance Commission, introduced himself to the board. He is excited to be in this new position and is looking forward to his new role.

4. Consent Agenda:

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

Voucher Summary: Voucher numbers V25-126 through V25-136 in the amount of \$6,801.73; payroll \$2,705.99, and services \$4,095.74.

Commissioner Mountain moved to approve the minutes of October 9, 2025 and the voucher summary, Commissioner Cole seconded, all approved, motion carried.

Approved 11/13/2025 minutes

5. Old Business

Boundary and Map Updates: Stacy Clear from Gray and Osborne noted that there had been discussion last month regarding the large parcel in the southeast part of the district and to make sure the maps included that area. Only about one acre of that 34-acre property is included in the district and it is being assessed. Port Ludlow Associates are making some changes to their holdings. She created new maps outlining the district boundary. The district boundaries were drawn largely due to drainage basins.

8. New Business

None noted

9. Financial Reports:

Resolution 2025-02 Approving 2026 Budget: Although Commissioner Nilssen is not at the meeting, he did review and approve the resolution. Commissioner Cole moved to approve, Commissioner Mountain seconded, all approved Resolution 2025-02 to adopt the 2026 budget. Christianson will forward the signed resolution and attachments to the county.

Financial Reports – Nilssen: Commissioner Nilssen had reviewed the financial reports that had been emailed to the commissioners earlier. Commissioner Mountain moved to approve the financial reports, Commissioner Cole seconded, all in favor.

10. Administrator Report: Christianson reported that she had not received a response from the Public Records requester regarding her clarification questions. Her request for additional guidance from MRSC resulted that the district did respond to the requester in the appropriate timeline, and that all requests should be considered legitimate at the onset.

Christianson noted that the district needed to provide Jefferson County Election with a presumed eligible voter list by November 1. She was provided with a list of the property owners in the district by the Jefferson County Assessors and gathered information on the WA voters in each county that the district owners lived. It was a time-consuming and tedious process to verify that the district property owners were registered to vote in Washington. She has set up the excel file so that letters or labels can be created through Mail Merge. She had notified the elections office on November 1 that their report was coming, and they mentioned that they were in the middle of an election themselves and not to worry about the exact deadline. Christianson will deliver the completed report to the elections office in the next few days. She was reminded that the elections office had completed that report for the district for the previous election and the district was charged over \$4k for that report. There were 1,278 property owners that were registered WA voters, 228 owners were not registered voters, 88 businesses, and 96 out-of-state owners. Commissioner Cole reminded all that the notice on voting regulations needs to go out prior to the election. The filing date for the election for Commissioner 1 is December 8-12. If only one person files, there will be no election.

Approved 11/13/2025 minutes

The extra post office key was given to Christianson along with the receipt.

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

12. Meeting Adjournment.

All thanked Commissioner Mountain for serving on the board.

The meeting was adjourned at 10:27 am.

Commissioner 1, Ron Mountain, Vice Chair _____ Date _____

Commissioner 2, Dean Cole _____ Date _____

Commissioner 3, Michael Nilssen _____ Date _____

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its website.