

DRAFT 12/11/2025 minutes

Port Ludlow Drainage District (PLDD)

December 11, 2025

Board of Commissioners Meeting #0344

Zoom/In Person Meeting Minutes

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

2. ROLL CALL:

Commissioner 3 Michael Nilssen, Chair, was in attendance via Zoom. Commissioner 2 Dean Cole was present, comprising a quorum. Also present was 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.

3. Commissioner Communications

Commissioner Cole and Commissioner Nilssen reported no commissioner communications.

Public Comments:

No public comments were heard.

4. Consent Agenda:

Commissioner Cole moved to approve the consent agenda as presented. He had noted a typo in the draft minutes that Christianson has corrected. Commissioner Nilssen seconded and the motion carried.

Voucher Summary: Voucher numbers V25-138 through V25-149 in the amount of \$5,934.59; payroll \$1,355.79, \$18.50 supplies, and services \$4,560.30.

5. Old Business

February 2026 Election Updates: Commissioner Cole stated that as of this moment, no one has officially filed for the open commissioner position. Christianson noted that the elections office had asked for some amendments to the list she had submitted, and she spent some time getting those together. She noted that the drop-dead date for filing is Friday December 12th at 5:00 pm. The Jefferson County Election webpage has a side bar that highlights our election and the link to the form for a candidate to complete to file. That information is also on our webpage. Commissioner Nilssen suggested that the district go

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back to the Ludlow Maintenance Board to recruit a commissioner. Commissioner Cole had approached some residents but to no avail. The County Commissioners would need to approve an appointment for the position. No need to send out election information to the residents as there will be no election. Commissioner Nilssen thanked Christianson for the long hours she put in on getting the voter list together.

8. New Business

Port Ludlow Associates (PLA): New residential development on 70 Breaker Lane, parcel #821172002. Commissioner Nilssen noted that he had had some discussion with Stacey Clear regarding dropping that parcel out of the district. He had spoken with Diana Smeeland regarding the small amount of the acreage (1.188 acres that is currently assessed at \$130.00 annually) that is technically in the Drainage District. Stacey recommended that the district contact our attorney regarding this issue. There are basically two options: go to the State Boundary Review Board through Jefferson County to adjust the actual boundary and update the legal description. The second option is to keep the boundaries and the legal description the same but make an interlocal agreement with the PLA outlining that they will be maintaining that area. Commissioner Nilssen will bring this information forward to the PLA and the attorney. Stacey will get the legal language for the attorney and provide the maps for the exhibit. Nilssen noted that the district would lose a minor amount of assessment fees by removing that area from the district boundary.

9. Financial Reports:

Financial Reports – Nilssen: Commissioner Nilssen had reviewed the financial reports that had been emailed to the commissioners earlier and he feels the district is in good shape. He wants to re-engineer the budget for 2027, for fees collected and expenses paid. He would like a budget meeting in June/July to review for 2027.

10. Administrator Report: as mentioned, additional work was needed to update the presumed voter eligibility list as requested by the elections department. Christianson will work on the 2027 Administrative Calendar and the contracts that will need to be updated and renewed. Cole and Christianson will work on that. Stacey reviewed the district's contracts with Gray and Osborne, it was renewed in 2021, good until 2023, so she will review further. She noted that rates usually increase every June. Yard Dogs will need to be contacted, Commissioner Nilssen will contact Falge Bookkeeping, the meeting list for next year is ready to post on the bulletin board.

Commissioner Cole offered to step into the role of engineering until the new commissioner is appointed. Stacey will do a work through to reassess the district's needs with an anticipated completion date in June 2026.

Christianson noted that, should no one file for the position by Friday, the position would be open and a candidate could be submitted to the county commissioners for approval right away, and not have to wait until February or later.

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Signing of the Documents was completed in person and via Esign this month.

12. Meeting Adjournment.

The meeting was adjourned at 10:41 am.

Commissioner 1, Michael Nilssen, Chair _____ Date _____

Commissioner 2, Dean Cole _____ Date _____

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