

DRAFT 03/12/2026 minutes

Port Ludlow Drainage District (PLDD)

March 12, 2026

Board of Commissioners Meeting #0347

Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Commissioner Nilssen called the regularly scheduled meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 3 Michael Nilssen, Chair, was in attendance via zoom, along with Commissioner 2 Dean Cole in person, comprising a quorum. Also present was Leigh Christianson, District Administrative Coordinator and Stacey Clear from Gray and Osborne was present via Zoom.
3. **Approval of Agenda:** the presented agenda was reviewed. Commissioner Cole moved to approve, Commissioner Nilssen seconded, all approved.
4. **Election of Chair and Vice Chair:** Commissioner Dean Cole accepted the role of Chair, and Commissioner Michael Nilssen accepted the role of vice chair. All approved.

5. Commissioner Communications

Commissioner Cole reported no relevant commissioner communications. Commissioner Nilssen will report his communications in 8b, Future of the District.

6. **Public Comments:** no public comments were heard on zoom or in person.

7. Consent Agenda:

Commissioner Cole moved to approve the consent agenda of the February 12, 2026 minutes and the March voucher summary: Voucher numbers V26-018 through V26-028 in the amount of \$9,436.59; payroll \$1,775.44, and services \$7,661.05

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

8. Old Business

8.a Port Ludlow Associates (70 Breaker Lane, parcel #821172002.) Port Ludlow Associates (PLC) will be submitting plans for the new development to the county; each plot will have a new parcel number. Commissioner Nilssen spoke with Greg Ballard of

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Jefferson County Community Development regarding removing the parcel from the district map. Nilssen will continue speaking with county officials regarding this issue.

8 b. Future of the District: will move to end of meeting.

9. New Business

none

10. Financial Reports:

Financial Reports – Nilssen No revenue due to this time of year. Big expenses this month were \$1,683.20 for WA State Auditor 3-year audit, G&O for inventory list \$2,664.94. Nilssen and Christianson will resolve some issues with the Zoom and Microsoft accounts.

Administrative Coordinate Salary Review: Commissioner Nilssen researched similar positions in the county and their salaries ranged from \$26 to \$40 per hour. Nilssen recommends an increase from \$29.80 to \$32.23 per hour after her evaluation review during the executive session.

10. Administrator Report:

Rackspace Emails: Jason Earrame at Sea Wings reported that Rackspace had increased the cost of a district email address from \$3.00 to \$10.00, and he noted that we had 10 addresses! After a review those were decreased from 10 to 4 or 5. A concern was that any information was properly archived and not lost. Any other email provider will still charge similar rates. Does the state archives store any of our archived files? Christianson will investigate along with managing our own email system.

Website ADA compliance: Municipal Research sent a notice that all government websites must meet ADA standards. Christianson spoke with Jason from Seawing regarding this. The compliance date is April 2027. Jason will review the ADA standards, see how the district complies, and he can make some changes and train the District Administrator moving forward.

Presumed Eligible voters list: the RCW 85.38.110 states that the presumed voter list be submitted by November 1 to the county election office. Christianson spoke with the Jefferson County election coordinator Sandi Eldrige and both agreed that the list only needed to be prepared before the district's general election, which is every other year. Sandi recommend getting the updated county list on an annual basis and note the new owners from the previous list. Nilssen will speak with Mr. Chapman from the Assessor office regarding a list of new owners.

Computer Issues: some issues still persist with the laptop; files saved are then lost, some remaining confusion between the Records Clerk and/or District administrator files. Cynthia Koan had worked on it before and Christianson would like to have her come out again and clear up the issues. Christianson will contact her.

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Due to the timing of the executive session to begin at 10:50 until 11:10 for the District Administrator's performance review, it was determined that the discussion regarding the **future of the district** would be moved to this portion of the public meeting.

Future of the District: Commissioner Nilssen read his position paper on the future of the district. In the past twenty years, the infrastructure has been developed and maintained with no known problems. Should the district dissolve, the various HOAs in the development could assume the responsibility and leadership of the drainage system in their areas. Many expenses that the district is responsible for now could be removed. Insurance, engineering, maintenance and other costs would be ongoing for each HOA. But the budget is estimated to change from \$104,000 to \$35,000 annually and the rate payers would save significantly on their rates. Commissioner Nilssen will meet with county officials for additional guidance on this issue.

Executive Session: Per RCW 42.30.110 (g)(4) an executive session was held from 10:50 to 11:10 am to discuss the District Coordinator's performance. No other issue will be discussed and no action taken until the executive session has been completed and the meeting is returned to a public meeting.

The executive session ended at 11:10. Due to technical difficulties the recording of the rest of the public meeting was not available.

Commissioner Nilssen moved that the following pay structure to be provided to PLDD Administrative Coordinator Leigh Christianson. Due to the PLDD Commissioners' lapse in administrative employee evaluation processes for 2025 it is recommended to retroactively increase Christianson's wage from \$29.80 to \$30.99 (\$1.19 per hour worked) beginning July 2025 pay period through December 2026 pay period. Beginning January 2026 increase wage from \$30.99 to \$32.23 and retroactively pay (\$1.24 per hour worked) for January and February 2026 pay periods. The \$32.23 will be the hourly pay for hours worked until further notice by PLDD Commissioners.

AC Christianson was directed to calculate the recommend adjustments in advance of the submitted Jefferson County 2026 Special Districts Accounting Calendar for payment on March 16, 2026. Commissioner Nilssen will have reviewed the retroactive pay in advance of the March 10, 2026 Jefferson County Submission. Commissioner Nilssen will have reviewed the retroactive hours worked and pay amount no later than March 5, 2026.

Commissioner Cole seconded and the motion carries.

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

12. Meeting Adjournment.

The meeting was adjourned at 11:17 am.

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Commissioner 2, Dean Cole, Chair _____ Date _____

Commissioner 1, Michael Nilssen, Vice Chair _____ Date _____

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