

DRAFT 04/09/2026 minutes

Port Ludlow Drainage District (PLDD)

April 9, 2026

Board of Commissioners Meeting #0348

Zoom/In Person Meeting Minutes

CALL TO ORDER: Commissioner Cole called the regularly scheduled meeting to order at 10:05 a.m. due to technical difficulties with recording.

ROLL CALL: Commissioner 2 Dean Cole, Chair, was in attendance along with Commissioner 3 Michael Nilssen, Vice Chair in person, comprising a quorum. Also present was Leigh Christianson, District Administrative Coordinator and Stacey Clear from Gray and Osborne was present via Zoom.

Approval of Agenda: the agenda presented was reviewed. Commissioner Nilssen moved to approve, Commissioner Cole seconded, all approved.

Commissioner Communications

Commissioner Nilssen noted that he spoke with Tristan from Falge Bookkeeping. They anticipate the annual state audit report to be completed by the due date in mid-May.

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

Consent Agenda:

Commissioner Nilssen moved to approve the consent agenda including the draft March 12, 2026, minutes and the April voucher summary: Voucher numbers V26-026 through V26-042 in the amount of \$5,596.66; payroll \$1,196.73, and services \$3,642.15 and Q1 taxes \$757.78.

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

Old Business

Port Ludlow Associates (70 Breaker Lane, parcel #821172002) Commissioner Nilssen met with Jefferson County members: County Commissioner Greg Brotherton, Assessor Jeff Chapman and Auditor Brenda Huntingford regarding this situation of removing the Port Ludlow Drainage District from this parcel that is being developed by Port Ludlow Associates. The map readjustment could be done through the county's attorney office by resolution or by amending the ordinance that authorizes the rate collection from the property owners that is done every four years (the district is in year one of four). Commissioner Nilssen will discuss this also with Cliff O'Brien from Port Ludlow Associates.

DRAFT 04/09/2026 minutes

Inspection of Outfalls: The recent inventory report completed by Gray and Osborne and Yard Dogs noted that some of the outfalls needed to be inspected but could only be reached safely during low tide. Commissioner Cole asked Stacy Clear when those inspections could be done and if Russ Lowry of Yard Dogs had been contacted. Stacy could be available if needed for an additional review.

Future Of the District: Commissioner Nilssen's Position Paper "Dissolution Proposal of the Port Ludlow Drainage District", was discussed. Once the Ludlow Maintenance Commission (LMC) elects its new Trustees after April 20, Nilssen will have conversations with the individual board members of the LMC, Ludlow Cove Cottages and Ebb Tide Court HOA principals about the dissolution of the PLDD. It has been made clear by Jefferson County Commissioner Brotherton that Jefferson County will not take over the PLDD system.

New Business

Vendor List: Commissioner Nilssen requested Christianson to review and update the contact list including the updated county administrator.

Financial Reports:

Financial Reports – Nilssen Investment interest is around 4%, and assessments will be coming in as assessments are due from the rate payers. Nilssen reviewed the financial reports in detail and anticipates no issues financially in the upcoming year.

Enduris - Cole: the district's insurance premiums are being re-evaluated through their data updates. Commissioner Cole was contacted by them and updated the questionnaire. Two items need to be updated and between Nilssen and Christianson will get the information requested to Enduris. Stacy will review the estimated replacement costs of various sites and will respond on their letterhead and Christianson will forward that to Enduris.

Administrator Report - Christianson:

Sea-Wing: The district pays Rackspace via Sea Wings for the number of emails the district has and Rackspace has increased their fees for those emails. Christianson removed several of the unused emails leaving those currently in use. Jason is working on the ADA update for the website, which is due in April 2027. He will review what is needed, make necessary changes, then train the AC to make any ADA changes going forward.

Reimbursement Form: New form for 2026 is available, noting that the mileage reimbursement has increased from \$0.70 to \$0.725 per mile per OFM effective 1/1/2026. Nilssen moved to approve, Cole seconded and the motion carried.

Computer issues: Christianson is still having issues and will schedule with the computer expert when available.

DRAFT 04/09/2026 minutes

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

Meeting Adjournment.

The meeting was adjourned at 10:53 am.

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.