

DRAFT 05/14/2026 minutes

Port Ludlow Drainage District (PLDD)

May 14, 2026

Board of Commissioners Meeting #0349

Zoom/In Person Meeting Minutes

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

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. Stacey Clear from Gray and Osborne (G&O) was present via Zoom.

Approval of Agenda: the agenda presented was reviewed. Commissioner Nilssen asked to add an item regarding the Polk Outfalls and the replacement costs G&O recently completed 4.26.26. He also added the PLDD contact list to the agenda. Commissioner Nilssen moved to approve, Commissioner Cole seconded, all approved.

Commissioner Communications

Commissioner Nilssen noted that he attended the newly revised Chimacum Drainage District meeting with their trustees, county staff, and Jefferson County Conservation District. Chimacum is moving forward in all the details of setting up their district and administration. Commissioner Nilssen was able to provide some guidance on the responsibilities of managing the district, especially the voting roll. All thanked Nilssen for attending.

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. It was noted that on the original voucher there were two errors. Unfortunately, that voucher was already turned into the county and the checks were printed. It was determined to amend voucher request to reflect the new amounts and to e-sign it prior to Monday. Christianson will amend the numbers next month to reflect the correct amounts. Vouchers V26-043 through V226-051 for a total of \$4,189,26: payroll \$1,196.73 and services \$3,992,53 were the amounts sent to the county for printing the checks.

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

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Old Business

Port Ludlow Associates (PLA) (70 Breaker Lane, parcel #821172002) Commissioner Nilssen noted he had nothing more to add on this subject but will address part of this under Future of the District.

Future of the District: Commissioner Nilssen met with the presidents of the Ludlow Cove 1 and 2 and they will speak with their boards about possibly taking over the responsibilities of the drainage district and how that affects the Port Ludlow Associates. Nilssen noted that if the district did turn everything over to the individual homeowner associations, there would have to be some overlapping responsibilities with the PLA, PLDD and the homeowner association regarding the infrastructure and maintenance of the system. Nilssen will contact the attorney and asked Stacey from G&O to provide some background information when this was developed years ago. The commercial buildings might fall under the Ludlow Maintenance Commission (LMC) area of responsibility and not part of any HOA.

PLDD Contact list: Nilssen thanked Christianson for updating the list, Christianson noted that the previous administrator did the bulk of the work.

New Business

Inventory Replacement Costs: Stacey Clear had prepared a list of what it would cost to replace some of our infrastructure using updated construction costs. The increase factor was 1.77 using the cost of the original construction to 2026 costs. Commissioner Nilssen requested Stacey to re-calculate the entire inventory list to current construction costs to ascertain the replacement cost of the entire system and he could calculate what funding could be placed in reserves to meet those anticipated costs. Enduris, the district's insurance company, has already been advised of the reduced replacement costs with some of the inventory items.

Financial Reports:

Financial Reports – Nilssen In April the district received about half of the assessments, the investment pool (3.8% interest) is doing great, and he foresees there will be sufficient funds until the end of the year.

Administrator Report - Christianson:

Enduris: Enduris insurance was advised of the recalculation of the district costs which resulted in the assessed value of our assets being halved. The Enduris advisor contacted Stacey Clear of G&O to assure prevailing wage was being used. He will need additional approval from his supervisor to reduce that amount which will, in turn, affect the insurance premium due in August.

Ludlow Maintenance Commission: Christianson accepted the part time position of the recording secretary for the board of trustees for the LMC after promising not to abandon PLDD!

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Computer Issues: Still waiting to contact the computer technician about some of the issues with the computer, doing workarounds to avoid some of the issues. Looking for a good time to fit into our schedules.

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

Meeting Adjournment.

The meeting was adjourned at 10:49 am.

Commissioner 2, Dean Cole, Chair _____ Date _____

Commissioner 3, Michael Nilssen, Vice Chair _____ Date _____

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