

# 05/14/2026 minutes

## Port Ludlow Drainage District (PLDD)

June 11, 2026

## Board of Commissioners Meeting #0350

## 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 was unable to attend.

**Approval of Agenda:** the agenda presented was reviewed. Commissioner Nilssen asked to add the SAO (State Auditor's Office) to the agenda. Commissioner Nilssen moved to approve, Commissioner Cole seconded, all approved.

### **Commissioner Communications**

None noted.

**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 May 14, 2026, minutes and vouchers V26-052 through V226-062 for a total of \$5,031.31:payroll \$875,46, services \$4,078.10 and supplies \$77.75.

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

### **Old Business**

**Port Ludlow Associates PLA** (70 Breaker Lane, parcel #821172002) Commissioner Nilssen noted he had nothing more to add on this subject and asked that it be removed from the agenda items until more information or action is needed.

**Future of the District:** Commissioner Nilssen will meet with Ludlow Maintenance Commissioner later today; he has also met with several other of the HOAs in the district. The PLDD attorney has been notified and is aware of the situation. Nilssen also spoke with the two candidates for the upcoming Jefferson County Commissioner seat that is being vacated by Greg Brotherton. Commissioner Cole later noted that, when the previous board looked at the dissolution of the district, that the idea of turning it over to the

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HOAs was not discussed, just that the Jefferson County Public Works was not inclined to take over the responsibilities.

### **New Business**

**Changes in QuickBooks Payroll:** Our bookkeeping service, Falge, has notified us that QuickBooks is making mandatory changes effective 7/1/2026 in their tax reimbursement system. It will require the district to open an account in a local bank (i.e. Sound Bank) and have sufficient funds included to cover mandated taxes (i.e. federal tax, social security, Medicare, etc. but not LNI) to pay and file the taxes. Commissioner Nilssen will set that up at the bank in time for the next payroll. Commissioner Nilssen will deposit money into the account and request reimbursement from the county to cover the costs. That new bank account will need to be linked up to QuickBooks, and Tristan can set that up with Commissioner Nilssen. Commissioner Cole moved to add a Sound Bank account to our QuickBooks program for automatic filing of taxes, Commissioner Nilssen seconded and all approved.

### **Financial Reports:**

#### **Financial Reports – Nilssen**

**June Financial Report:** The financial reports are posted on the web. All is going fine, and Nilssen foresees there will be sufficient funds until the end of the year. There will be some larger expenses coming up in the next few months.

**SAO Report:** Commissioner Nilssen reported that Falge Bookkeeping, Ben and Tristan, have done an admirable job in creating this report that was submitted to the State Auditor Office. The report was submitted to the SAO, and no anomalies were noted. The report will be available on the SAO website.

#### **Administrator Report - Christianson:**

**Enduris:** The Enduris invoice will arrive shortly with the reduced valuation of some of the district assets. Also, the Enduris Board has two candidates for two seats on their board. Both candidates are incumbents. The district has the right to cast one vote per seat. Christianson submitted candidate statements to the commissioners, and they all agreed to cast the district's one vote per seat to the incumbents.

**Upcoming Bills:** Christianson noted that some bills coming up will include services for the upcoming year totaling about \$500. Discussion ensued. It was recommended to continue as is.

**July Meeting:** Commissioner Nilssen will not be able to attend the July meeting nor be able to attend Zoom. It was determined that the meeting will be cancelled and will be posted on the bulletin board at the Beach Club and on the website. Commissioner Nilssen moved that Commissioner Cole approve the accounts payable voucher in time to submit it to the county by July 14<sup>th</sup> for the July 20<sup>th</sup> check run. Christianson will make sure Commissioner

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Cole gets all the appropriate paperwork in plenty of time. Commissioner Cole seconded, and all approved.

**Computer Issues: Christianson** still hasn't contacted the computer technician.

Christianson is still able to work around the issues. It was thought the issues were resolved the last time she came, but there are lingering problems. It was recommended that she move the records to the portable hard drive disk.

**State Archives:** Christianson will contact the State Archives office to see what would need to be sent to them should the district dissolve.

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

### **Meeting Adjournment.**

The meeting was adjourned at 10:41 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.*