

DRAFT 08/13/2026 minutes

Port Ludlow Drainage District (PLDD)

August 13, 2026

Board of Commissioners Meeting #0351

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.

Guests: J Robert Leach, president of Ludlow Cove 2; Vaughn Bradshaw, president of Ludlow Maintenance Commission (LMC); and Mike Wilson, General Manager of Ludlow Maintenance Commission. On Zoom were Cliff O'Brien representing Port Ludlow Associates (PLA); Michael Miller (present but not reporting); Cary Aron, Ebb Tide Court; Sean Reichard, WA State Archives, Bellingham Office; and Greg Brotherton, Jefferson County Commissioner District 3.

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

Future of the District: Commissioner Nilssen requested the discussion be moved to the future of the district with the relevant principals present. Discussions have been held with Port Ludlow Drainage District commissioners, and with the involved homeowner associations (HOAs) regarding their needs and concerns, and with Jefferson County staff regarding the dissolution of the district per [RCW 85.38.225](#). On April 29 a letter was sent by the PLDD commissioners and the Jefferson County Commissioners regarding the dissolution. The HOA members were asked of any concerns. Mr. Leach from Ludlow Cove 2 stated that previously he had come before the PLDD regarding drainage issues that involved PLA, and PLA had failed to repair some of the stormwater drainage system, and despite agreements and emails, to date nothing has been resolved. Cliff O'Brien did not respond regarding this issue. Vaughn Bradshaw, President of LMC is amenable to the idea of absorbing the PLDD infrastructure and would like to know the funding that would follow. Cliff O'Brien, PLA, has no objections to the dissolution. Jefferson County Commissioner Greg Brotherton stated that he had involved his public works, engineering, assessor, treasurer and legal team to review this potential dissolution. In 2021 the PLDD commissioners had asked the county to dissolve the district but at that time it was not feasible for the county to take over the responsibilities of maintenance. This new plan involving the HOAs to be responsible for the maintenance using HOA assessment fees seems feasible and the county feels this is a well-thought-out plan. Cary Aron Ebb Tide Court responded that he thought the maintenance was not an issue, but the infrastructure was a concern. Sean Reichard from WA State Archives collects the minutes, agenda, recordings, etc. for retention. His concern was that when the district dissolves, then what will happen with the records that have retention needs that the archives

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would receive. Also, what the HOAs might need as far as historical data. Commissioner Cole assured Sean that the district worked diligently to keep our records in order and that the historical data has been essential in making some important decisions. LMC General Manager Wilson asked Sean if the archived material is stored in their basement, if that sufficed. Sean noted that since the LMC is not a government agency, they would certainly need the information but the actual originals would need to be archived by the state. Commissioner Nilssen reiterated that the goal would be to have this completed by the end of the year, as 2027 budgets would need to be completed for the county. Jefferson County has full authority as to how the district is dissolved along with any future infrastructure costs. Nilssen asked Commissioner Brotherton to ask his legal team and other county departments to work with all HOA entities. Brotherton stated that they would continue to refine the details of the dissolution at one of the Jefferson County Commission Meetings with his department representatives. The other Jefferson County commissioners are aware of the issues but not the details. Commissioner Nilssen asked PLA to gather agreements with the districts to pass them over to the HOAs and the county. The HOAs have received copies of the district map and the inventory list. GM Wilson asked for assistance from the county and PLDD in completing their 2027 budget. Commissioner Nilssen will be away until 8/28 but is fully committed to seeing this through.

Commissioner Cole mentioned that Stacy Clear, Gray and Osborne (G&O), the engineering company who has overseen all the design and construction, recently reviewed all the district's drainage systems to make sure they were all in good repair and operating efficiently. Cole asked G&O to rate the condition of our district in comparison to other districts in the area. On a scale of 1-10, 10 being the best, she rated us an 11! Cole stated the district has taken the duties and responsibilities seriously and all was maintained appropriately, and ready to pass on.

Commissioner Nilssen thanked all for attending this portion of the meeting.

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 June 11, 2026, #0350 meeting (note: no July 9, 2026, meeting was held due to a lack of quorum). Vouchers V26-070 through V26-075 for a total of \$9,368.59; payroll \$893.78 and service \$8,474.81. Commissioner Cole seconded, and the motion carried.

Old Business

Port Ludlow Associates PLA (70 Breaker Lane, parcel #821172002): Commissioner Nilssen noted a permit application by PLA to the Jefferson County Department of Community Development was received and noted a comment period was open until August 25, 2026. Commissioner Nilssen noted that two parcels totaling approximately one acre were in the

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area being reviewed and recommended that those parcels be removed from the PLDD district and have PLA be responsible for drainage issues in that area. The drainage in that area, between lots 18 and 19 into tract G, would potentially come out on Paradise Bay Road. He wanted to be assured that this drainage issue would be addressed and not have any downhill drainage problems with Ludlow Cove. J Leach from Ludlow Cove HOA, was also concerned about the discharge, as the storm water goes through catch basins, ditches and channels in the area, then out to the bay. Commissioner Nilssen was concerned about the impacts of impervious surface planned in the new development and how that will affect the drainage in that area. Leach outlined the issues affecting his HOA and was concerned that these issues were not addressed in the PLA application to the county. He was encouraged to submit his issues to the county prior to their deadline for comments. Commissioner Nilssen agreed to send in comments by the deadline to the county regarding this application, addressing the needs of the district and Ludlow Cove HOA issues.

Future of the District - Attorney Comments: Commissioner Nilssen noted that he had not had any recent communication with the attorney but he and his staff are aware of the situation. Nilssen also stated that the PLA, LMC and the HOAs all seem to be on board. Commissioner Cole reported that Yard Dogs was concerned about continuation of their services should the district be dissolved. LMC could take over the duties, and Commissioner Nilssen recommended that Yard Dogs be able to instruct LMC on their maintenance insights. If this dissolution does move forward, the RCW requires a public hearing, Nilssen will discuss with attorney as to timing.

New Business

Nilssen Bond Renewal: Commissioner Nilssen's bond is due again. He had stated he will not run again for commissioner, and if the district is dissolved, it would not need to be renewed. He will contact his insurance company for information.

2027 Budget: The 2027 budget is due to the county by November 30th. Commissioner Nilssen asked Cole and Christianson to review the budget to determine any cost increases. The 2026 budget so far is well balanced. Nilssen recommended a \$100,000 assessment in 2027. Christianson noted that additional hours might be needed for the WA State Archives project.

Financial Reports:

Financial Reports – Nilssen

June/July Financial Report: Reports were reviewed and all expenses are within budget and income is also on track. Expenses are lower than expected. Payroll through QuickBooks was set up with an account from Sound Bank. Payroll taxes will be paid monthly instead of quarterly from Sound Bank through the QuickBooks portal. Falge is connecting all aspects of this transfer.

Administrator Report - Christianson:

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Jury Duty: Christianson notified the board that she had received a jury summons to serve September 1-15. She responded to the jury team that she would not be able to serve on September 13 due to the scheduled board business meeting.

State Archives: Sean Reichard noted that an onsite visit might be needed to ascertain what needs to be retained. Most minutes, agenda, etc. are online currently. The goal is to make sure whatever entity moves forward has the information they need. Christianson thanked Sean and his colleagues at WA State Archive for their assistance.

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

Meeting Adjournment.

The meeting was adjourned at 11:09 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.