

Port Ludlow Drainage District (PLDD)
December 15, 2023
Board of Commissioners Special Meeting #0315
Zoom/In-Person Meeting Minutes

1. **CALL TO ORDER:** Chair Rygmyr called the meeting to order at 10:00 a.m.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr Commissioner 2, Vice Chair, Dean Cole; and Commissioner 3, Michael Nilssen were present. Mary Paxton, Administrative Coordinator was present.

PUBLIC: Ron (Ronald) Mountain, Via Zoom: Quinn Grewell, Jefferson County Election Coordinator, Brenda Huntingford, Jefferson County Auditor.

3. **PUBLIC COMMENT:** There was no public comment.
4. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda.

MOTION: Chair Rygmyr moved to approve the Agenda and Vice-Chair Cole seconded. The motion passed.

5. NEW BUSINESS

5.a. DECIDE WHETHER THE PORT LUDLOW DRAINAGE DISTRICT (PLDD) WILL OR WILL NOT ADMINISTER THE FEBRUARY 6, 2024, SPECIAL ELECTION FOR THE COMMISSIONER 2 POSITION OR HAVE JEFFERSON COUNTY ELECTIONS ADMINISTER THE SPECIAL ELECTION: Chair Rygmyr introduced the agenda item and expressed concern about the capacity of the Port Ludlow Drainage District (the "PLDD") to administer a special election. Vice-Chair Cole noted that the County of Jefferson County election administration cost of \$40,000 to \$45,000 could be close to one half of the PLDD budget.

Quinn Grewell, Elections for Jefferson County, provided an overview of sections of the Revised Code of Washington in relation to the election process for a special irrigation and drainage district. She explained that the PLDD is one of the larger drainage districts in the State and that it is unusual because the PLDD is not related to agriculture and that because of the number of voters in the PLDD, it could administer an election. She provided a summary of the responsibilities for an election administered by Jefferson County vs. an election administered by the Port Ludlow Drainage District and steps for conducting an election.

Ms. Grewell explained the following:

- The PLDD is required to submit a list of property ownership with presumed eligible registered voters by November 1st prior to the election of the following year. If the list is not submitted, Jefferson County will prepare the list and bill the PLDD for the cost.

- Voting is based on parcel size. Parcels of less than ten acres have two votes.
- The PLDD is required to enter a contract with the County Auditor to either 1) rely on Jefferson County to administer the election and pay all costs or 2) PLDD to administer the election in partnership with Jefferson County and pay Jefferson County for some of the costs. A template is being reviewed and could be on the agenda of the first meeting of the Board of Commissioners in 2024.
- Candidates will be placed on the ballot in alphabetical order.
- Type of Voting
 - Jefferson County Administration with all time and materials billed to the PLDD:
 - Voting will be by mail if Jefferson County administered the election.
 - Mail-in ballots will be mailed to all eligible voters.
 - Jefferson County will tally the ballots.
 - PLDD
 - Voting will be in person at a polling location to be determined.
 - The County Auditor will publish in a public notice in the Port Townsend leader on January 31st identifying the location for voting and the hours (at least six). The District will be billed for the cost.
 - The District will need to appoint three eligible voters in the District to be election officials at the polling places.
 - PLDD is responsible for submittal of ballots to Jefferson County by 12:00 p.m. the Wednesday following the election (February 7, 2024).
 - Jefferson County will count the ballots and bill the PLDD for the cost.
 - Jefferson County will furnish a polling booth, ballot boxes, trays and will be present on voting day (for staff cost) at the request of the PLDD.
 - PLDD should have a different colored numbered ballot for contested ballots available at the polling place. Challenged ballots will be reviewed by the Jefferson County Elections.
 - Eligible voters must request an absentee ballot from Jefferson County elections.
- The Ballots
 - If Jefferson County administers the election the ballots will be sent by mail with return envelopes and verification signatures.
 - If PLDD administers the election the Elections Office can provide a sample ballot that the District can use. There will be no cost for postage.

The Commissioners asked candidate for Commissioner 2 Ron Mountain for his input on whether to contract with the Auditors Office to conduct the election or to engage the PLDD to administer the election. He recommended that the PLDD administer the election.

Chair Rygmyr asked if a draft contract could be sent to the PLDD. Quinn stated she could not confirm the timing.

Chair Rygmyr and Vice-Chair Cole stated that after listening to information from the Elections Coordinator Quinn Grewell, that the PLDD overseeing the election seemed more feasible and would save money.

MOTION: Chair Rygmyr moved to recommend that the Port Ludlow Drainage District administer the 2024 election in conjunction with the Jefferson County Auditor. The motion passed unanimously.

There was consensus of the Commissioners for the following: to print 1,000 to 1,200 ballots with a printer available if needed (there were 500 ballots in the last election submitted with 50% turnout). It was also suggested that: 1) information about the election be posted in the Port Ludlow Voice, eblast to local web boards, the Beach Club Bulletin Board; 2) to explore possible polling locations at the Gazebo Room and the Beach Club and the Port Ludlow Fire and Rescue meeting room; 3) explore locations for a candidate forum the second meeting of January; 4) to direct the PLDD Attorney to review the contract with Auditor and; 4) to provide contact information to Jefferson County.

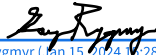


5.b. REVIEW OF COMMISSIONERS' ROLES AND RESPONSIBILITIES: Chair Rygmyr explained that he requested to have the item put on the agenda. There was discussion noting that the Commissioner roles and responsibilities outlined in Resolution 2019-02 and the bylaws adopted in 2023 are not in major conflict but they are not the same. There was consensus to place the review on the January 11, 2024, meeting agenda.

5.c. CANDIDATE FORUM IN JANUARY: The Commissioners discussed scheduling a Candidate forum. There was consensus that a forum should be scheduled the second week of January from 4:00 p.m. to 6:00 p.m. The Administrative Coordinator was directed to investigate possible locations for the forum including the Beach Club Bay View Room and the Port Ludlow Fire and Rescue meeting room.

6. SIGNING OF THE DOCUMENTS will be done via Adobe E-Sign within 5 business days of the approval as provided for in Resolutions 2020-01 and 2020-02.

7. MEETING ADJOURNMENT

MOTION: Chair Rygmyr moved to adjourn the meeting at 11:28 a.m. Vice Chair Cole seconded the motion and it passed unanimously.

 <small>Gary Rygmyr (Jan 15, 2024 10:28 PST)</small>	15-Jan-2024
_____ Commissioner 1, Gary Rygmyr, Chair	_____ Date
 <small>Dean Cole (Jan 15, 2024 11:55 PST)</small>	15-Jan-2024
_____ Commissioner 2, Dean Cole	_____ Date
 <small>Michael Nilssen</small>	13-Jan-2024
_____ Commissioner 3, Michael Nilssen	_____ Date

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












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Final Audit Report

2024-01-15

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By:	Mary Paxton Paxton (districtadmin@pldd.org)
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