

**Port Ludlow Drainage District (PLDD)**  
**January 4, 2024**  
**Board of Commissioners Special Meeting #0316**  
**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. Mary Paxton, Administrative Coordinator were present. and Commissioner 3, Michael Nilssen was present via zoom.

**PUBLIC:** Via Zoom: Quinn Grewell, Jefferson County Elections 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. DISCUSS THE FORMAT FOR THE SPECIAL ELECTION CANDIDATE FORUM.**

Vice Chair Cole recommended the following: an emcee, microphone, an easel, coffee, up to 50 folding chairs, that each candidate be given about twenty minutes to talk about themselves and then the public would be allowed to ask questions of the candidates. The members of the public should state their name, where they reside and the question should be restated. It was determined that Chair Rygmyr would emcee and Commissioner Nilssen offered to help with set up. Chair Rygmyr and the Administrative Coordinator agreed to meet the Beach Club General Manager Brian Belmont to discuss the set-up logistics.

**5.b. CONTRACT BETWEEN THE JEFFERSON COUNTY AUDITOR AND PORT LUDLOW DRAINAGE DISTRICT FOR THE 2024 SPECIAL ELECTION:**

Chair Rygmyr introduced the agenda item and explained the draft agreement from Jefferson County. The Commissioners discussed the draft agreement for interlocal election services and the election with Quinn Grewell, Jefferson County Election Coordinator, and Brenda Huntingford, Jefferson County Auditor. Commissioner Nilssen requested detailed reporting of Jefferson County election costs to help inform future budgets in election years.

Quinn Grewell recommended printing the ballots in advance of the elections, printing challenged ballots with a unique ballot number for each ballot as well as a watermark with the word challenged. She also recommended that the District prepare a sheet to log the information for challenged ballots. Quinn Grewell stated that absentee ballots will be

mailed starting January 17<sup>th</sup> and that any absentee ballot requests received subsequently would be mailed out the day the request is received.




It was the consensus of the Commissioners to contract with Jefferson County to pay for one Jefferson County Election staff person to be present during the polling period on February 6, 2024 and to pay for two Jefferson County staff persons to transport the ballots from the Beach Club to the Jefferson County Elections Department.

It was determined that in order to assure that the interlocal agreement for election services would need to be found legally adequate by the Port Ludlow Drainage District by 5:00 p.m. on Friday, January 5<sup>th</sup> so that the item could be placed on the January 20, 2024 Jefferson Board of Commissioners agenda. It was agreed that Chair Rygmyr would coordinate with the District legal counsel to expedite the review.

**5.c. APPOINTMENT OF THREE ELECTION OFFICIALS:** Chair Rygmyr introduced the appointment of three election officials. The Commissioners discussed the criteria for a qualified official. There was consensus that Commissioner Nilssen would serve as an official, Chair Rygmyr may serve as an official and that the Commissioners would email the Administrative Coordinator with a list of possible election officials. The Administrative Coordinator was directed to place the appointment on the January 11, 2024 agenda.

**6. 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. Chair Rygmyr and Vice Chair Cole voted aye. The motion passed.

 <small>Gary Rygmyr (Jan 18, 2024 9:38 PST)</small>	18-Jan-2024
_____ Commissioner 1, Gary Rygmyr, Chair	_____ Date
 <small>Dean Cole (Jan 17, 2024 13:10 PST)</small>	17-Jan-2024
_____ Commissioner 2, Dean Cole	_____ Date
 <small>Michael Nilssen</small>	16-Jan-2024
_____ Commissioner 3, Michael Nilssen	_____ Date

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












# 0316 SM Min 01 04 2024

Final Audit Report

2024-01-18

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