

APPROVED 09/10/2026 minutes

Port Ludlow Drainage District (PLDD) September 10, 2026 Board of Commissioners' Meeting #0352 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 attended the meeting on Zoom.

Approval of Agenda: the agenda presented was reviewed. 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 August 13, 2026, #0351 meeting and vouchers V26-076 through V26-087 for a total of \$7,294.52, payroll \$1,021.51 and services \$5,420.95 and payroll taxes \$852.06. Commissioner Cole seconded, and the motion carried.

Old Business

Port Ludlow Associates PLA (70 Breaker Lane, parcel #821172002): Commissioner Nilssen noted that he had responded to Mo-Chi Lindblad at Jefferson County DCD regarding the PLA proposed development. He noted the potential drainage issues that might develop due to the increased amount of proposed impervious surfaces that might cause problems for the HOAs. The PLA's plan did include drainage issues in that area. PLA had meetings with the Village Council regarding the drainage issues. All were assured that the plans will meet the issues in the SEPA. Stacey Clear of Gray and Osborne noted that, according to the Ecology Stormwater manual, if the development has all man-made systems downstream they are allowed to not use stormwater retention system. However, if there are downstream concerns of flooding, then the development would need to install a flow control system instead of direct discharge. Stacey thought it would be prudent to have this noted on record should future issues arise. Commissioner Nilssen will forward Stacey's recommendation to Mo-Chi Lindblad, Commissioner Cole concurred.

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Future of the District - Attorney Comments: Commissioner Nilssen noted that he and Stacey Clear will meet with the district's attorney on 9/21 at 1:00 pm in Seattle to review documents he had submitted and to hear any concerns the attorney may have. Jefferson County Commissioner Greg Brotherton will be contacted to start the district dissolution from the county's perspective. Ebb Tide Court has concerns about drainage issues and which entity would be responsible for any infrastructure changes in the future. Commissioner Nilssen has been working with Ebb Tide's HOA president to resolve any issues. Nilssen has received positive feedback from all the HOAs. Candidates for commissioner Brotherton's upcoming seat have been informed of this issue. Brotherton's office will be informed of the progress made on getting the HOAs on board, and then more work can be completed within their schedules. All relevant county administrative offices have been made aware of the proposed dissolution.

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. He will look around for the best value from the different insurance companies.

2027 Budget: The 2027 budget is due to the county by November 30th. Commissioner Nilssen stated the 2027 budget is basically the same as 2026 with no major changes anticipated.

State Archives: Christianson will set up an appointment with Sean Reichard with WA State Archives to see what records in the LMC basement will need to be physically passed to the state or if digitized records will suffice. The goal is to make sure whatever entity moves forward has the information they need. Commissioner Cole will attend. Some expenses might be incurred as to the proper disposal of the records. Commissioner Nilssen thought the district could coordinate with the LMC when they dispose of their records or use the community scheduled shredding events.

Public Hearings: the district will need to host Public Hearings in October, perhaps included with LMC's schedule, and put notices in the Leader and the Port Ludlow Voice and on the web. Commissioner Cole questioned about a farewell celebration for vendors who have served the district, but not sure of the funding source for that.

Financial Reports:

Financial Reports – Nilssen

August Financial Report: Reports were reviewed and all expenses are within budget and income is also on track. Payroll taxes were set up through QuickBooks with the help of Falge Bookkeeping with an account from Sound Bank. There have been a few hiccups with this new system but Commissioner Nilssen has kept funds in the account and the system should streamline going forward.

The new HOA system would still have expenses going forward for repair, maintenance, engineering services, legal, insurance, etc. but not the administrative overhead that PLDD currently has which is about 50%.

Administrator Report - Christianson:

Jury Duty: Christianson was not ultimately called for jury duty.

IRS Communication: Received in the mail today were letters regarding the resolution of an issue that was brought up in March.

Rackspace: Christianson will contact Sea Wings to verify the account is current and the numbers are correct. Also work on the website accessibility issues with him, and what to do with the website if the district is dissolved.

Election: Christianson notified the Jefferson County Elections department regarding the upcoming eligible voter list required by November 1 and the potential dissolution of the district. With Commissioner seat 1 still vacant, and Commissioner 3 not going to run again, that only leaves the district with one elected official. Commissioner Nilssen noted getting people to assume the responsibilities of the district have proven to be very difficult.

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

Meeting Adjournment.

The meeting was adjourned at 10:48 am.

Commissioner 2, Dean Cole, Chair _____ Date 10/18/24

Commissioner 3, Michael Nilssen, Vice Chair _____ Date 10/18/24

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