

**Minutes of the Port Ludlow Drainage District**  
**Workshop Meeting**  
**Thursday, February 25, 2016 10:00 AM**  
~ Amended & Approved April 14, 2016 ~

The February 25, 2016 Port Ludlow Drainage District (PLDD) Workshop Meeting was Called to Order in the Bay View Room at the Ludlow Maintenance Commission (LMC) Beach Club, 121 Marina View Drive, Port Ludlow, Washington at 10:00 a.m. by Chair Commissioner Jim Boyer.

**Roll Call:** Commissioner Boyer, present. Commissioner Wilcox, present. Commissioner Uyeda, present. A quorum was reached.

**Attendance:** Administrative Assistant Sue Bartkus. Guests included: Diane Allen of Artemis Computing (PLDD Computer Website Consultant), Walter Cairns, Rose Ann Carroll (Jefferson County Auditor), and Katie Glessing (PLDD Accountant).

Chair Commissioner Boyer noted that one of the purposes for this day's meeting was to address a continued complaint about where the PLDD had assigned expenses (and the codes that were used) in regard to the **Washington State Budget, Accounting and Reporting System (BARS)** for the PLDD 2015 and 2016 Budgets, as well as for the State Auditor's report. Present to address questions were accountant Katie Glessing, and Jeff. Co. Auditor Rose Ann Carroll. Commissioner Wilcox noted that in filing the last annual State Auditor's report, he and accountant Glessing had, for expediency, assigned a code for the Trader Lane project, which was an Engineering code. Since that time, it has been changed back to a Capital Improvements code. There is a question now, of the coding used for the Cascade Lane project. Ms. Carroll explained that the PLDD could choose how they want to track expenses, and that it would be up to the PLDD to make a Resolution regarding the change. PLDD Accountant Katie Glessing gave an overview of the PLDD Budget, she explained the category coding and how many of the BARS numbers that the PLDD currently uses, could be combined. That in fact, the last four digits were very specific and not needed. Ms. Carroll reiterated that same point, noting that it was up to the Commissioners to choose. It was ultimately decided that Ms. Glessing will work on streamlining the Budget and the Coding to six or seven categories. She will prepare a background spreadsheet that will track each expense individually for the Commissioners, but one that can be condensed for expediency in filing and reporting. After this is accomplished, a Resolution will be prepared for the Commissioners to vote on. It was noted that the State Auditor did accept the Annual Report that was filed by the PLDD, without need for revision. Ms. Carroll suggested that Chair Boyer contact the State Auditor and make sure that there is written confirmation that the PLDD is in compliance. Ms. Carroll and Ms. Glessing left the meeting at 10:25 a.m.

Commissioners discussed the **PLDD Website** with Diane Allen, of Artemis Computing, and her recommendation to transfer the website host to FutureQuest. Email options for the Commissioners were discussed as well; Ms. Allen recommended that the PLDD use Rackspace for the archival options they offer for 5 email users (the minimum), at an approximate cost of \$300.00 per year. This would include professionally hosted email using our domain and their storage, automatic

archiving of incoming & outgoing email, 24/7 support for the designated administrators, spam protection, and a quality web interface. Commissioner Boyer asked about search capabilities for records requests. Ms. Allen said that those capabilities are available to either the account administrator (herself), or the assistant (Sue) and could be forwarded as other records requests could be. It would not be possible for just anyone to get into the emails and conduct a search. Commissioners noted that during the next regular PLDD meeting they would make a motion to have Ms. Allen proceed with moving the PLDD website domain to FutureQuest, when the current webhost contract is near expiring, and the email storage and service to Rackspace after the website domain is changed. Ms. Allen did note that the pldd.org name now belongs to the PLDD.

Commissioners discussed an email report from Engineer Nancy Lockett regarding a site visit that she and Commissioner Uyeda had conducted on Walker Way and Gamble Lane after the February 11, 2016 Meeting.

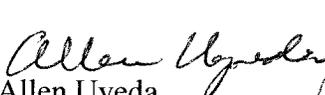
Commissioner Boyer noted that he had invited Jefferson County Board Commissioner Phillip Morley to the next PLDD Workshop meeting to talk about the Memorandum of Understanding (MOU) draft between PLDD and Jefferson County.

Commissioner Boyer made a motion to adjourn the meeting at 11:15 a.m. Motion was seconded by Commissioner Wilcox. Motion was carried by Commissioner Uyeda. Motion approved 3-0.

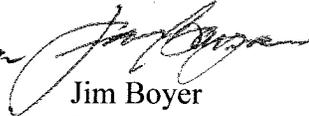
The next regularly scheduled meeting of the PLDD will be held on Thursday, March 10, 2016 in the Bay View room at the Beach Club at 10:00 a.m.

Respectfully Submitted by: Susan Bartkus, Administrative Assistant

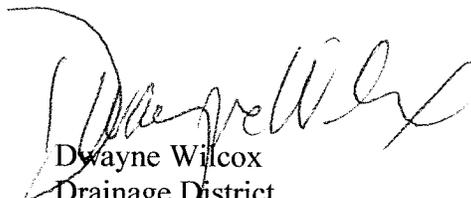
Approved:

  
Allen Uyeda  
Drainage District  
Commissioner

Approved:

  
Jim Boyer  
Drainage District  
Commissioner

Approved:

  
Dwayne Wilcox  
Drainage District  
Commissioner

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This would include insurance, storage, teaching and support. Commissioner Boyer asked about search capabilities for records requests. Ms. Allen said that those capabilities are available to either the account administrator (herself), or the assistant (Sue) and could be forwarded as other records requests could be. It would not be possible for just anyone to get into the emails and conduct a search. Commissioners noted that during the next regular PLDD meeting they would make a motion to have Ms. Allen proceed with moving the PLDD website domain to FutureQuest, when the current webhost contract is near expiring, and the email storage and service to Rackspace after the website domain is changed. Ms. Allen did note that pldd.org name now belongs to the PLDD.

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Commissioner

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