

Port Ludlow Drainage District (PLDD)
October 9, 2023
Board of Commissioners Meeting #0311
Zoom/In Person Meeting Minutes

1. **CALL TO ORDER:** Chair Rygmyr called Special Meeting #0311 of the Port Ludlow Drainage District to order at 4:00 p.m. at the Beach Club Gallery Room, Port Ludlow, Washington.
2. **ROLL CALL:** Commissioner 1, Chair Gary Rygmyr, Vice Chair, Commissioner 2, Dean Cole and Commissioner 3, Michael Nilssen were present. Administrative Coordinator Mary Paxton was present. Web services consultant Jason Earrame of Sea-Wing Designs was present via Zoom.
3. **AGENDA APPROVAL:** Chair Rygmyr introduced the agenda. There were no changes.
4. **DISCUSSION OF EMAIL ADDRESSES,. WEB SITE CONTENT REVIEW, FILE SHARING AND STORAGE, WEB SITE INFRASTRUCTURE AND MAINTENANCE, FILE MANAGEMENT.**

Recommended Action: The Commissioners held a discussion and made the following recommendations:

WEB SITE:

Forms Tab:

- ✓ Change the links to the forms on the Forms tab to a bulleted list of links to forms and eliminate the words “Looking for...”
- ✓ Add the Claim form recently provided by Enduris and replace the current ‘Agent’ tab with a link to Resolution 2017-03.
- ✓ Delete the non-form links on the page because the links are redundant with information provided with other tabs on the website.

About Tab:

- ✓ There was discussion about whether to explore ways to consolidate the About page with links or the addition of tabs with topics such as History and Maintenance Operation. There was consensus to follow up the discussion at the regular October 12, 2023 meeting.
- ✓ There was consensus that when the new maintenance map and table is uploaded to the web site, the maintenance maps currently on the web site should be stored as public records off the web site.

CLOUD STORAGE: Through the course of discussion, it was noted that there are three places for cloud storage of District public records that have not been transferred

to the State Archives: 1) email through the Rackspace subscription; 2) the Port Ludlow Drainage District website; 3) Micro Soft Office 36n5 One Drive.




Jason Earrome was asked to explain the monthly reports that have been provided since the web site was converted to Wordpress. There were questions about time outs and he offered to explore whether the settings are currently too sensitive.

EMAIL: The Commissioners discussed with Jason Earrome the pros and cons of using the current Rackspace email subscription vs. Micro Soft 365 Outlook email. Jason reported that the programs are very similar. The pros of MS 365 Outlook were that it is a more integrated package and the cost might be included with the MS 365 Subscription that includes other tools and cloud storage. The pros of Rackspace were that the security may be superior and there is a telephone number to call for technical support vs just a chat box with Micro Soft. It was the consensus of the Commissioners to continue with the Rackspace email and table possible changes for future discussion.

5. MEETING ADJOURNMENT. Vice-Chair Cole moved to adjourn the meeting and Commissioner Nilssen seconded the motion. The motion passed unanimously. The meeting adjourned at 5:06 p.m.

Minutes prepared by Mary Paxton, Administrative Coordinator

Approved:

 <small>Gary Rygmyr (Nov 13, 2023 12:24 PST)</small>	13-Nov-2023
_____ Commissioner 1, Gary Rygmyr, Chair	_____ Date
 <small>Dean Cole (Nov 14, 2023 12:24 PST)</small>	14-Nov-2023
_____ Commissioner 2, Dean Cole	_____ Date
 <small>Michael Nilssen</small>	13-Nov-2023
_____ Commissioner 3, Michael Nilssen	_____ Date

The Port Ludlow Drainage District (PLDD) posts minutes and meeting recordings on its39 website.












0311 Mtg SM Min 10 09 2023

Final Audit Report

2023-11-14

Created:	2023-11-12
By:	Mary Paxton Paxton (districtadmin@pldd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeluVfcl-btnCDyX2-rvokW6K3enJLZcK

"0311 Mtg SM Min 10 09 2023" History

-  Document created by Mary Paxton Paxton (districtadmin@pldd.org)
2023-11-12 - 9:31:23 PM GMT
-  Document emailed to Gary Rygmyr (commissioner1@pldd.org) for signature
2023-11-12 - 9:31:26 PM GMT
-  Document emailed to Dean Cole (commissioner2@pldd.org) for signature
2023-11-12 - 9:31:26 PM GMT
-  Document emailed to Michael Nilssen (commissioner3@pldd.org) for signature
2023-11-12 - 9:31:26 PM GMT
-  Email viewed by Michael Nilssen (commissioner3@pldd.org)
2023-11-13 - 3:02:45 PM GMT
-  Document e-signed by Michael Nilssen (commissioner3@pldd.org)
Signature Date: 2023-11-13 - 3:15:39 PM GMT - Time Source: server
-  Email viewed by Gary Rygmyr (commissioner1@pldd.org)
2023-11-13 - 4:08:25 PM GMT
-  Document e-signed by Gary Rygmyr (commissioner1@pldd.org)
Signature Date: 2023-11-13 - 4:08:57 PM GMT - Time Source: server
-  Email viewed by Dean Cole (commissioner2@pldd.org)
2023-11-14 - 8:23:52 PM GMT
-  Document e-signed by Dean Cole (commissioner2@pldd.org)
Signature Date: 2023-11-14 - 8:24:42 PM GMT - Time Source: server
-  Agreement completed.
2023-11-14 - 8:24:42 PM GMT