

Port Ludlow Village Council  
Board of Directors Meeting Minutes  
November 2, 2017

President Bill Dean called the meeting to order at 3:05 p.m. announcing that the meeting was being recorded and that the Small Boards Protocol of Roberts Rules would be used.

**Declaration of a Quorum**

Secretary Pat Page declared a quorum was present. Attendees were Bill Dean, Randy Deering, Paul Hinton, Tamra McDearmid, Gil Skinner, Caleb Summerfelt, Phyllis Waldenberg, and Paul Wynkoop.

**Amendments and Adoption of the Agenda**

Bill Dean asked if there were any changes to the agenda. There being no changes the agenda was adopted as written.

**County Department of Community Development Report (DCD), David Wayne Johnson.**

Mr. Johnson brought the group up-to-date on the Vision 2038 Comprehensive Plan for Jefferson County. He stated that in 1990 the State of Washington, required counties and cities to prepare comprehensive plans to manage population and employment growth. The plans were to comply with Growth Management Act requirements and included transportation, land use, rural, housing, capital facilities and utilities. The initial plan was intended to be in effect for 20 years (1998-2018). The committee is now in the process of updating the plan for the next 20 years (2018-2038).

Bill Dean asked Mr. Johnson to explain how the Port Ludlow Master Planned Resort fits into the Plan. Johnson explained that we were not considered an urban growth area, but we have urban levels of service such as sewers and utilities. As an MPR, we are unique and have a separate code and guidelines which guide our development.

The department is now undertaking a periodic update of its Comprehensive Plan. County departments and programs are currently reviewing community feedback and evaluating the Comprehensive Plan elements, goals and policies and Unified Development Code to review and revise if necessary. Mr. Johnson stated that the current draft of the Comprehensive Plan is available on-line at <http://speakupjeffco.com> and asked everyone to review and comment on the plan which goes into effect in June 2018.

**County Commissioner Report, Kathleen Kler**

Ms. Kler reported that the Jefferson County is extremely careful to stay within budget and noted that the Commissioners meet monthly to review budget projections and expenditures. Because of such vigilance, the County is on budget and expects a \$50,000 surplus next year. Ms. Kler emphasized that it is very difficult to stay on budget, but the Commissioners have diligently worked towards collaboration and cooperation to ensure that all components of the county receive their fair share of the resources available. When asked about the Sheriff Department's recent petition requesting additional deputies, Ms. Kler indicated that she had not seen the petition, but noted that if additional deputies were budgeted for, the money would have to come from CDC, Parks, Roads and Public Health programs.

When asked how to enhance the budget, Ms. Kler explained that the Commissioners are limited by law in the ways they can raise money which is done through property tax, sales tax, fees and special levies such as the proposed Proposition 1 on the ballot this Fall. She also explained that they are under strict supervision by the Washington State Auditors as to how specific funds are spent for specific projects.

**PLA Developer Report, Diane Smeland**

Ms. Smeland reported that PLA has several events planned and referred everyone to their website [www.portludlowresort.com/upcoming-events/](http://www.portludlowresort.com/upcoming-events/). She also noted that real estate has seen steady traffic and that there are 8 homes available in Ludlow Cove Cottages and 28 homes available in Olympic Terrace II. The 2 move-in ready models are complete in Olympic Terrace II and PLA will move their sales office to Olympic Terrace in late November since the first model in Ludlow Cove has been sold.

Ms. Smeland noted that to encourage people to visit Port Ludlow, there will be a new sign erected at Oak Bay Road and Beaver Valley Road that will indicate, "Welcome to Port Ludlow" with the appropriate icons indicating hotel, marina, food, gas, etc., which would divert traffic from Highway 104

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through Port Ludlow on their way to Port Townsend. She indicated as well, that “heads and beds” as well as “marina stays” were up again this year for Movie Night.

She also reported that the Bremerton Foot Ferry to Seattle has increased traffic to that city and that the predictions are when the Kingston Foot Ferry to Seattle is up and running, Port Ludlow will see an increase as well.

Smeland reported the OWSI has hired a consultant, Marine Surveys and Assessments, to conduct a geoduck survey. They completed about two-thirds of the total dive work and will start to dive again in April when the tide allows them to dive the deepest parts of the area. PLA will be talking with the DNR once all reports are received.

In response to questions from the audience, Ms. Smeland assured us that the new coffee shop would be open sometime in December or January, that the Breaker Lane pot-hole repairs were under bid. Additionally, and there has been activity on the senior housing initiative. The market study is being done and upon completion, Leisure Care will begin preliminary discussion with PLA for a 60 person independent/ assisted living facility in Port Ludlow.

### **Community Interest Reports**

#### **Election Forum, Pat Page**

Ms. Page reported that the Candidate Forum had been a success with 122 attendees at the event, which hosted the Hospital Commissioner candidates, Van Hoover and McComas as well as the Proposition 1 speakers, Cowan and Scarantino. All candidates/speakers reported that the forum was the best turnout they had received. Terry Umbreit acted as moderator and Paul Hinton was the timekeeper. Additional support for the Forum was received from Mike Nilssen, Tam McDearmid, and David McDearmid.

#### **Emergency Management, Danielle Turissini**

Ms. Turissini brought everyone up-to-date on the “Great Washington Shake Out” event conducted on October 19, 2017. The “Shake Out” was a trial run of Emergency Management in the event of an earthquake. Forty-seven out of 54 South Bay block captains were involved and 13 out of 23 block captains in the North Bay responded. Ms. Turissini admitted that this was a fair start at getting things going, and noted that the committee will work to improve the responses in the coming year.

She also reported that community participation in an emergency included the PLA plan to use facilities as trauma centers as well as using golf carts to navigate the streets and transport people, the Red Cross, and the County Emergency Management Department also had comprehensive plans in place. The goal is to have every home in Port Ludlow prepared for an emergency with water, food, clothing and shelter in place.

#### **Citizens Comments**

It was suggested that PLVC check its IRS status as a 501(c)(3) to confirm that we are in compliance. Bill Dean indicated that he would review our status at the earliest opportunity.

### **PLVC Internal Reports/Actions**

#### **Secretary — Pat Page**

A motion was made, seconded and passed to approve the minutes of the September 7, 2017 PLVC Board meeting. An additional motion was made, seconded and passed to approve the minutes of the October 5, 2017 PLVC Board meeting.

There was no correspondence this month.

#### **Treasurer — Paul Wynkoop**

Mr. Wynkoop stated that our beginning balance in October 2017 was \$27,258.65 and the ending balance is \$27,564.65. He made a motion to accept the July financial report as submitted. The motion was seconded

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and passed. Mr. Wynkoop also stated that the IRS Tax return (e-Postcard) for 10/01/2016 through 09/30/2017 was filed October 19, 2017.

**Planning Commission — Mike Nilssen**

Mr. Nilssen took the podium to discuss the Planning Commission Vision Statement. The document has been sent to the PLVC Board and he urged all members to review and send comments back. The Vision Statement focuses on several aspects of the Planning Commission's mission, but there is considerable concern over the lack of attention to economic development and as a result, we are losing \$20 million in tax revenue annually to other counties. At the recommendation of Bill Dean, Mr. Nilssen will provide the text for an e-blast to be sent out by PLVC to encourage the community to read, review and recommend changes to the Vision Statement by Friday, November 10, 2017.

**Financial Review Committee—Ad Hoc**

President Bill Dean stated, "That in light of the level of spending being requested by Committees and the amount of donations being received, I believe that the PLVC should review its financial strategy."

Mr. Dean made a motion that a Financial Strategy Ad Hoc Committee be established to review the financial situation of the PLVC, including the level or reserves to be maintained and potential funding sources. The Committee will be comprised of at least five individuals. The results of the Committee review should be presented to the PLVC Board by March 31, 2018.

Discussion was held noting that PLVC reserves are currently \$27,500 but have declined by \$8,500 over the past 12 months. Donations are currently about \$5,000 and Committees will recommend something in the \$12,000-\$13,000 area for next year. We have challenges ahead and defining our strategy to accomplish our mission is critical. If the Committee is approved, I will appoint Treasurer Paul Wynkoop as Committee Chair and it is suggested that he recommend at least four other committee members to provide a balance of new, existing and previous Board members and non-board members as he deems appropriate

Motion was seconded and passed to establish a Financial Strategy ad hoc Committee with Paul Wynkoop as chairman.

**Food Bank Donation, Gil Skinner**

Gil Skinner, SBCA President, discussed the fund raising efforts to provide a walk-in freezer for the Tri-Area Food Bank. Mr. Skinner reported that \$6,300 had been raised by individual donations from SBCA members and that individual LMC members had donated a total of \$1,000. It was requested that PLVC consider a donation as well.

Mr. Skinner made a motion that the PLVC donate \$500 to the Tri-Area Food Bank pursuant to the powers of the Board as articulated in the Articles of Incorporation.

After considerable, thoughtful discussion, motion was made, seconded and passed that PLVC donate \$500 to the Tri-Area Food Bank.

**Other Business**

There was no other business.

**Adjournment**

President Bill Dean adjourned the meeting at 5:15 p.m.