

C



## Board of Directors Meeting

May 2, 2019

3:00 p.m.

Beach Club

Minutes

**Attending:** Bill Dean, Steve Frenzl, Paul Hinton, Allan Kiesler, Tam McDearmid, Pat Page, Gil Skinner, Mike Towner, and Phyllis Waldenberg.

**I. Call to Order**

President Bill Dean called the meeting to order at 3:05 p.m.

**II. Declaration of a Quorum**

Mr. Dean asked Secretary Pat Page if a quorum was present. Pat noted that a quorum was present.

**III. Notification of Meeting Being Recorded and that Roberts Rules for Small Board Protocol would be used.**

Mr. Dean announced that the meeting would be recorded and that the Roberts Rules for Small Boards would be used.

**IV. Amendments and Adoption of the Agenda.**

Bill asked if there were any amendments to the agenda. Steve Frenzl asked that two additional items be added to the Community Interest section and Bill asked that one item be added to that section as well. Motion was made to accept the amended agenda. Motion was seconded and passed.

**V. County Report Commissioner Greg Brotherton and Planning Commission Chair, Mike Nilssen**

Greg reported that the County is currently doing a Health Assessment and asked that everyone log on to the County site and participate in the assessment. Greg will forward the link to Pat Page and an e-Blast will be prepared notifying the community. Greg also noted that he had spoken with Sean Sin at the Village Grocery store to discuss enhancing the selection of groceries. Sean was very open to listening to Greg's suggestions and asked that residents stop in to see the improvements.

He also noted that the county is in the process of hiring a code enforcement officer. The interviewing process should be completed within two weeks. This person will be part of the Department of Community Development and liaison with the Sheriff and other County departments.

Greg updated us on the status of the Port Hadlock Sewer project, which has been amended to be a smaller, more affordable first step in allocating sewer service in Port Hadlock. The system will not be a gravity fed system but a pressure system which reduces the amount of digging necessary. The estimate for the cost of this new plan will be \$18 million as opposed to \$28 million previously estimated.

Mike Nilssen, Chair of the Jefferson County Planning Commission (PC) spoke to the authority and responsibilities of the Commission. He noted that the commission is composed of nine citizen volunteers appointed by the Board of County Commissioners. The appointees represent their constituents and the general public from the three Commissioner districts. He stated that the PC supports the Department of Community Development by consulting and making advisory recommendations on the land use planning matters for the Board of County Commissioners as authorized in the Planning Enabling Act (RCW26.7.040). The PC does not review project specific permits. Mike answered questions regarding the function of the PC and it's influence on County decisions.

At this time Bill thanked Mike Nilssen for his report and took a moment to introduce Allan Kiesler, President of LMC who is replacing Randy Deering.

**VI. PLA Report, Diana Smeland**

Diana reported that the Glassy Baby promotion was scheduled for May 5<sup>th</sup> at a model home in Olympic Terrace II. She noted that Olympic Water and Sewer (OWSI) had been approved to obtain the loan for the new filtration system and was in the process of preparing the paperwork. She reminded everyone that the surcharge would start to appear in June water bills.

Questions were asked about the log pile near Port Ludlow Brokers and when it was scheduled to be removed. Diana stated that it was on their log hauler's list to be taken, but he is behind schedule. There was an additional inquiry regarding the Port Ludlow contract Post Office status. Diana stated that Frances has notified PLA of the termination of her lease for the Post Office building. Diana has been in touch with both the Postmaster in Port Hadlock, and Post Office management in Seattle, but no decision has been made as yet for a replacement tenant to run the facility. The Post Office has indicated their intent to keep the facility operating and does have at least one interested party to become the operator.

**VII. Community Interest Reports**

*a. Trails Maintenance Agreements – Bill Dean*

Bill reviewed the process of completing the Trails Maintenance Agreement. A new agreement has been developed and signed by PLA and LMC They are now in compliance with the insurance requirements, i.e., safety training). Work will begin on a further agreement with SBCA, SBCA Villages, Pope and the Department of Natural Resources (DNR).

**b. *Emergency Management – Danille Turissini***

Ms. Turissini gave an update of the activities of the Emergency Management Committee. Most specifically, there has been an enhanced recruitment and training of Block Captains as well as developing the Neighborhood Operations Center (NOC) which will act as “information central” during an emergency situation. Danille is working with the County Department of Emergency Services to develop the plan for Port Ludlow to maximize the use of CERT train volunteers, determine a training curriculum for Block Captains, and allocation of resources. Danille also reminded everyone that the Emergency Management Fair will be held on June 22, 2019 at the Beach Club.

**c. *Additional Emergency Management Committee Members***

At this time, Mr. Dean made a motion to add the following individuals to the Emergency Management Committee: Mike Towner, Russ Henry, Rob Hamilton, Rod Dawson and John Crooks. Motion was made, seconded and passed.

**d. *Roadway Safety – Steve Frenzl***

Steve reported that he and Allan Kielser had met with the contract consultant hired by the county to evaluate the traffic issues in Port Ludlow. Steve and Allan were very impressed with the consultant’s professionalism and concern for the issues faced here. The scope of his survey will only be Port Ludlow and he will address the items reported in the February 2019 PLVC Minutes. The survey will start in July when the full population of Port Ludlow is in residence.

**e. *Health and Wellness Committee – Steve Frenzl***

Steve reported that the Committee is organizing one seminar per quarter addressing such issues of End of Life, Advance Directives and the current seminar scheduled for May 17, 2019, Life Alone. The November topic is tentatively scheduled to be on bereavement.

**VIII. Homeowners Association Information**

**a. *LMC – Alan Kiesler***

Mr. Kiesler reported that the Annual Member social was held at the Beach Club on Friday, April 26, 2019. There were 125 attendees who enjoyed food and refreshments. On Saturday, April 27, 2019, the LMC Annual Meeting was held and two new trustees were added to the LMC Board: Teddie Clark and Ashley Avery. He noted that their first order of business was to complete the Rules and Regulations of the organization.

- b. ***SBCA – Gil Skinner***  
Gil reported that the April pancake breakfast recipient was The Dove House. They received \$400 plus other donations and hosted over 100 people. Gil highlighted the Law Enforcement/ Crime Prevention Seminar that was held on April 18, 2019 which had 80 attendees and presentations from the Jefferson County Sheriff's Foundation as well as Kitsap Bank's fraud prevention staff. The same program will be held at the Beach Club on May 19<sup>th</sup> from 1:00 to 4:00 p.m.

**IX. Citizen Comments**

There were no citizen comments

**X. PLVC Internal Reports/Actions**

Bill Dean nominated Steve Frenzl as Vice President to replace Steve Hammond who resigned from the Board in April. Motion was made to accept the nomination of Steve Frenzl as Vice President. Motion was seconded and passed.

Paul Hinton made a motion to add Steve Frenzl's name to the Signature Card at Sound Bank for the PLVC Account and to remove Steve Hammond's name. Motion was seconded and passed.

**XI. President Topics**

Bill Dean reported that four potential candidates were interviewed for the open Board position. Three did not qualify for various reasons (living outside the MPR, not able to make the time commitment).

- a. ***Appointment of Replacement of Board Member***

Bill made a motion to appoint Mike Towner to the PLVC Board of Directors. Motion was seconded and passed. At this time Bill asked Mike to join the other Directors at the table.

- b. ***Linda Karp's Departure***

Linda Karp confirmed that she would be leaving Port Ludlow at the end of May. She will be moving to Sacramento to be closer to her family. She thanked everyone for their support with her work on the *Voice* and introduced her replacements, Mary Roman and Valerie Goree.

- c. ***Approval of Revised Bylaws***

Bill reviewed the Bylaws changes that had been introduced and reviewed by the Administration Committee. The first addressed the selection of Committee Chairs and the second was to amend the procedural process to change the Bylaws. Bill made a motion to accept the Bylaws as presented. Discussion was held concerning the language of the Bylaws. Allan Kiesler suggested amending the language to be more "modern". Motion was made by Steve Frenzl to table the Approval motion to have Administration Committee and Workshop review of the suggested

changes before a vote by the Board of Directors. Motion was seconded and passed.

**d. Secretary – Pat Page**

**i. Approval of Prior Month’s Minutes**

Ms. Page made a motion to accept the April 4, 2019 minutes as written. Motion was seconded and passed.

**ii. Correspondence**

Ms. Page noted that we had received the following Correspondence: A bill from Hartford Insurance; a bill from LMC; and Movie Night revenue from Jefferson Healthcare, Port Ludlow Brokers, Oak Bay Animal Hospital and QFC.

**e. Treasurer’s Report – Paul Hinton**

**i. Current Financial Report**

Paul reported that the beginning balance was \$24,545.39 with income of \$310.00. Expenses totaled \$1083.13 leaving an ending Balance on April 30, 2019 of \$23,772.26.

**XI. Other Business**

There was no other business

**XII. Adjournment**

Motion was made to adjourn the meeting at 4:26 p.m. Motion was seconded and passed.