

**Port Ludlow Village Council (PLVC)
Trails & Natural Resources Committee Meeting
Minutes of September 1, 2020**

Call to Order

The Chairperson called the meeting to order at 0900 on 9/1/20. The Secretary performed a roll call.

Attendees

Committee Officers	Name	Attendance
Chairperson	Merrily Mount	Present
Natural Resources	John Goldwood	Present
Secretary	Gary Hicks	Present
Treasurer	Richard Myers	Present
Stewards	Jane Navone	Present
Maintenance	Tim Rensema	Not Present
PLVC Liaison	Paul Hinton	Present
Members-at-Large Attending		
Dan & Soozie Darrow		

Attachments

- A. Meeting Agenda-9/1/20
- B. Action Item List-9/1/20
- C. Treasury Report-9/1/20

Summary

The 9/1/20 meeting of the PLVC Trails & Natural Resources Committee was held as scheduled via teleconference. The meeting generally followed Attachment A. A summary of the Committee's discussion and meeting results for each topic is provided below in the same sequence as the agenda items (underlined) irrespective of when discussed during the meeting. Additional discussion items (items not underlined) follow agenda discussion items. Action items are shown in Attachment B **with the responsible action person(s) highlighted**. "Notes:" may be added to clarify the minutes but if present were not discussed in the meeting. Roberts Small Board Rules generally govern meeting protocol with some deviation based on Committee practices ; "(M/S/P)" indicates Motion/Second/Passed; "(M/S/NP)" indicates Motion/Second/Not Passed but under Small Board rules a second is not required and may not have always occurred.

Approval of Previous Meeting Minutes

The 8/5/20 Committee meeting draft minutes were approved with corrections (M/S/P).

Committee Officer Reports

Chairperson Report

- 1. A lot of maintenance work has occurred in August. The trails continue to be well used with masks and social distancing by walkers.

Natural Resources Report

- 1. A PLVC eBlast on tansy ragwort was submitted. **See Action Item #20-031.**
- 2. **See Action Item #20-037.**

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Secretary Report

1. Marge Carter has submitted another article to the Port Ludlow Voice on the Trails & Natural Resources Committee history. Record documents that she borrowed have been returned.
2. Scanning paper documentation and going completely electronic with the Secretary's Committee records was proposed. There was no dissent on this informal proposal.

Treasurer Report

1. Treasury Report: Attachment C was reviewed with the Committee.
2. **See also Action Item #20-034.**
3. Expenditure Requests: none discussed.

Stewards Report

1. Volunteer Work: Committee volunteer hours reported to date for 2020: 1007 hours
2. **See Action Item #20-038.**

Maintenance Report

1. August work: Work completed in August included removal of several down trees, replacement of an Interpretive Trail stair step, and replacement of a Beaver Dam bridge log.
2. Chain saw work: not discussed.

PLVC Liaison Report

1. The PLVC Liaison discussed doing videos to post to the Committee's website. **See Action Items #20-040, #20-041, #20-042 and #20-043.**

Unfinished Business

1. Action Item Review: updates to the Action Item List are in Attachment B.
2. Policies and Procedures revision status: Revisions to the Committee's existing policies and procedures and long-range plan documents have been drafted. A new Tasks Sequence document has been drafted. Reviews have been performed by the subcommittee members, Larry Scott, and Jim Mueller and their review comments mostly resolved. The documents are basically ready for a wider review.
3. Plan for revised Policies & Procedures review and comment, finalization, and approval: The following plan was proposed:
 - a. Distribute the documents to the everyone who receives the minutes by 9/3.
 - b. Individual review comments to be sent to Secretary by 9/25.
 - c. Secretary works to resolve comments by 10/2. Unresolved comments placed on list for group resolution. Updated draft documents and unresolved comment list are distributed again.
 - d. Date for special meeting for Committee group review of documents set at 10/6 Committee meeting. Date to be no later than 10/15.
 - e. Special Committee meeting held to (1) resolve remaining comments, and (2) do final review & comment page turn on the documents.

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- f. Secretary makes final corrections and sends out final draft documents for approval at November meeting.

There was no dissent expressed regarding the plan.

New Business

1. Solicitation of volunteers for 2021 Committee officer positions: The Maintenance Coordinator, Chairperson, Treasurer and Secretary have expressed the desire starting in 2021 to continue work with the Committee as a volunteer but not an officer. **See Action Item #20-046.**

Announcements

1. Next Meeting: scheduled for 9am on Tuesday, 10/6/20 is expected to be via teleconference.

Adjournment

The Chairperson adjourned the meeting at 0951 on 9/1/20.

Gary Hicks
Committee Secretary

PLVC Trails & Natural Resources Committee Agenda

Tuesday, Sep 1, 2020, 9:00am

Location: Teleconference – see instructions

Agenda Item – Committee Members	Discussion Items
Call to Order	
Approval of Previous Meeting Minutes	1. One correction to Action Item #20-036
Chairperson Report – Merrily Mount	1.
Natural Resources Report – John Goldwood	1.
Secretary Report - Gary Hicks	1.
Treasurer Report – Richard Myers	1. Treasury Report 2. Expenditure Requests
Stewards Report – Jane Navone	1.
Maintenance Report – Tim Rensema	1. August work 2. Chain saw work
PLVC Liaison Report – Paul Hinton	1.
Unfinished Business	1. Action Items Review 2. Policies and Procedures revision status 3. Plan for revised Policies & Procedures review and comment, finalization, and approval
New Business	1. Solicitation of volunteers for 2021 Committee officer positions
Announcements	1. Next Meeting
Adjournment	

PLVC Trails & Natural Resources Committee
Action Items - 9/1/20 Minutes

Item #	Date Added	Action Item	Status/Resolution/Remarks	Date Resolved
#20-010	1/7/2020	Tim Rensema will investigate requirements for emergency locator signage to determine if the idea is feasible on Port Ludlow trails.	2/4: Low priority, investigate later.	
#20-011	1/7/2020	Members at large are requested to provide to Committee officers: (1) any suggestions for Trail Mix articles in the Port Ludlow Voice and (2) any needs for 2020 use of funds for Committee maintenance / projects / purchases.	2/4: Ongoing request.	
#20-016	2/4/2020	See 1/7/20 meeting minutes, Unfinished Business, paragraph 2 regarding DNR and ORM trails. Bill Dean (PLVC President) is leading efforts to see if shooting can be closed in the area of these trails. Any action by the Committee (such as possible posting signs) will wait on the outcome of Bill Dean's efforts .	2/4: Added from 1/7/20 minutes for tracking. Enlarging the no shooting zone involves Jefferson County, the tribes, DNR, and Pope/Rayonier as stakeholders. 4/7: PLVC action regarding no shooting is on hold; waiting on sale of Pope to Rayonier. 8/1: Pope sale to Rayonier was completed on 5/8/20. 8/5: Per Paul Hinton action is not yet completed. 9/1: No status change.	
#20-23	4/2/2020	Recommendation from Tim Rensema for a Committee "roles & responsibilities" document. Recommendation from Gary Hicks for a Committee "task sequence" document.	4/7: Sub-committee of Merrily Mount, Tim Rensema, and Gary Hicks formed to draft revisions to existing Committee procedures and create new documents as appropriate. 5/2: Sub-committee kickoff completed. Outline of Task Sequence document created to start work. Targeting September 2020 to complete drafting documents. 5/30: Some work on Task Sequence document performed in May. 8/1: Draft documents completed. Undergoing subcommittee review/editing. 9/1: See minutes.	
#20-24	4/3/2020	Tim Rensema will monitor the hole on the Rainier Trail for an appropriate period and determine if maintenance work is appropriate.	4/7: Bi-weekly monitoring has started. No change in hole size seen on recent visit. 5/5: no change seen to date. 5/30: No change. 7/30: No change.	
#20-031	5/5/2020	John Goldwood and/or Merrily Mount will prepare a PLVC eBlast and/or Voice article regarding noxious weed eradication efforts.	6/2: PLVC eBlast on noxious weeds planned. 8/5: Waiting on approval from PLVC to do an eBlast. 9/1: eBlast prepared. At 9/3 PLVC meeting Paul Hinton to ask Bill Dean when it can be sent.	
#20-34	5/30/2020	From April Meeting: Richard Myers to arrange with bank for only the following to be able to sign Committee checks: Tim Rensema, Paul Hinton, John Goldwood, & Richard Myers.	8/1: Incomplete. 9/1: Richard Myers will work to complete in September.	
#20-036	8/1/2020	Committee requested to paint Trails kiosk at Port Ludlow village center.	8/1: PLVC will provide paint. Tim Rensema will get the kiosk painted sometime after 9/22/20. 8/5: Matt Kolbeck has volunteered to assist painting.	
#20-037	8/5/2020	John Goldwood will contact PLA to determine if they can assist with some Japanese knotwood eradication on Cameron Drive.	9/1: PLA provided assistance.	9/1/2020
#20-038	8/5/2020	All Committee Officers -- provide any ideas for a way to recruit trail walkers as backup stewards to Jane Navone .	9/1: Jane recently emailed all the backup stewards about assisting.	

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Action Items - 9/1/20 Minutes

#20-039	8/5/2020	Some of the signs recently installed were on biking-designated trails yet the signs say "No Biking". Dan Darrow will remove or coverup the "no biking" wording.	8/6: Work completed.	8/6/2020
#20-040	8/5/2020	Merrily Mount will ask Bill Dean how to get the Committee website updated. Gary Hicks will assist with new text for the website pages.	9/1: Last PLVC workshop discussed Trails website update and possible videos. Paul Hinton will provide info to Gary Hicks about what to do to get website updated.	
#20-041	8/5/2020	At the 8/6/20 PLVC Board meeting Paul Hinton will ask about the DNR timber harvest date and find out who should contact DNR and prepare an eBlast.	9/1: Paul Hinton to discuss with Dave McDearmid on 9/3.	
#20-042	8/5/2020	Paul Hinton will ask about who is responsible for various sign maintenance at the 8/6/20 PLVC Board meeting. With this info from PLVC and the assistance of Tim Rensema, Gary Hicks will include information on the signs that Trails Committee is responsible for maintaining in the revision to the Committee policies and procedures.	9/1: Trails only responsible for Trails signs.	9/1/2020
#20-043	8/5/2020	Merrily Mount will provided Trails & Natural Resources information for the 2020 online PLVC Annual Welcome Event to Tamera McDearmid as soon as possible (if still needed).	8/27: Merrily was not contacted regarding Trails Committee. No action taken. 9/1: Paul Hinton will check if info still being accepted. If so, Merrily to provide info (perhaps only link to website).	
#20-044	8/5/2020	Merrily Mount will coordinate the effort by others to determine what is needed for design and construction of a replacement bridge on Niblicks trail that with a size and strength that will allow crossing by the lawn mower "Felix".	8/27: Jim Mueller & John Fillers are taking action to resolve this issue.	
#20-045	9/1/2020	Committee will determine in future meeting if biking should be allowed on Timberton connector (Rock 18 to 21). A sign would need to be changed (cover up "No biking") but not the maps.		
#20-046	9/1/2020	Merrily Mount to discuss with Committee officers their 2021 plans for continuing in current roles and solicit members-at-large for becoming Committee officers as needed. A Trail Mix article is also planned to solicit volunteers.		

PLVC TRAILS TREASURY REPORT - Sept. 1, 2020

Aug Expenses	\$28.00	Repair steps at Interp. Garden
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2020 BUDGETS, EXPENSES AND BALANCES

CATEGORY	BUDGET	EXPENSES	REMAINING
Directional Signs	\$500.00	\$391.43	\$108.57
Interpretive Signs	\$800.00	\$0.00	\$800.00
Interpretive Garden	\$200.00	\$54.17	\$145.83
Mower Maintenance	\$700.00	\$0.00	\$700.00
Trail Maintenance/Supplies	\$200.00	\$762.69	-\$562.69
Food/Refreshments	\$400.00	\$80.21	\$319.79
Training	\$750.00	\$300.00	\$450.00
Miscellaneous/Contingency	\$450.00	\$933.85	-\$483.85
Totals	\$4000.00	\$2,522.35	\$1,477.65

Carryover from 2019	\$500.00
Available operating funds	\$1977.65

RESERVE FUNDS

\$6965.22

LTAC Interp. Signs	Grant amount	\$2050.00
	Expenses to date	\$2050.00
	Remaining balance	\$0.00