



Board of Directors Meeting  
January 7, 2021 at 2:45 p.m.  
By Videoconference Call

## MINUTES

Attending: Sally Franzel, Paul Hinton, Allan Kiesler, Tam McDearmid,  
Jim Moffitt, Karin Nyrop and Tom Sprandel.  
Others: Dave Jurca, Dave McDearmid

### I. **Call to order**

President Jim Moffitt called the meeting to order at 2:50 p.m. and Sally Franzel declared that there was a quorum. Jim noted that the meeting was being recorded and that Robert's Rules of Order for Small Boards Protocol was being used. There being no additions to the agenda, a motion was made, seconded and passed to accept the agenda as written.

### II. **Port Ludlow Associates Report – Diana Smeland, President**

Diana reported that on January 5, 2021 at approximately 7.00 a.m. Olympic Water and Sewer (OWSI) had discovered a bypass at the waste water plant. The plant had been experiencing extremely high flows due to an excessive amount of rain in a short period of time. Approximately 50,000 – 70,000 gallons containing a mix of storm water and wastewater had by passed into Ludlow Bay during the night. Upon discovery, the flow was immediately diverted which stopped the bypass and the appropriate government agencies were notified. Providing an update on the OWSI chlorination project, Diana said that the contractor would be breaking ground on the building for the filtration system within the next couple of weeks. Reporting on OWSI's pending project to drill a new water well on their Walker Way property, Diana said that the project was at very early stages. A test hole had ben drilled and the water was clean. A report was being prepared for the applicable government agencies for their permission to drill a well in that area. Management had obtained a commitment from a bank for a loan for the project.

In the hospitality area, the Inn's Fireside Restaurant was continuing to offer take-out and outside dining on the heated patio. Plastic curtains had been ordered to retain heat while still allowing adequate air flow.

**III. County Report – Greg Brotherton, County Commissioner, District 3**

Greg reported that the “tiny tent” project in Port Hadlock had been completed and that the twelve wooden tents providing temporary housing were ready for their planned occupants to move in. In an additional effort to provide affordable housing, OlyCAP had been awarded a grant from the Washington State Department of Commerce to assist in the construction of multi-family housing consisting of forty-three apartments at 7<sup>th</sup> Street and Hendricks Street in Port Townsend. It was planned to break ground in 2021.

Greg continued that Governor Inslee had announced “Healthy Washington – Roadmap to Recovery” a COVID-19 phased recovery plan. As of January 11, the State would follow a regional recovery approach with every region beginning in Phase 1. Jefferson would be in the Northwest region along with Clallam, Kitsap and Mason. A region's phase would be determined by the DOH in response to four metric requirements. The metrics for each region would be calculated every Friday by the DOH and, dependent on the region's metrics, the region could move into a new phase – forward or backward – the following Monday. The goal was to reopen the economy safely as quickly as possible while continuing to protect the communities against COVID-19.

**IV. Committee Reports**

**a. Trails and Resources Committee – Larry Scott (Chair)**

Larry reported that in 2020 the trails group had contributed 1,297.8 volunteer hours which at the recognized “volunteer hourly rate” of \$27.20 per hour resulted in a donation equivalent of \$35,300.00 by the trails committee and its volunteers to the community. Larry provided a detailed report of the committee's work plan for 2021 which included:

Remodeling and replacing the bridge on the Niblicks Loop for mowing equipment access and replacing three steps on the Ludlow Falls Interpretive Loop stairs.

Installing “corduroy” on sections of several trails to raise them up out of mud and water. Continuing to work on the Beach Club by installing steps so that the trail would still be available at high tide.

Build a storage shed for tools, equipment and materials.

Continue to “weed wack” and mow trails in the spring/summer and to replace signs as appropriate.

The Board thanked Larry Scott for taking over as caretaker Chair of the committee and expressed their gratitude for the continuing time and effort expended by the volunteers in maintaining the community's trails.

**b. Utilities Committee – Recycling Report – Austin Kerr**

Austin commented that solid waste removal was a regulated utility in the State of Washington and that each county had to have a solid waste removal plan. The recycling bins in Port Ludlow played an important part in the county's recycling program. The program had to be self-supporting as it was not supported by tax payer money. Port Ludlow Associates (PLA) provided the location and a contract had been signed with Skokum to provide the bins and service the site. Skokum was reliant on sales of the recycled material to provide the service and it was extremely important that the recycling guidelines posted at the site were followed. Failure to follow the guidelines disrupted the processing of the materials for sale to the brokers who found markets for the materials. After discussion with Greg Brotherton, a future presentation by a county representative on recycling protocol and solid waste removal would be planned.

**c. Communications Committee – Mike Towner (Team Lead)**

Mike provided an update on the committee's activity during 2020 and planned projects for 2021. He commented that the committee was responsible for much of the written communication of the Village Council most notably the e-blasts and the contents of the Web site. During 2020 the primary focus had been providing messages of importance to the community regarding the COVID-19 pandemic especially the weekly "COVID-19 Status report". The e-blast system was also used to announce special events and regular public meetings of the Village Council Board so that residents could attend if they wished to do so. Future plans would be to create templates that would allow categorization by message and content type so that mailings would be consistent and allow for quick recognition by receivers. The committee also planned to work on the subscription lists to identify those residents who regularly read the e-mails in order to target them more effectively.

Mike continued that the objective of the Village Council Web site was to provide announcements and also document archives of a more permanent nature. It provided a searchable reference for recurring postings such as committee meeting minutes and special interest topics like COVID-19 articles and links to external information. Future plans included the posting of the Block Captain Training Curriculum and the Neighborhood Emergency Plan. An Organizational Directory, providing a reference to the various clubs and organizations available to the community, had been created in direct response to the void left by having to cancel community events. It was anticipated to have the Directory available on the site by the end of January.

In 2021 Caleb Summerfelt would continue his invaluable role as Webmaster, supporting the infrastructure of the site and making required programming and structural changes. Mike had assumed the role of updating standard elements like meeting minutes and more trivial in-place textual changes. A future goal would be to reorganize Web site content to make navigation easier and to eliminate redundancies that have occurred over time.

**V. Homeowners Association Information**

**a. LMC – Allan Kiesler**

Allan said that a virtual Special Members Meeting had been held on December 17 in order to ratify the Board approved Budget for 2021 and that LMC members had approved the budget. A proposal to complete an electrical upgrade to the 2 RV lots and to update fencing had been approved.

**b. SBCA – Tom Sprandel**

Tom reported that Richard Grieves had joined the SBCA Board. He summarized recent activities of the Finance and Architectural Review Committees and said that the Communications Committee was in process of updating the SBCA Web site.

**VI. Citizen Comments**

There were no citizen comments

**VII. PLVC Internal Reports/Actions**

**a. Secretary – Sally Franzel**

**i. Prior Months' Minutes** – Motion to approve the December 3, 2020 Board meeting minutes was made, seconded and passed.

**ii. Correspondence** - Jim Moffitt said that he had received several emails with questions relating to the COVID-19 vaccine and had reached out to the county for information.

**b. Vice President, Tam McDearmid**

**Administrative Issues** – John Griffith had resigned from the PLVC Board and also from his membership of the Holiday Lights, Trails and Utilities Committees. A motion was made, seconded and passed to accept John's resignation. Jim Moffitt was actively looking for candidates to fill the two vacancies on the Board and was looking within the Village Council's Committees rather than recruiting outside.

**c. Treasurer – Paul Hinton**

**Prior Month's Financial Report** – Paul Hinton reported that the previous month's opening balance was \$21,936.87 with net income of \$1,100.00. Expenses totaled \$603.19 leaving a December 31, 2020 balance of \$22,173.28. A motion to accept the Treasurer's Report was made, seconded and passed.

**VIII. Adjournment**

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:05 p.m.

After the adjournment, the Board members went into an Executive Session.

Submitted by:  
Sally Franzel  
Secretary

