



Board of Directors Meeting
February 4, 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 in the hospitality area, the Inn's Fireside Restaurant was continuing to offer outside dining on the heated patio and would be offering special menus for both St. Valentine's Day and St. Patrick' Day. The golf club would be holding clinics in March as well as its Winter Series.

As a marketing tool to encourage tourists to visit Port Ludlow when appropriate, management was looking for "influencers" on Instagram together with organizations to partner with the Inn in such areas as food, wine, golf and sailing.

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

In order to provide background information for the current recycling issues, Greg introduced Laura Tucker (Jefferson County Department of Health (DOH) Environmental Health Specialist II and Education and Outreach Specialist) and Al Cairns (Jefferson County

Solid Waste Manager).

Laura explained that the county's DOH had received a grant to support waste reduction and especially reduction of recyclables contamination. The county was only one of two in Washington State that source separated its recycling which enabled Skookum to find markets locally. An audit had been completed at the transfer station of the recycling coming from the Port Ludlow bins. Contamination amount by volume was as follows: mixed paper-5%, cardboard-17%, glass-5% and TAP (tin, aluminum and plastic)-30%. Plastic was a major issue as the numbers on containers were often not accurate and only plastics that melt at the same temperature can be recycled. Residents were often in doubt as to whether an item was recyclable and which bin it should be placed in. The mantra should be "When in doubt throw it out". An updated flyer highlighting contamination was to be included in the March electric bill.

Laura continued that the recycling service was a free benefit provided as a courtesy to residents by the county and the bins should not be overloaded. The contract with Skookum was for regular scheduled pick-ups and the bins provided should be sufficient to service normal amounts of recyclable materials produced by residents' day-to-day use. The large amounts of cardboard dumped outside the bins were thought to be due to contractors and homeowners' remodeling projects. It was hoped that a homeowner or contractor working on a project would take responsibility for disposing of a large volume of cardboard or packaging at the county recycling center.

The Board agreed that additional efforts should be made to broaden the public's knowledge and try to reduce contamination by reaching out to the HOAs, communicating via the Voice and sending out updated flyers. The point of service at the bins should also be updated and PLA asked to communicate with contractors to avoid large scale dumping at the bins.

IV. Committee Reports

a. Community Development Committee Report – Dave McDearmid, Chair

Dave reported that during the last quarter the committee had continued to work on the expansion of the Port Ludlow No Shooting Zone to include the balance of the Master Plan Resort (MPR) and properties that encompass the Teal Lake Trail and the Timberton Loop Trail. Contact had been made with Rayonier to request their approval and support of including those properties in the proposal to be made to the county. The committee was also continuing to monitor the Department of Natural Resources (DNR) for logging proposals and applications in areas adjacent to the MPR.

Members had met with Diana Smeland to address the areas around the Admiralty Condos that needed attention, such as the volley ball court, the playground and its equipment and

would continue to track the progress of remedial action with Diana.

b. Utilities Committee – Robert Chanpong, Chair

In response to the recent overflows at the recycling area, Robert said that an e-blast had been sent out to the community which provided contact information for Jefferson County (JeffCo) and Skookum as well as a reminder that the recycling bins and management of the recyclable products were an important service to the community. A second e-blast would be sent out explaining how residents could assist in stopping contamination.

Referring to its project to drill a replacement well, OWSI management reported that samples from the 2-inch pilot well drilled in December showed no evidence of contamination and the well site geologist was completing his final report on the pilot well. Providing an update on the chlorination project which officially began in January, 2021 at the site in the South Bay, OWSI said that the foundation of the water treatment building had been poured and preliminary construction was underway in order to keep the project on schedule.

c. Health and Wellness Committee – Jim Moffitt, Chair

Jim commented that since January 1, 2021, most of the committee's actions had been related to the COVID-19 pandemic. Washington State and JeffCo data and messaging was being monitored daily including JeffCo's weekly Board of Commissioners meetings and health updates from Dr. Locke and relevant JeffCo departments.

The committee had been working closely with Jefferson Health Care to obtain updated information on vaccination protocols and guidance in addressing residents' questions relating to COVID-19 and the availability of vaccines. Weekly e-blasts relating to relevant pandemic data would continue plus additional e-blasts relating to vaccination information which was changing frequently.

Once the weekly COVID-19 e-blasts were no longer necessary, the committee intended to focus its efforts on educational programs both for enjoyment and mental health.

d. Roadway Safety Committee – Allan Kiesler, Chair

Allan was pleased to report that JeffCo had scheduled a Public Hearing on February 8, 2021 to vote on a proposal to reduce the speed limit in Port Ludlow in selected areas of Oak Bay Road and Paradise Bay Road. Prior to the Hearing, two virtual presentations were held by Allan for residents in order to explain the consultant's report and the recommendations that the committee had made to the county's Department of Public Works. All relevant documents had been made available to the community on the PLVC web site. The presentations appeared to have been well received and interested residents had been asked to contact the county commissioners to express their support of

the speed limit. If approved, the changing of speed limit signs to 35 mph alone would not achieve the required objective of reducing speeds on the selected roads. It would be necessary to narrow the roadway when chip sealing was scheduled in the summer. This would also improve safety for walkers and cyclists. Allan continued that lowering the speed limit was the first step. Once that had been achieved he felt that the county would provide appropriate signage and, with the assistance of the trails committee, trees could be trimmed to obtain better sight lines on the roads. The members of the Board thanked Allan for his perseverance in working with the county over several years and for the excellent presentation he had put together to educate residents about the proposed road safety measures.

V. Homeowners Association Information

a. LMC – Allan Kiesler

Allan reported that LMC had signed a contract to replace fencing and upgrade lighting and electrical at the Talbot and Rainier RV storage lots. The upgrades had been planned as part of LMC's reserve scheduling for 2020. Owners of equipment stored in those lots had been asked to remove their property and store it at home or elsewhere until the project had been completed. It had been estimated that the project would take approximately 6-8 weeks. It should begin on February 15th and should be completed no later than April 16, 2021. Since some of the fencing to be replaced surrounded the Olympic Water and Sewer water tower, OWSI had agreed to reimburse LMC approximately \$5,700.

b. SBCA – Tom Sprandel

Tom reported that the SBCA was continuing to work on the Bay Club including resurfacing of the indoor pool and an update to the HVAC system. The Health and Fitness committee was looking into the legality of requiring members to be vaccinated against COVID-19 in order to use the Club. The trustees continued to evaluate, on a month to month basis, when the facility could be reopened.

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 January 7, 2021 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 especially residents' ability to sign up for an appointment. He had assisted with the process and had also reached out to the county for any additional information.

b. President – Jim Moffitt

i. Board Vacancies – Jim said that the recent resignations of two Board Members, Rita Garcia and John Griffith had created two vacancies on the PLVC Board of Directors. He was delighted to announce that Mike Towner had offered to return to the Board. Mike was currently a member of the Emergency Management Committee and played a major role on the Communications Committee with responsibility for e-blast communications and up-dating the Village Council web site. A motion was made, seconded and passed to seat Mike Towner as a member of the PLVC Board of Directors for the remainder of the two-year term (ending October 2022). Jim said that he would continue to strive to fill the remaining vacancy with an individual who had the desire, interest and time to devote to the Board.

ii. Administrative Issues – Tam continued that, since the resignation of Rita Garcia, Jim Moffitt had been acting as temporary Chair of the Communications Committee. She requested a motion to appoint Mike Towner as Chair of the Communications Committee effective immediately. The motion was made, seconded and passed.

c. Treasurer – Paul Hinton

i. Prior Month's Financial Report – Paul Hinton reported that the previous month's opening balance was \$22,173.28 with net income of \$207.07. Expenses totaled \$1,321.00 leaving a January 31, 2021 balance of \$21,059.35. 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 4:20 p.m.

Submitted by:
Sally Franzel
Secretary