



Board of Directors Meeting  
August 5, 2021 at 2:45 p.m.  
By Videoconference Call

## MINUTES

Attending: Sally Franzel, Paul Hinton, Allan Kiesler, Tam McDearmid, Jim Moffitt, Gil Skinner and Mike Towner. Karin Nyrop was unable to attend.

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 presented.

### II. **Dan Toepper – Commissioner, Public Utility District 3 (PUD)**

Dan Toepper reported that based on the results of their consultant's report, the Jefferson County Public Utility District (PUD) was considering a full replacement program of its electrical metering system by installing Smart or AMI (Advanced Metering Infrastructure) meters. The project would take approximately four years with an anticipated cost of \$5 million. An "opt out" program would be available.

PUD was pursuing a \$12-1/2 million grant that would fund installation of fiber optic internet in Quilcene to Discovery Bay and surrounding areas. As part of the grant application, PUD had asked residents within the project area to fill out a survey and had received overwhelming support for the project. The total project would build 160 miles of optical fiber to connect more than 1,600 homes and businesses in Quilcene, Discovery Bay, Gardiner and part of Chimacum. The project was submitted to the state Broadband Office requesting partnership and matching funds. If accepted, it would be bundled within

a statewide application to the National Telecommunications and Information Administration (NTIA) Broadband Infrastructure Funding program. PUD's involvement in expanding broadband access within the county would be dependent on obtaining grants. PUD was also considering applying for a grant under the U.S. Department of Agriculture (USDA) ReConnect Program which offered federal financing and funding options in the form of loans and grants to facilitate broadband deployment in rural areas that didn't have sufficient access to broadband. This program would require a 10%-25% match depending on qualifying factors. Mr. Toepper thanked the county for the \$150,000 from the Federal Relief Funds given to PUD for broadband expansion.

PUD was considering exercising retail authority to be an Internet Service Provider (ISP) for connections built in the grant project area but all PUD fiber would be "open access". This meant that any eligible service provider could use PUD fiber to connect to a customer and provide an additional service option.

The budget review process for 2022 would start soon and would include discussion on how to best utilize income received from property taxes. The commissioners would also be starting a strategic plan update to cover the next three to five years. These meetings were open to the public and input from interested residents would be appreciated.

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

Greg Brotherton reported that the commissioners had made a commitment to the Jefferson County Fairground Board to supplement their loss in revenue during the summer due to the homeless encampment at the fairground and to look for an alternate location. A contract had been signed for a 30-acre parcel at Mill Road and Highway 20 for an emergency homeless center to be managed by Olycap. This location could also be used for parking for the Larry Scott Trail.

Greg had testified at a hearing in Quilcene that discussed a proposed Inter-Trust Exchange. The exchange would allow for the future transfer of 826 acres of State Forest Land Trust forestland near Quilcene into the Department of Natural Resources (DNR) managed Dabob Bay Natural Resources Conservation Area (NRCA) for recreation and wildlife habitat. It would be for equal -valued parcels of Common School Trust forestland in the same area and all parcels involved in the transaction would remain in state ownership. Under state law only Common School Trust properties may be transferred through the Land Trust Transfer Program but state law permits DNR to propose inter-trust exchanges to meet the needs of the trust beneficiaries.

The county had instituted a new budgeting process where each department explained their budgetary needs and issues directly to the county commissioners at meetings which were open to the public. In that way, the commissioners hoped to achieve a transparent

budgeting process.

In March 2021, a resolution had been passed by the Port Ludlow Drainage District (PLDD) Commissioners to suspend the commission. There were no plans for expanding beyond the current drainage systems and no capital improvements to be considered for at least 4-5 years. The commissioners felt that suspending the commission would potentially alleviate most of the overhead expenses while still providing the needed on-going maintenance of existing drainage systems. The PLDD commissioners had petitioned the county to request a public hearing. After consultation with county Public Works, Audit and Legal, the county commissioners denied the request. There was currently at least one open position on the PLDD commission and a meeting would be held in August to explain the role and responsibilities of commissioners. Residents who own property within the Port Ludlow Drainage District and are interested in serving on the commission should contact Mr. Brotherton at G.Brotherton@co.jefferson.wa.us.

The Jefferson County Assessor's office had recently sent out the property assessments for assessed year 2021 and tax year 2022. Residents with questions about the recent assessment process could submit their questions to Greg Brotherton, through Jim Moffitt at PLVC . Jeff Chapman, County Assessor, would then be invited to attend the September PLVC Board meeting to respond to those questions.

#### **IV. Committee Reports – Updates**

##### **a. Administration Committee/Election Sub-Committee Report – Tam McDearmid, Chair**

The election of Directors for the Port Ludlow Village Council (PLVC) Board would take place at its Annual Meeting on October 7, 2021. Members of the Election Committee had prepared an election packet containing the President's letter, volunteer honor roll, ballot and candidate statements to be mailed to all owners of real property within the Port Ludlow Master Plan Resort (MPR) around September 1. Incumbents Jim Moffitt (President), Paul Hinton (Treasurer) would be running for re-election to the Board and Sally Franzel (Secretary) would not be running. Two excellent candidates Jane Holmes and Ken Sondergard would also be running. Residents were asked to look out for the election package and submit their vote as soon as possible.

Being a non-profit organization and not able to assess dues or taxes, the Village Council was totally dependent upon the generosity of Voting Member's donations. Despite virtual meetings, expenditures continued for overhead (such as insurance) and resources for committee activities that benefit the community. Residents' donations to the PLVC would be very much appreciated.

Of special note was the Volunteer Honor Roll. Each year, the PLVC credited and thanked all of its volunteers that served on committees, the trail stewards and emergency

management block captains without whom none of the organization's objectives could be accomplished. Several of these individuals volunteered for more than one activity. Jim Moffitt thanked Tam and Dave McDermid for the outstanding job they had done in organizing the election project and preparing the ballot packet.

**b. Utilities/Maritime Sub-Committee – Phil Otness**

The Port Ludlow marina continued to host a large number of vessels of different types in the Bay including kayaks and paddle boards. It appeared that the “No Wake Zone” and “5 mph” signs put up last year had been effective in keeping the bay safe and allowing return visitors to enjoy the peaceful smooth waters.

In the past, the committee had a second challenge of controlling violation of the state anchorage rules. One vessel that had continued to violate the rules despite warnings, discussions with the skipper and letters from the DNR had finally been moved out in April. No new violators were encountered this summer.

**c. Emergency Management Committee - Bill Dean, Chair**

In the absence of the committee chair, Mike Towner gave a detailed report of the Committee's activities during the last quarter. The Block Captain Training Curriculum had been updated to make it fully searchable and was posted on the Emergency Management (EM) page of the PLVC website. The Communication Plan content had been updated and was available on the EM page as part of the Neighborhood Emergency Plan (NEP). As reported in last month's Voice, back-up locations had been identified for the Beach and Bay Clubs in their role as designated Emergency Management Communication Centers. The Port Ludlow Fire Station at 123 feet had the radios and antennas needed to perform the functions of the Beach Club. The terrain in the North Bay had been challenging due to the hill that ran down Swansonville Road that interrupted Communication and a repeater location had needed to be found to enable communications to jump from the Fire Station to the rest of the community. PLA had given permission for a repeater GMRS (General Mobile Radio Service (GMR) radio station on top of the water tank in the RV storage lot. The repeater would operate remotely without personnel onsite and would be powered by solar panels and batteries. It was anticipated that this installation would cost about \$700.00 and could be finalized in 4<sup>th</sup> quarter 2021. The Port Ludlow Brokers real estate office at 151 feet had the radio equipment and antennas installed to perform the communication function of the Bay Club.

PLA's operations at the Golf Course, the Inn, the Marina and Olympic Water and Sewer would also need to communicate their needs in an emergency situation. EM was in process of setting up each of these locations as a unique Block Captain location. They would be provided with a FRS (Family Radio Service) radio and given information and training in order to communicate should a disaster occur.

On July 22, 2021 the EM Committee held its 4<sup>th</sup> Annual Block Captain Fair with the objective of providing wildfire information for the community and over 70 residents attended. County speakers were David Codier from the JeffCo DEM, Wicus MCGuffey from PL Fire and Rescue and Sherriff Joe Nole. Pat Lohrey, Bill Dean and Rick Schurman from the EC Committee also took part. For those who could not attend the Fair, all the presentations had been placed on the EM page of the PLVC website. Wildfire materials were provided by the county and some national sources and surplus documents had been donated to the Beach and Bay Clubs. Any non-HOA residents requiring the documents should contact the PLVC EM Committee.

**d. Road Safety Committee – Allan Kiesler, Chair**

Phase 2 of the road safety program was currently in operation including chip sealing and reconfiguration of the 4-way stop at the intersection of Oak Bay Road, Paradise Bay Road and Osprey Ridge Road. It appeared that at least 2 of the 3 turn lanes were to be eliminated however the road striping would be delayed due to a shortage of paint in the county. It appeared that some drivers were confused by the new configuration and misunderstandings had taken place as to rights of way. It was recommended that a communication be sent out to residents explaining the new configuration and providing a time line for completion of the work.

**V. Homeowners Association Information**

**a. LMC – Allan Kiesler**

Allan reported that as of August 6<sup>th</sup> masks would be mandatory for all members and guests entering the Beach Club facility and that the planned LMC members' BBQ had been postponed.

The LMC Board felt that the current Emergency Management program (organization and documentation) worked exceptionally well for the South Bay but could not be mirrored effectively for the North Bay. It had therefore planned a workshop on August 12 to discuss the issue and was hoping for input from residents and especially newcomers. LMC appreciated the work done by the EM Committee and planned to work with Bill Dean as it drafted an emergency preparedness plan for the North Bay. PLVC would continue to work with the County as a link to the MPR's emergency management programs.

**b. SBCA – Gil Skinner**

Gil said that, for the present time he would be representing the SBCA at PLVC meetings. At the recent SBCA Annual Meeting three new directors had been elected and one director appointed. The appointed new officers were: President – Gil Skinner, Vice-President – Bill Wight, Treasurer – Christine Spagle and Secretary – Janet DeDonato.

The SBCA had instituted a mandatory mask mandate for the Bay Club the previous week and would be having the first meeting of the newly elected Board the next week.

**VI. Citizen Comments**

There were no citizen comments.

**VII. PLVC Internal Reports/Actions**

**a. Secretary –Sally Franzel**

**i. Prior Months' Minutes** - A motion to approve the July 1, 2021 Board meeting minutes was made, seconded and passed.

**b. Maritime Committee support resolution.** A motion to approve the Maritime Committee financial support for new Port Ludlow Bay speed limit signage up to \$200.00 was made, seconded and approved.

**c. Changes to membership to the PLVC Emergency Management Committee** – A motion to approve the resignation of Tink Green and the addition of Cole Neill to membership of the PLVC Emergency Management Committee was made, seconded and approved.

**d. Discussion on future Board Meeting and Workshop Formats.** A decision was made to continue the virtual format for Board and Workshop meetings, including the Annual Meeting, for the present time. This decision would be reviewed as health conditions and state mandates continue to change.

**b. Treasurer – Paul Hinton**

**Prior Month's Financial Report** – Paul Hinton reported that the previous month's opening balance was \$16,578.58 with net income of \$19.56. Expenses totaled \$285.99 leaving a July 31, 2021 balance of \$16,312.15. 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