



Board of Directors Meeting  
March 5, 2020 at 3:00 p.m.  
Beach Club

## MINUTES

Attending: Bill Dean, Sally Franzel, Rita Garcia, Paul Hinton, Allan Kiesler, Dave Jurca, Tam McDearmid, Jim Moffitt and Mike Towner.

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

President Bill Dean called the meeting to order at 3:00 p.m. and Ms. Franzel declared that there was a quorum. Mr. Dean noted that the meeting was being recorded and that Roberts Rules of Order for Small Boards Protocol was being used. A Road Safety Report by Allan Kiesler was added to the agenda under Item VII. There being no additional amendments to the agenda, motion was made, seconded and passed to accept the agenda as amended.

### II. **County Commissioner Report - Greg Brotherton**

Greg Brotherton discussed the “best practices” adopted by the County to try and control the transmittal of the COVID-19 virus. He said that since Jefferson Hospital is classified as a rural hospital it is unable to increase its bed capacity beyond the current 25 beds. Testing kits were currently not available in Jefferson County and the health department was working with the State to obtain kits as soon as possible. Jefferson County had set up a COVID-19/Respiratory Nurse Consult Line (360-344-3094) for those experiencing symptoms of the virus: trouble breathing, cough or sore throat, fever, to avoid unnecessary trips to the hospital. For information:

<https://jeffersonhealthcare.org/news/covid-19-nurse-consult-line-learn-more/>

Mr. Brotherton said that the proposed construction of two roundabouts at Highway 104 and Paradise Bay Road and Beaver Valley Road had been budgeted and was on schedule for construction in 2021 to open in third quarter 2022. The DOT was considering the infrastructure for metering lights to control the volume of traffic. The County

Commissioners had written a letter to the State DOT expressing concern about access to a critical through way especially in summer months and suggesting that the alternatives had not been fully explored.

The County had finalized changes to the shooting range ordinances as required by the State Growth Management Hearings Board. No new permits would be approved for outside shooting ranges. Jefferson County was in the process of completing its updates to the Critical Areas Ordinance. The Commissioners had considered five critical areas in their update and a Public Hearing was held on March 2 to review community input. He continued that meetings had been held with the Department of Ecology in relation to the Jefferson County Shoreline Master Program (SMP) to discuss covenants relating to shorelines which were felt to be too restrictive.

Mr. Brotherton reported that an online portal, [www.2020census.gov](http://www.2020census.gov) would be available on March 12 for completion of the 10 questions on the 2020 census form. Machines would be made available at the library and book mobile for access to the portal. Completion of the census was extremely important for allocation of congressional and fire districts and for obtaining government grants.

### **III. Port Ludlow Associates Report - Diana Smeland**

Port Ludlow Associates President, Diana Smeland said that as a result of COVID-19 PLA had instituted new cleanliness procedures. The Inn had experienced some cancellations and management was considering additional marketing strategies to promote Port Ludlow. Painting of the Village Center was on-going and now that the Marina Deck had been completed the interior of the Marina office building was being remodeled. Ms. Smeland reported there had been an uptick in the resale market and that 2 lots had been sold in the Olympic Terrace area with an anticipated 4<sup>th</sup> quarter closing. The Inn was continuing its Wednesday night prix fixe dinners and Niblicks had started a Pub Night on Tuesdays for golf club members. If successful, this event would be open to the general public. The Inn would soon be gearing up for the summer season starting in May and would be looking for additional cooks, housekeepers and servers. She confirmed plans for the Caribbean food truck to return to locations near the Marina and Village Center starting in April.

Ms. Smeland then reported on progress with the OWSI water treatment project. The loan documents had been signed by both the Department of Health and OWSI which commenced the two-year timeframe. If the project was completed in that time, the interest on the loan would be reduced substantially. The building permit had been submitted to the Department of Ecology and had been returned to OWSI with 10 additional questions. The application had also been submitted to Jefferson County but the approval process would be extended as the County was using an outside party for the

review. Once the permit had been obtained the bidding process could begin. This process could take 3-4months due to the requirement to ensure bid participation by minority companies.

#### **IV. Festival Evaluation Report and Motions - Rita Garcia**

Rita Garcia, Chair of the Festival Evaluation Committee, explained that in January 2020 the Village Council decided to investigate combining the community's Welcome Event and the Movie Night into one community-wide event to be held in August 2020 and run jointly with the PLA, LMC and SBCA. Rita became the point person for the evaluation and representatives of the other organizations were asked to participate in the meetings with John Griffith as facilitator. The team of Rita Garcia, Nancy Corbridge and John Griffith put together a presentation which provided a detailed summary of the proposed combined event to be called "Celebrate Port Ludlow". The team presented the results of the evaluation to the PLVC Board and the SBCA Board. Allan Kiesler presented to the LMC Board. The presentations resulted in good discussion, a fair amount of support for the event and also a variety of concerns. Based on the evaluation meetings and feedback received from the presentations, the evaluation committee recommended that the combined festival not be held in 2020. Ms. Garcia requested that two motions be considered by the Board.

1. "It is moved that the PLVC cancel its decision to hold a community festival in 2020." Motion was made, seconded and passed.

2. "It is further moved that a Festival Committee be established with John Griffith as Chair. The committee's mission is to have an annual community summer festival commencing in 2021." Motion was made, seconded and passed.

#### **V. Community Development Report and Motions – Dave McDearmid**

Mr. McDearmid, Chair of the Community Development Committee outlined the purchase of Pope Resources by Rayonier with an anticipated mid-year closing. Concern had been raised about possible access fees to Rayonier lands on which PLVC had trails. This would not be an issue as PLA has a perpetual nonexclusive easement to those lands for the trails. Due to the pending Rayonier purchase, Pope Resources would no longer support the proposed expansion of the Port Ludlow No Shooting Zone to include the surrounding Pope Resources lands on the MPT's perimeter. Accordingly, the committee would pursue the expansion of the no shooting zone to include the remainder of the MPR plus the sole adjoining DNR parcel to the south of Mt. Constance Way and was working with DNR and the County to achieve this goal.

Mr. McDearmid referred to the two large wood signs that welcomed travelers to Port Ludlow: one just north of the fire station on Oak Bay Road and one on Swansonville Road at the corner of Talbot Way. These historical signs were in need of cleaning and repainting to present a more fitting image for the village. Mr. McDearmid requested that a motion

be considered by the Board, "It is moved that the PLVC Board authorize \$2,000.00 for the cleaning and painting of the two wood Welcome to Port Ludlow signs on Oak Bay Road and Swansonville Road and solicit participation by SBCA, LMC and PLA and the Chamber of Commerce to share in the cost". The work would be scheduled for this spring. Motion was made, seconded and passed. Allan Kiesler and Dave Jurca abstained.

Responding to a question re Teal Lake Fishing Rights, he said that the lake was not in the MPR and that the DNR had a 10-year land use agreement with Pope Resources, awarded in January 2001 and renewed annually. The fishing club stocked the lake and acted as stewards maintaining the area. He planned to request an introduction by Pope to Rayonier management to discuss continuation of the fishing rights.

Mr. McDermid gave a detailed update of the Holiday Lights program. The program was made possible with the volunteer support of Wave, Lakeside Industries, several community members and contributions made specifically in support of the activity. He thanked Terry Umbreit for gathering \$2,275.00 in donations and Wave and Lakeside Industries for donating trucks and man hours for the installation and removal of the lights.

**VI. Utilities Committee Report – Robert Champong**

Mr. Robert Champong, Chair of the Utilities Committee said that the committee was continuing as a liaison between the utility consumers and utility providers. The main focus of current activity was the OWSI Water Chlorination and Treatment Project. Committee members were in regular communication with Greg Rae to monitor the project's progress. As of January 2020 loan documents had been signed by the DOH and PLA and the committee had requested copies of all quarterly reports to the DOH together with a copy of the loan document in order to monitor the details.

Due to recent reports of repeated interruptions of internet service by Wave, Mr. Champong had been in contact with the Hadlock office to report these interruptions. Efforts were being made by the committee to understand the causes of the interruptions and to improve Wave communications to the community. Efforts for the placement of buoys notifying boaters of a 5MPH speed limit in the bay were continuing.

**VII. Road Safety Report – Allan Kiesler**

Mr. Kiesler provided an update on the County's review of the detailed Port Ludlow Road Safety Report that had been submitted by his committee in 2019. Public Works had hired a consultant who had completed his videography and preliminary report which ratified the same five safety areas of concern identified in the committee's submission. Once the final report had been completed, a public meeting would be held to review the report's recommendations. The report would be unloaded on the County website and grants could be applied for.

**VIII. Home Owners Association Information**

**a. LMC** - Allan Kiesler said that two Rules and Regulations Town Hall Meetings had been held that gave valuable input and feedback on the Draft Regulations. The Board would be holding several open workshops on the final Rules and Regulations revisions and the LMC Board's goal was to have the Draft Regulations ready for a vote at the April 2020 Board Meeting. A wine and cheese open house had recently been held for LMC members. The evening provided an excellent opportunity for members to socialize and to interact with Board members and over 60 members attended.

**b. SBCA** - Ray Sheldon was unable to attend the meeting and was represented by Dave Jurca.

**IX. Citizen Comments**

**PUD Report** – Mr. Dan Toepper, PUD Commissioner – District 3, said that the PUD Board had received a second grant and had been investigating what type of business model could bolster the level of broadband service in the County and had met with Kitsap PUD to review the model they used. He said that PUDs could only wholesale to ISPs and could not legally provide broadband services to homes. The business model that the PUD Board recommends would need to be revenue neutral to PUD. Currently the Board had decided to concentrate on “unserved areas” of the county where major funding might be available from the Federal Government. Mr. Toepper confirmed that the older style of analogue electric meters were now available to residents who requested them under the Board's opt-out policy. The PLVC Board thanked Mr. Toepper and his crews for the excellent job they had done in restoring power during the recent storms and heavy winds.

**X. PLVC Internal Reports/Action**

**a. Activity Priorities Approval – Mike Towner**

Mike Towner referred to the PLVC Activity Priorities 2020 chart that had been discussed at the recent workshop and updated as of 2/18/20. He asked for a motion to approve the chart as presented. Dave Jurca requested that the description “pea patches” be added to Community Garden as clarification that individuals participating would be allocated their own patch of the garden. Motion was made, seconded and passed to approve the amended priority chart.

**b. Secretary – Sally Franzel**

**i. Prior Month's Minutes** – Ms. Franzel made a motion to accept the February 6, 2020 minutes as written. Motion was seconded and passed.

**ii. Correspondence** – There was no correspondence to be discussed.

**c. Treasurer – Paul Hinton**

**i. Prior Month’s Financial Report** – Mr. Hinton reported that the previous month’s opening balance was \$23,919.71 with net income of \$0. Expenses totaled \$920.00 leaving a February 29, 2020 balance of \$22,999.71. A motion was made to accept the Treasurer’s Report as published. Motion was seconded and passed.

**d. Welcome Event “Community Open House” Motions – Rita Garcia**

Since John Griffith would be heading-up the committee for a festival in 2021, Ms. Garcia requested approval of a motion to remove John Griffith from the Welcome Event Committee. The motion was made, seconded and passed.

In previous years the Welcome Event had been focused on introducing newcomers to Port Ludlow clubs and organizations. During discussions with the welcome event committee members, volunteers had expressed a desire to make the event more inclusive and to incorporate current PL residents. Ms. Garcia requested approval of a motion to change the name of the event to “Community Open House”. The motion was made, seconded and passed.

**XI. Adjournment**

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:50 p.m.

Submitted by:  
Sally Franzel  
Secretary

