



Board of Directors Meeting
April 2, 2020 at 3:00 p.m.
By Conference Call

MINUTES

Attending: Bill Dean, Sally Franzel, Rita Garcia, Paul Hinton, Allan Kiesler, Tam McDermid, Jim Moffitt, Ray Sheldon and Mike Towner.
Others: Dave Jurca, Kim Moffitt

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. There being no amendments to the agenda, motion was made, seconded and passed to accept the agenda as amended.

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

Greg Brotherton said that the public was being inundated with information about the COVID-19 virus and he provided a link to a data tool which could assist in understanding the projected growth and resource needs of the pandemic. The Link: <https://covid19.healthdata.org/projections> reflected resource needs for the USA but could be dialed down to cover Washington State. Mr. Brotherton was chairing a policy group to ensure that resources were allocated where most needed in the county. The predicted surge of cases had not yet reached Jefferson County and the County's Department of Health and Emergency Management along with Jefferson Healthcare were reviewing contingencies and the need for stepdown facilities. Any patients needing ICU care would need to be transported to Seattle or to other counties.

Mr. Brotherton said that after a recent conference call with a number of residents and Ms. Smeland, he had spoken to the Olympic Regional Director of WASHDOT about the proposed roundabout project. The DOT had completed traffic studies based on average

daily count and engineering studies had shown that a roundabout would be the safest solution and would save lives. The DOT acknowledged that traffic flow would be slowed down but were concerned that, if they did not follow through with engineering's recommendations to use roundabouts as a solution to safety issues, they could be held liable for any fatalities that might occur.

III. Port Ludlow Associates Report - Diana Smeland

In her update, Diana Smeland said that the Golf Club and Inn were currently closed and that the Marina remained open with reduced hours. OWSI continued to operate with social distancing and the two expert employees who were crucial to the smooth running of the water system were quarantined either at home or at work. The chlorination project had been slowed down while the building permit application submitted to Jefferson County was being reviewed by an outside party.

Diana commented that PLA had reduced its workforce from about 100 to 15 employees who were working through the processes required to maintain the business and assisting tenants with any government stimulus plans that might assist them during the lockdown period. OWSI had temporarily suspended collection activities and shutoffs on residential service connections for non-payment and was working with residents and tenants on payment programs and extensions.

IV. COVID-19 Response Task Force Report – Jim Moffitt and Kim Moffitt

In response to the COVID-19 outbreak, Jim Moffitt (Chair of the Health and Wellness Committee and Kim Moffitt (Chair of the Emergency Management Committee) had decided to set up a COVID-19 Response Task Force for the community and enlist the participation of Jefferson County's Department of Management. Jim Moffitt said the objective was to provide the entire Port Ludlow community with information relative to the coronavirus outbreak and be a resource to assist residents in obtaining supplies and services as required. The Task Force monitored information from Jefferson Healthcare as well as the County's Emergency Management and Department of Public Health websites and was focused only on Jefferson County and the wellbeing of its residents. The review resulted in information that was new, relevant, not redundant, verifiable and valuable to Port Ludlow residents and was communicated to residents by E-Blast and by posting on the PLVC website www.plvc.org. The information was also shared with PLA, LMC and SBCA to try and ensure that as many residents as possible would be kept informed.

Kim Moffitt said that the Task Force had also recommended limited activation of the Block Captain Program and block captains were requested to reach out to their residents and offer assistance. Residents were encouraged to contact their Block Captain with questions or problems or to use the PLVC website to obtain information or assistance. Members of the Task Force would then reach out to expert sources in the County to provide an answer

and would post the information for all residents on the PLVC website. The Task Force planned to send out a weekly E-Blast on Tuesdays summarizing updated information from Dr. Locke's Monday county COVID-19 report together with any new information. Jim Moffitt thanked the county personnel at both the Department of Health and the Department of Emergency Management and said that their cooperation and guidance during the last few weeks had been extremely valuable. The Board thanked Jim and Kim Moffitt for setting up the Task Force and for the breadth of information they had provided to the community over the last few weeks.

V. Trails Committee Report – Merrily Mount

Merrily reported that since the outbreak of the Coronavirus, many residents were getting exercise and finding solace by walking the Port Ludlow Trails. Volunteer trail stewards were now walking the trails daily checking on litter and making sure that walkers were respecting social distancing. Many residents were now recognizing the importance of the trails and the committee had received additional enquiries from residents who wished to volunteer. Merrily continued that the Committee had been concentrating on trail maintenance this year including fallen tree removals and construction of 25 steps on the DNR Converter trail. The renovation of the Ludlow Falls trail had been completed together with the addition of new plants in the interpretive garden. Following the suggestion of the trails committee and the approval of PLA, the "interpretive garden" would be renamed "Garden at Ludlow Falls" and a new sign would be installed mid-April. Merrily closed her report by thanking the committee members and trail stewards for the many hours they devote to the maintenance of the Port Ludlow trails.

VI. Home Owners Association Information

a. LMC - Allan Kiesler said that due to the COVID-19 pandemic and Governor Inslee's proclamations, the Beach Club was closed and would remain so for at least 25 days. The LMC Annual Meeting had been postponed until later in the year and some inside maintenance was being taken care of during the shutdown.

b. SBCA - Ray Sheldon said that the SBCA Board was continuing weekly meetings by conference call to discuss developments during the week and how the Board should respond to them. During the previous two weeks all rooms at the Bay Club had been sanitized and closed. The Board had established a procedure whereby the current quarter's membership dues could be paid on a monthly basis. Bay Club staff were currently being paid and the Board was investigating whether any of the Federal financing programs were applicable. Management was considering events scheduled in the Bay Club facility for May and June and deciding whether they should be cancelled and rescheduled.

VII. Citizen Comments – No citizen comments were made.

VIII. PLVC Internal Reports/Action

a. Administrative Committee – Tam McDearmid

Tam McDearmid said that the Administrative Committee had been reviewing the Policies and Procedures section of the Board of Directors’ Manuals and, in particular, the election procedures. Based on experience of the 2019 election, it appeared that a couple of the procedures were redundant. The proposed small changes would be drafted and forwarded to the Board for approval.

b. Committee Reporting Schedule – Bill Dean

A 2020 Committee Reporting Schedule had been sent to Board Members and Committee Chairs for review and no changes had been requested. A motion was made, seconded and passed to approve the 2020 Committee Reporting Schedule dated March 20, 2020 as drafted.

c. Secretary – Sally Franzel

i. Committee Member Listing – An updated 2020 PLVC Committee Member List dated April 2, 2020 had been sent to Board Members for review and approval. The updated list reflected the addition of a new Committee “The COVID-19 Task Force” together with the removal of listed committee members due to their request or lack of participation. Ms. Franzel asked for a motion to approve the committee changes as shown on the April 2, 2020 document. The motion was made, seconded and passed.

A motion was then made by Jim Moffitt to appoint David Codier as a member of both the COVID-19 Task Force and the Emergency Management Committees and to remove John Crooks from the Emergency Management Committee effective April 3, 2020. The motion was seconded and passed.

ii. Prior Month’s Minutes – Ms. Franzel made a motion to accept the March 5, 2020 minutes as written. Motion was seconded and passed.

iii. Correspondence – Bill Dean reported that the Village Council had received four pieces of correspondence complimenting the Council on its E-Blasts relating to COVID-19.

c. Treasurer – Paul Hinton

i. Prior Month’s Financial Report – Mr. Hinton reported that the previous month’s opening balance was \$22,999.71 with net income of \$0. Expenses totaled \$200.00 leaving a March 31, 2020 balance of \$22,799.71. A motion was made to accept the Treasurer’s Report as published. Motion was seconded and passed.

IX. Adjournment

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:30 p.m.

Submitted by:
Sally Franzel
Secretary

