



Board of Directors Meeting
June 4, 2020 at 2:45 p.m.
By Videoconference Call

MINUTES

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

I. **Call to order**

President Bill Dean called the meeting to order at 2:50 p.m. and Sally Franzel declared that there was a quorum. Bill Dean noted that the meeting was being recorded and that Robert's 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 referred to Washington's four-phased approach to reopening businesses and modifying physical distancing measures and said that the State was now working on business guidelines for entering Phase 3. At the June 18th Board of Health meeting, discussions would be held on whether to apply to move to Phase 3. The Jefferson County Chamber of Commerce had instituted "JeffcoCARES", a business Community Pledge to help Jefferson County stay safe and healthy.

Rural broadband access had been identified as a critical issue and the county had received correspondence from PUD asking for their partnership in expanding internet access in under-served portions of the county.

III. Port Ludlow Associates Report - Diana Smeland

Diana was pleased to report that the Inn and the Fireside Restaurant were scheduled to reopen on Thursday, June 11th. Initially, only lunch and dinner would be served to the general public and restaurant hours would be posted on the website. The outside dining verandah area had been expanded and reservations were strongly suggested due to limited capacity in order to follow the JeffcoCARES pledge and social distancing protocols.

Reporting on the Olympic Water and Sewer (OWSI) chlorination project, Diana said that they had received the building permit from Jefferson County and were waiting for the Department of Health to give final approval of the building plan. An invitation to Bid would then be published for the required 30 days. This would be followed by the opening of bids and selection of a contractor. She anticipated 45 to 60 days for this process to be completed and to be able to break ground.

IV. Committee Reports

a. COVID-19 Task Force Committee – Jim Moffitt (Co-Chair)

Jim said that now the County was in Phase 2, his team would be compiling information from the local restaurants and other businesses in respect to their plans for reopening, protocol in place and their hours of business. This information would then be sent out to the entire community. The weekly Tuesday e-Blast summaries would continue with updated, relevant information and would provide links to County and State websites.

b. Communications Committee – Mike Towner (Chair)

Mike provided the Board with a written report on his committee's 2020 plan as well as a breakdown of statistics relating to the current eBlast system. The Communications Committee had been involved in generating eBlasts that supported the communications of the COVID-19 Task Force which had been well received by the community. Mike had been tracking the "open rate" (ie. Number of people who actually opened the mailing) and although the rate was higher than industry average, 49% vs. 37%, the goal was to increase this saturation. The current rate for opening COVID-19 eBlasts was 11% greater than the Village Council average over the previous 90 days. These statistics indicated a positive response from the approximately 900 addresses that received the eBlasts.

The committee's goals for the balance of the year were 1. to extend eBlast responsibilities for greater scope and efficiency and 2. to align its mission statement, objectives and strategic plan.

c. Community Development Committee – Dave McDearmid (Chair)

Dave reported that the purchase of Pope Resources by Rayonier was completed in mid-May. He was remaining in contact with management and was particularly interested in whether Rayonier would support the expansion of the Port Ludlow No Shooting Zone. The committee was investigating other properties outside the MPR to ascertain whether the parcel owners would support their inclusion in the no shooting zone. Once responses had been received the appropriate petition could be prepared for signature gathering and submission to the County.

Thanks to an effort led by Christine Dean, the two large wooden Welcome to Port Ludlow signs (on Oak Bay Road and Swansonville Road) had been cleaned and repainted and were now an appropriate introduction to the community. The cost of the project was paid by the PLVC together with generous donations from PLA and Karen Best.

d. Community Open House Committee – Rita Garcia (Chair)

At its recent workshop meeting, the Board had suggested that the community open house scheduled for July should not be completely cancelled but modified using virtual or other forms of communication. Rita reported that members of her committee had met to consider the alternative concepts that had been suggested. Their final recommendation was the preparation of a directory for the clubs and organizations and to make the information available on the PLVC website. Tam McDearmid had volunteered to collect and format the data and would be working with Rita on the project. Further research would need to be done in relation to the specifics of each organization's entry and the cost of adding to the website. It would also be essential to keep the information up-to-date. After discussion, it was agreed that rather than using an eBlast to inform the community of the cancellation of the physical event and the possible virtual replacement, an article in the Voice could be used to explain the concept of the directory. Further discussion was tabled for the Board's workshop meeting.

V. Homeowners Association Information

a. LMC – Allan Kiesler

Allan said that although the Beach Club continued to be closed, the LMC Board had decided to open up the pickle ball and tennis courts on a limited basis and reservations were required. The Annual Meeting had been rescheduled to November and the terms of current officers had been extended. Bob Shaw had been appointed to fill the Board vacancy.

b. SBCA – Ray Sheldon

Ray commented that the SBCA Board had decided to hold its Annual Meeting on July 15th and it would be a virtual meeting. The Board was continuing to review expert guidance before making a decision on when to open the Bay Club and whether the complete facility

would be opened at one time or amenities opened one-by-one.

VI. Citizen Comments

There were no citizen comments.

VII. PLVC Internal Reports/Actions

a. Secretary – Sally Franzel

i. Prior Month's Minutes – Motion to approve May 7 minutes was made, seconded and passed.

ii. Correspondence - The Board had received fifteen pieces of correspondence in relation to COVID-19. The Task Force responded to enquiries by referring the correspondent to the link for the appropriate information source and consulted with the county for advice if necessary.

iii. Committee 2020 Objectives Approval - Board members had been provided with a copy of Committee Objectives for 2020. Motion to approve the objectives as written was made, seconded and passed.

b. Treasurer – Paul Hinton

i. Prior Month's Financial Report – Paul Hinton reported that the previous month's opening balance was \$22,218.11 with net income of \$0. Expenses totaled \$4,017.37 leaving a May 31, 2020 balance of \$18,200.74. Expenses were higher in May due to the payment of annual premiums for General Liability Insurance and Directors and Officers Insurance. A motion to accept the Treasurer's Report as published was made, seconded and passed.

c. Festival – Bill Dean

In January, 2020 John Griffith as Chair of the Festival Committee had put together an evaluation of holding a Community Festival in 2021 and had outlined the work that would need to be done this year in preparation for the festival. Due to personal issues, John had to reevaluate his ability to Chair a festival committee and had resigned. Further discussion on the feasibility of holding a festival in 2021 was tabled until the Board workshop.

VIII. Adjournment

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:35 p.m.

Submitted by:
Sally Franzel
Secretary

