



Board of Directors Meeting
July 2, 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 and Mike Towner.

Others: Dave Jurca, Phil Otnes

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 were two changes to the agenda. Bill Dean would be presenting the trails report on behalf of Merrily Mount and "Committee Changes" would be added under item VII c. There being no other amendments to the agenda, motion was made, seconded and passed to accept the agenda as amended.

II. **Port Ludlow Associates Report – Diana Smeland**

Diana reported that the real estate market was beginning to pick up and PLA had three new contracts pending in Ludlow Cove and Olympic Terrace 2. West Harbor Homes was also experiencing a pick-up in custom homes and remodels. The Fireside Restaurant was open for lunch and dinner and Niblicks would shortly be re-opening under a new name. The Port Ludlow Golf Course management had been working with the PGA and would be hosting a tournament on July 16th for high school seniors with a possibility for scouts to review their play. Three additional tournaments were scheduled which would be open to the general public and details would be posted on the PLA website. Reporting on the OWSI chlorination project, management was still waiting for final approval of the building plan by the State Department of Health before they could publish an Invitation to Bid. Following a program to reduce the bank's footprint, Kitsap Bank had made a decision to close its Port Ludlow branch at the end of September and an ICM machine "interactive

teller” would be available for Port Ludlow customers.

III. County Commissioner’s Report – Greg Brotherton

Greg referred to the “JeffcoCARES” program established by the County’s Chamber of Commerce and said that participation by local businesses in the program was increasing. Signage was posted at those businesses and he suggested that residents support the businesses that had pledged to do their utmost to keep their customers safe by complying with sector guidelines. An Intergovernmental Coordinating Committee (ICC) with representatives from the Board of County Commissioners, the City Council, the Port and PUD had been set up on June 17 as a way for the multiple agencies to collaborate with community groups on the best COVID-19 recovery and resilience plans. The ICC would be working with community groups from six specific sectors to include culture and events; businesses; children and families; human services; food system resiliency and broadband.

The county was setting up a task force to review and update the Shoreline Master Program. A facilitator had been selected and Greg encouraged District 3 homeowners with shoreline properties to get involved and make their opinions heard.

IV. Committee Reports

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

Jim provided an analysis of the COVID-19 statistics for Jefferson County. The County had applied for state approval to move from Phase 2 to Phase 3. However, on July 2nd the Governor had announced a pause on all county applications to reopen due to high levels of COVID-19 activity across the state. Counties would remain in their current phase for at least the next two weeks. The weekly Tuesday e-blast summaries would continue with updated, relevant information and would provide links to County and State websites.

b. Maritime – Phil Otnes

Phil reported that, probably due to the closing of the border crossing with Canada, the marina had been experiencing a marked increase in marine traffic and overnight anchorage in the bay. The higher number of visitors had resulted in speeding tenders from vessels as well as smaller craft touring the bay. This resulted in a possible safety hazard in the bay for kayakers and paddle boarders. Additional “No wake and 5 mph speed” signs could be posted and it might be necessary to consider two or more speed buoys in an easterly line from Burner Point to Tala Point. An additional concern was the violation of state anchorage rules. During the winter and spring seasons, three vessels which had greatly exceeded the 30 day anchorage limit had been encouraged to leave due to the delivery of PLVC letters to the boat owners.

c. Trails Committee – presented by Bill Dean for Merrily Mount (Chair)

The trails committee had a reserve balance of \$6,965.00 which was being held for major projects. Operating funds of \$2,251.00 had been spent out of the \$4,000.00 budget. The damage to the Interpretive Trail at Ludlow Falls due to vandalism had been repaired within a week by PLA and Cliff O'Brien should be thanked for his timely efforts. Special thanks should be given to Larry Scott, Tim Rensema and their cohorts for the superb job they were continuing to do in maintaining the Port Ludlow trails despite COVID-19. Although the scope of the initial project had to be cut back due to county budget constraints, Tim had received a \$2,050.00 grant to install historical interpretive signs along some of the trails. New trail liability signs had been ordered for the South Bay area which would be installed by the trails committee and located where the public could park and enter trails. The signs would be similar to those already installed in the North Bay.

V. Homeowners Association Information

a. LMC – Allan Kiesler

Allan said that the tennis and pickle ball courts had been opened on a limited basis. The names of players were being recorded to facilitate contact tracing should it be necessary. Using the Governor's template for Stage 3, the Board was considering the protocols that would be required to open the outdoor swimming pool on a very limited basis.

b. SBCA – Dave Jurca for Ray Sheldon

Dave reported that the SBCA Annual Meeting would be held on July 15 and that the meeting would be virtual..

VI. Citizen Comments

There were no citizen comments.

VII. PLVC Internal Reports/Actions

a. Village Council Brochure – Tam McDearmid

The Board reviewed the updated Village Council brochure and thanked Tam for her efforts. A decision had been made to print additional copies of the brochure so that one could be inserted in each election package as part of the Village Council marketing effort.

b. Village Council Board Election – Tam McDearmid

The Election Committee had met prior to the Board Meeting and reviewed the timeline of meetings and assignments leading up to the election. The committee had received one candidate application from John Griffith and there was an on-going possibility of an additional candidate application before the cut-off date of August 5th. The bylaws required that the ballots had to be mailed out at least thirty days before the Annual Members Meeting scheduled for October 1, 2020.

c. Secretary – Sally Franzel

i. Prior Month's Minutes – Motion to approve June 4 minutes was made, seconded and

passed.

ii. Correspondence - The Board had received several emails with questions relating 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. A question had also been received as to the qualifications needed and protocol to run for a Board member seat.

iii. Approval of Committee Changes – A resolution to approve the addition of Rita Garcia as a member of the Utilities Committee and Sally Franzel as a member of the Communications Committee was presented. Motion to approve the resolution was made, seconded and passed.

d. Treasurer – Paul Hinton

Prior Month’s Financial Report – Paul Hinton said that he was anticipating a deposit of \$500.00 from each of PLA and Karen Best in support of the work on the Port Ludlow signs. In addition, he was expecting to receive an LTAC grant of \$2,050.00 for the historical trail signs to be installed by Tim Rensema. Paul thanked the parties involved for their participation. He reported that the previous month’s opening balance was \$18,200.74 with net income of \$0. Expenses totaled \$200.00 leaving a June 30, 2020 balance of \$18,000.74. A motion to accept the Treasurer’s Report as published was made, seconded and passed.

e. Expression of Thanks to Ray Sheldon - Bill Dean

Ray Sheldon, who as President of the SBCA Board had represented that homeowners’ association on the Village Council Board, had decided not to run for reelection at the upcoming SBCA Annual Meeting. Bill Dean and the Board wished to express their sincere thanks for Ray’s participation during the last year. His counsel and contribution to the efforts of the Village Council Board would be sorely missed.

VIII. Adjournment

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:05 p.m.

Submitted by:
Sally Franzel
Secretary

