



Board of Directors Meeting
August 6, 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, Tom Sprandel and Mike Towner.

Others: Dave Jurca, Kim Moffitt

I. Call to order

Mike Towner, Vice President, chaired the meeting on behalf of Bill Dean. Mr. Towner called the meeting to order at 2:50 p.m. and Sally Franzel declared that there was a quorum. Mike Towner noted that the meeting was being recorded and that Robert's Rules of Order for Small Boards Protocol was being used. There was one change to the agenda. Allan Kiesler wished to give a report from the Road Safety Committee under Item V (d). There being no other amendments to the agenda, motion was made, seconded and passed to accept the agenda as amended.

II. Introduction of new Board Member Tom Sprandel

Mike Towner introduced a new board member, Tom Sprandel, who as Vice President on the SBCA board would be representing the HOA on the PLVC board. Tom discussed with the board his career experience and volunteer positions he had held over the years.

III. Port Ludlow Associates Report – Diana Smeland

PLA was continuing to adjust protocols at its facilities to comply with changing State regulations. The Inn's management had increased outside dining and take out eating areas at the Fireside and was offering its take out menu in individual portions rather than family sized options. At the Golf Course a Memorial Tournament for Mitch Black had been scheduled for the end of August. Mitch was the golf coach for Chimacum High School and proceeds would be used for the high school golf team and the Mitch Black Memorial Scholarship.

Reporting on the Olympic Water and Sewer chlorination project, Diana said that OWSI had finally received the Department of Health's approval of the building plan and could now advertise for bids with a 30-day time line. Management could then open bids privately and select the best bid for OWSI while considering good practices, minority businesses, etc. On the real estate side, PLA was continuing to receive enquiries on resale and new properties available in Port Ludlow and had signed two new contracts the previous week.

IV. County Commissioner's Report – Greg Brotherton

Greg reported that as Jefferson County was one of the few counties that had met the Governor's parameters for school opening in the Fall, schools would be permitted to offer in-school options at the elementary level. Under the "Decision Tree" framework, the DOH recommended full-time in person learning for all elementary students and hybrid learning for middle and high school, eventually moving to in-person for those grades. The individual school districts would be finalizing their plans over the next few days. Due to a retirement, the county was looking for a new Solid Waste Manager. Since there had been considerable advancement in such areas as waste management, they would be looking for a visionary leader who could lead the team in new directions as well as provide a strong liaison with the public. The update of the Shoreline Master Program was progressing and the task force would be meeting over the next few months followed by the drafting of the Plan in the Fall. There would be many opportunities for public comment during this process. The county was continuing to work on justice equity and diversity inclusion. The goal was to be proactive to ensure that all county government departments were respectful of differences and provided equal access to all residents.

Greg continued that the county had been producing public service announcements (PSAs) on a number of community programs. Jefferson County, Washington now had an official you-tube page and he requested that interested readers subscribe to the page. Public Works had received complaints about Google rerouting drivers off the highway to Shine Road during peak traffic times and planned to request that Google update its algorithms. The Jefferson County Broadband Action team had received a presentation from the new Director of Washington State's Broadband Office. Greg requested that as many residents as possible fill out a short survey (to be sent out by Bill Dean) which measures the speed of the homeowner's internet service. The objective is to demonstrate the county's need for funding and to take advantage of opportunities for funding broadband infrastructure.

V. Committee Reports

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

Jim provided an analysis of the Covid-19 statistics for Jefferson County and compared to statistics for Washington State and globally. He congratulated county employees on their diligence and progress as Jefferson was the only county currently meeting the parameters

to permit a change to Phase III. However, Phase III applications with the state were on hold until at least the end of August. Rita Garcia thanked Jim and the other members of the COVID Task Force for continuing to monitor local relevant information and to send out their weekly e-blasts.

b. Emergency Management – Kim Moffitt (Chair)

Kim summarized the activities of her committee during the last quarter. The committee had been concentrating on completing a written Port Ludlow Emergency Plan to be published on the PLVC website. Due to the advent of Covid-19, the Plan needed to be expanded to include such an emergency and the committee hoped to publish the Plan in October. The committee would be expanding its efforts to recruit block captains especially in the North Bay and Mike Towner was working on a recruiting strategy and outreach plan. As part of this recruiting program, the committee would be working on overall messaging to the Port Ludlow community regarding the committee’s activities and would emphasize communication with new residents. In order to eliminate some of the in-person training, the committee was developing on-line training for new block captains. The Great American Shakeout was planned for Thursday, October 15th with modifications due to Covid-19. Emergency Management intended to use this occasion as a learning event and hoped that some residents would wish to participate.

c. Administration Committee – Tam McDearmid (Chair)

Tam summarized the progress made by the Election Committee in preparing the ballot package and mailing list for the October PLVC Annual Meeting. The ballot package material had gone to the printers ahead of schedule and a printed “yellow sticky” would appear on the President’s letter to encourage donations to the PLVC. Due to the pandemic, the Annual Meeting on October 1, 2020 was scheduled to be held on-line. The Board thanked Tam and Dave McDearmid for all their efforts in running and coordinating the election process.

d. Road Safety Committee – Allan Kiesler (Chair)

Allan reported that the Public Works’ consultant had completed his traffic safety review of Port Ludlow and, after being reviewed by the Department, his recommendations should be posted on their website within 30 days. Due to Covid-19 and the need for funding, it was anticipated that implementation of any of the recommended changes would not occur until 2021. However, it was important that the recommendations were on record. Reporting on the roundabout project, the proposed Beaver Valley roundabout was not on the State Highway and Transportation docket but the Paradise Bay roundabout remained listed. Under the Indian Tribes Culvert Projects, the State was committed to redoing certain culverts to support salmon swim through. A project planned for next summer at the intersection of Swansonville Road and Beaver Valley Road might result in the closing of Beaver Valley for 90 days which could cause increased traffic flow through Paradise Bay

and Port Ludlow. The road safety committee would be monitoring this project on behalf of the Board.

VI. Homeowners Association Information

a. LMC – Allan Kiesler

Allan said that based on the Governor’s template for Phase III, the Board had put together the protocols that would be required to open the outdoor swimming pool on a very limited basis. However, as all phase change applications were on hold it would soon be too cold to warrant opening the outdoor pool this summer.

b. SBCA – Tom Sprandel

Tom reported that the SBCA Board had held a special meeting on July 31st to establish a list of priorities for the newly elected Board. The board planned to develop contingency plans as to how they will reopen the Bay Club once they are permitted to do so. They will be focusing on communications both with the county commissioners and reaching out to the PLA to introduce the new board. In addition, they will be talking with the Villages about a common cause and best practices that can be shared amongst each other.

VII. Citizen Comments

Karin Nyrop was attending the meeting as a guest. She had been a resident of Port Ludlow since 1992 and had recently retired. Karin now wished to get involved in the governance structure of Port Ludlow and was running for election to a Village Council board position in October.

VIII. PLVC Internal Reports/Actions

a. Secretary – Sally Franzel

i. Prior Month’s Minutes – Motion to approve July 2, 2020 minutes was made, seconded and passed.

ii. Correspondence - No correspondence had been received.

iii. Approval of Committee Changes – A resolution to approve the addition of Diana Bennett as a member of the Community Open House Committee and to remove Beth Ely as a member of the Trails Committee was made, seconded and passed.

d. Treasurer – Paul Hinton

Prior Month’s Financial Report – Paul Hinton said that he had received the LTAC grant of \$2,050.00 for the historical trail signs to be installed by Tim Rensema and the funds had been forwarded to the Trails Committee. He reported that the previous month’s opening balance was \$18,000.74 with net income of \$2,050.00. Expenses totaled \$2250.00 leaving a July 31st balance of \$17,800.74. A motion to accept the Treasurer’s Report as published was made, seconded and passed.

IX. Other Business

Trails/Natural Resources Committee – Paul Hinton, Board Liaison

Paul wanted to congratulate Tim Rensema and his colleagues for the advance planning they had done on the historical signs project. As soon as the LTAC Grant had been received, they were able to start installation of the signs. Plans have been made to paint the kiosk using paint from the Welcome to Port Ludlow signs. The committee wanted to clarify that, although they are responsible for the signs on the trails, they are not responsible for maintaining all the Port Ludlow signs. Tim had requested a portion for Trails in the Port Ludlow organizational directory on the website and whether the communications committee could publish pictures for Trails as part of the e-blast program. Finally, Tim had asked that the council might publish information on the DNR cut, what it is and what the impact might be.

X. Adjournment

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 4:00 p.m.

Submitted by:
Sally Franzel
Secretary

