



Board of Directors Meeting
September 3, 2020 at 2:45 p.m.
By Videoconference Call

MINUTES

Attending: Bill Dean, Sally Franzel, Rita Garcia, Paul Hinton, Tam McDearmid, Jim Moffitt, Tom Sprandel and Mike Towner.

Others: 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 were three additions to the agenda. Under IV "Committee Reports" Tam McDearmid would report on County Candidate Events and Allan Kiesler on Road Safety. Under VII "Internal Reports" Mike Towner would report on PLVC website design changes. 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

Reporting on the OWSI water treatment construction project, Diana said that the bidding period for the new building would close on September 8 and management could then select the best bid for OWSI. Once the building contract documents and required bonds were in place, OWSI would be able to establish delivery dates with the contractor with the expectation that the project could be completed within 300 days. The Board thanked Diana for PLA's generous contribution to the "Welcome to Port Ludlow" signs.

III. County Commissioner's Report – Greg Brotherton

Greg reported that the appointment of a new Solid Waste Manager would soon be announced. The Washington State Department of Commerce had launched a mapping initiative to identify gaps in high-speed internet service and areas of broadband

infrastructure needs in order to advance the state’s goal to have universal broadband access in Washington by 2024. Greg again requested that residents, using any computer or mobile device, perform a one-minute access and speed survey found at broadband.wa.gov. The objective was to demonstrate the county’s need for funding and to take advantage of opportunities for funding broadband infrastructure. Jefferson County had recently become eligible to apply for an EDA infrastructure development grant under a program focused on economic resiliency and recovery strategies. A grant application had been submitted relating to the Port Hadlock Sewer project. The maximum amount the grant could fund was \$10 million and it would require a 20% non-federal funding match.

Greg continued that the county was researching the concept of Community Forestry which could result in sustainable logging as well as increased parkland for the community. They would be discussing the concept with Kitsap County Parks management who had implemented such a plan near Port Gamble and had obtained an Urban Forestry Restoration Grant in 2016/2017. The Intergovernmental Coordinating Committee (ICC) which comprised of two members of each of the four entities (City of Port Townsend, Jefferson County, Port of Port Townsend and Public Utility District #1) was continuing to collaborate with community-based groups to discuss CARES Funding disbursement to offset incremental costs relating to COVID-19. The County had \$2 million of CARES money to be expended by the end of November.

IV. Committee Reports

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

Jim reported that as of Tuesday, September 8, the format of the weekly COVID-19 e-blast would be restructured and improved to summarize all the information needed by residents on one sheet. The e-blast would provide links to the most prominent County and State websites. He congratulated the Department of Health and Jefferson Healthcare on the excellent job they had done in closely monitoring the COVID-19 situation in the County and providing in-depth information to residents on their website.

b. PLVC Election – Tam McDearmid

Tam reported that the ballot packets had been mailed out according to schedule and that ballot return boxes had been placed at the front doors of the Bay and Beach Clubs. Ballots would be collected from the boxes every evening and daily from the post office box. Bill Dean would be heading up the ballot counting committee which would meet to count ballots, twice this month at Sound Bank. The Board thanked Dave and Tam McDearmid for preparing the roster of homeowners and eligible voters together with the ballot packets.

c. League of Women Voters Candidate Events – Tam McDearmid

Tam provided the Board with information on the virtual forums to be presented by the League of Women Voters. An Attorney General Debate was scheduled for September 23

and a Gubernatorial Debate on October 8. Tam also provided access information to the webinar that had been held on June 23 featuring answers to publicly submitted questions given by Heidi Eisenhour and Lorna Smith, running for the District 2 County Commissioners position.

d. Emergency Management – Bill Dean

Bill announced that two events were to be held for block captains. The first on September 16 was a radio procedure training session and access to the antenna at the Bay and Beach Clubs would be requested. On October 15, emergency management planned to participate in the Great Washington Shakeout and block captains would be requested to participate in a practice drill.

e. Road Safety – Allan Kiesler

Allan Kiesler, who had been working with transportation planners for Washington State and Jefferson County, was unable to attend the meeting but had provided Board members with a detailed update of Port Ludlow road safety issues. The roundabout at Rt 104 and Paradise Bay road would still be scheduled to commence next year and reductions in speed regulations within Port Ludlow were being reviewed by the County Public Works Department.

V. Homeowners Association Information

a. LMC – Allan Kiesler

Due to Allan’s absence no LMC report was provided this month.

b. SBCA – Tom Sprandel said that Mark Torres had been authorized to schedule the resurfacing of the Bay Club parking lot which might affect access to the voting box. The Board was currently discussing the control of three pieces of land in the LPV1 area which were not suitable for building. Since SBCA did not want to control the land, the solution might be to ask the homeowners surrounding the land to join together to take care of the land and consider it as common space.

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 August 6 minutes was made, seconded and passed.

ii. Correspondence - Bill said that PLVC had received three pieces of correspondence. An email from Valerie Goree which concerned the appearance of the rusty equipment located in the Admiralty play area which was referred to the Community Development Committee. Correspondence relating to tree trimming which was referred to the Road Safety Committee. Correspondence from Jim Goettler who had expertise in running festivals and was interested in helping reinvigorate the Festival by the Bay which was

referred to Tam and Rita for further discussion.

iii. Approval of Committee Changes – A resolution to approve the addition of Diana Bennett as a member of the Emergency Management Committee was presented. Motion to approve the resolution was made, seconded and passed.

b. Treasurer – Paul Hinton

Prior Month’s Financial Report – Paul Hinton thanked both PLA and Karen Best for their generous contributions to the refurbishment of the “Welcome to Port Ludlow” signs. He reported that the previous month’s opening balance was \$17,800.74 with net income of \$1,700.00. Expenses totaled \$200.00 leaving an August 31, 2020 balance of \$19,300.74. A motion to accept the Treasurer’s Report as published was made, seconded and passed.

c. Village Council Website Design Changes – Mike Towner

The Communications Committee had recognized the need to reorganize and simplify the COVID-19 Task Force page on the PLVS website as it had become overloaded with links and was difficult to navigate. Mike had provided the Board with the proposed redesigned web page which provided links to County and State resources with an applicable logo or illustration. The Committee would now move ahead to implementation.

d. Community Open House Committee - Tam commented that Rita was reviewing the draft version of the Port Ludlow clubs and organizations directory which would be published on the Village Council website before the October 1st Annual Meeting. Forty-six organizations had signed up for inclusion.

VIII. Adjournment

There being no other business, a motion was made, seconded and passed to adjourn the meeting. Meeting was adjourned at 3:55 p.m.

Submitted by:
Sally Franzel
Secretary

