

**Port Ludlow Village Council (PLVC)  
Trails & Natural Resources Committee Meeting  
Minutes of October 6, 2020**

**Call to Order**

The Chairperson called the meeting to order at 0902 on 10/6/20. The Secretary performed a roll call.

**Attendees**

<b>Committee Officers</b>	<b>Name</b>	<b>Attendance</b>
Chairperson	Merrily Mount	Present
Natural Resources	John Goldwood	Not Present
Secretary	Gary Hicks	Present
Treasurer	Richard Myers	Present
Stewards	Jane Navone	Present
Maintenance	Tim Rensema	Present
PLVC Liaison	Paul Hinton	Present
<b>Members-at-Large Attending</b>		
Dan & Soozie Darrow		

**Attachments**

- A. Meeting Agenda-10/6/20
- B. Action Item List-10/6/20
- C. Treasury Report-10/6/20
- D. Draft 2021 Annual Budget-10/6/20

**Summary**

The 10/6/20 meeting of the PLVC Trails & Natural Resources Committee was held as scheduled via teleconference. The meeting generally followed Attachment A. A summary of the Committee's discussion and meeting results for each topic is provided below in the same sequence as the agenda items (underlined) irrespective of when discussed during the meeting. Additional discussion items (items not underlined) follow agenda discussion items. Action items are shown in Attachment B **with the responsible action person(s) highlighted**. "Notes:" may be added to clarify the minutes but if present were not discussed in the meeting. Roberts Small Board Rules generally govern meeting protocol with some deviation based on Committee practices ; "(M/S/P)" indicates Motion/Second/Passed; "(M/S/NP)" indicates Motion/Second/Not Passed but under Small Board rules a second is not required and may not have always occurred.

**Approval of Previous Meeting Minutes**

The 9/1/20 Committee meeting draft minutes were approved with no corrections (M/S/P).

**Committee Officer Reports**

**Chairperson Report**

1. Maintenance on trails continued in September (many fallen trees) but no larger work parties were allowed due to COVID-19 restrictions. The trails continue to be well used with masks and social distancing by walkers. The Chair plans to ask for more Committee volunteers in the next *Trail Mix* article for the *Port Ludlow Voice*. A draft 2021 annual budget has been prepared for discussion.

**Natural Resources Report**

1. The Natural Resources officer is working with the Golf Course on eradication of Japanese knotweed.

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**Secretary Report**

1. The Action Item list was reviewed. See Attachment B.

**Treasurer Report**

1. Treasury Report: Attachment C was reviewed with the Committee.
2. Expenditure Requests: none discussed.
3. **See also Action Item #20-034.**

**Stewards Report**

1. Volunteer Work: Committee volunteer hours reported to date for 2020: 1044 hours
2. **See Action Item #20-038.**

**Maintenance Report**

1. The Maintenance officer was gone during most of September. There were numerous fallen trees that were removed from trails in September. The Teal Lake Loop was closed for a while due to fire hazard. The semi-annual inspection of all the trails is underway with about 40% done. Work to paint the Trails kiosk is underway. Three steps on the Interpretive Loop need repair.
2. **See action items #20-024 and #20-036.**
3. The Picnic Point gazebo & benches get dirty frequently from bird guano. **See Action Item- #20-047.**

**PLVC Liaison Report**

1. The LTAC grant work on interpretive signs was praised by County staff as being well executed.
2. The PLVC Board has an agenda item to determine how to better recognize the work done by Trails & Natural Resources Committee volunteers. This work is considered important to the community. **See Action Items #20-016, #20-040, #20-041 and #20-043.**

**Unfinished Business**

1. Action Item Review: updates to the Action Item List are in Attachment B.
2. Policies and Procedures Revision: Draft documents were sent out for review and comments were received from several individuals. The subcommittee resolved most comments with additional changes to the draft documents. The Unresolved Review Comments list has the remaining items that need resolution. A Special Meeting was setup for 10/8 at 9am to discuss and resolve these remaining items and any others presented for discussion. After a final document update with the resolutions, the updated policies and procedures will be presented to the Committee for approval at the November meeting. An additional item was added to the Unresolved Review Comment list regarding the need for someone to authorize expenditures before money is spent.
3. 2021 Committee Officers: New Committee officers are being solicited for 2021. The following positions need volunteers: Chair, Natural Resources, Secretary, Treasurer, and

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Maintenance. Several potential candidates have expressed interest in serving next year, but firm commitments and some additional volunteers are needed. **See Action Item #20-046.**

**New Business**

1. Draft 2021 Budget: Attachment D was discussed by the Committee. Various updates and revisions will be done before submission to the Committee at the November meeting. **See action item #20-048.**

**Announcements**

1. Next Meeting: scheduled for 9am on Tuesday, 11/3/20 is expected to be via teleconference.
2. Special Meeting: scheduled for 9am on Thursday, 10/8 via teleconference.

**Adjournment**

The Chairperson adjourned the meeting at 1017 on 10/6/20.

Gary Hicks  
Committee Secretary

**PLVC Trails & Natural Resources Committee Agenda**  
**Tuesday, October 6, 2020, 9:00am**  
**Location: Teleconference – see instructions**

<b>Agenda Item – Committee Members</b>	<b>Discussion Items</b>
<b>Call to Order</b>	
<b>Approval of Previous Meeting Minutes</b>	1.
<b>Chairperson Report – Merrily Mount</b>	1.
<b>Natural Resources Report – John Goldwood</b>	1.
<b>Secretary Report - Gary Hicks</b>	1.
<b>Treasurer Report – Richard Myers</b>	1. Treasury Report (see attachment) 2. Expenditure Requests
<b>Stewards Report – Jane Navone</b>	1.
<b>Maintenance Report – Tim Rensema</b>	1.
<b>PLVC Liaison Report – Paul Hinton</b>	1.
<b>Unfinished Business</b>	1. Action Items Review (see attachment) 2. Policy & Procedures Revision 3. 2021 Committee Officers
<b>New Business</b>	1. Draft 2021 Budget (see attachment)
<b>Announcements</b>	1. Next Meeting
<b>Adjournment</b>	

PLVC Trails & Natural Resources Committee  
Action Items - 10/6/20 Minutes

Item #	Date Added	Action Item	Status/Resolution/Remarks	Date Resolved
#20-010	1/7/2020	<b>Tim Rensema</b> will investigate requirements for emergency locator signage to determine if the idea is feasible on Port Ludlow trails.	2/4: Low priority, investigate later.	
#20-011	1/7/2020	<b>Members at large</b> are requested to provide to Committee officers: (1) any suggestions for Trail Mix articles in the Port Ludlow Voice and (2) any needs for 2020 use of funds for Committee maintenance / projects / purchases.	2/4: Ongoing request. 10/6: Closeout - sufficient topics available for now.	10/6/2020
#20-016	2/4/2020	See 1/7/20 meeting minutes, Unfinished Business, paragraph 2 regarding DNR and ORM trails. <b>Bill Dean (PLVC President)</b> is leading efforts to see if shooting can be closed in the area of these trails. Any action by the Committee (such as possible posting signs) will wait on the outcome of Bill Dean's efforts .	2/4: Added from 1/7/20 minutes for tracking. Enlarging the no shooting zone involves Jefferson County, the tribes, DNR, and Pope/Rayonier as stakeholders. 4/7: PLVC action regarding no shooting is on hold; waiting on sale of Pope to Rayonier. 8/1: Pope sale to Rayonier was completed on 5/8/20. 8/5: Per Paul Hinton action is not yet completed. 9/1: No status change.	
#20-23	4/2/2020	Recommendation from Tim Rensema for a Committee "roles & responsibilities" document. Recommendation from Gary Hicks for a Committee "task sequence" document.	4/7: Sub-committee of <b>Merrily Mount, Tim Rensema, and Gary Hicks</b> formed to draft revisions to existing Committee procedures and create new documents as appropriate. 5/2: Sub-committee kickoff completed. Outline of Task Sequence document created to start work. Targeting September 2020 to complete drafting documents. 5/30: Some work on Task Sequence document performed in May. 8/1: Draft documents completed. Undergoing subcommittee review/editing. 9/1: See minutes. 10/6: See minutes	10/6/2020
#20-24	4/3/2020	<b>Tim Rensema</b> will monitor the hole on the Rainier Trail for an appropriate period and determine if maintenance work is appropriate.	4/7: Bi-weekly monitoring has started. No change in hole size seen on recent visit. 5/5: no change seen to date. 5/30: No change. 7/30: No change. 10/6: No change - closeout.	10/6/2020
#20-031	5/5/2020	<b>John Goldwood</b> and/or <b>Merrily Mount</b> will prepare a PLVC eBlast and/or Voice article regarding noxious weed eradication efforts.	6/2: PLVC eBlast on noxious weeds planned. 8/5: Waiting on approval from PLVC to do an eBlast. 9/1: eBlast prepared. At 9/3 PLVC meeting <b>Paul Hinton</b> to ask Bill Dean when it can be sent.	10/6/2020
#20-34	5/30/2020	From April Meeting: <b>Richard Myers</b> to arrange with bank for only the following to be able to sign Committee checks: Tim Rensema, Paul Hinton, John Goldwood, & Richard Myers.	8/1: Incomplete. 9/1: <b>Richard Myers</b> will work to complete in September. 10/6: Bank info sheets need to be sent in, but since changes occur with officers in 3 months, will delay action.	10/6/2020
#20-036	8/1/2020	Committee requested to paint Trails kiosk at Port Ludlow village center.	8/1: PLVC will provide paint. Tim Rensema will get the kiosk painted sometime after 9/22/20. 8/5: Matt Kolbeck has volunteered to assist painting. 10/6: About 60% complete.	
#20-038	8/5/2020	<b>All Committee Officers</b> -- provide any ideas for a way to recruit trail walkers as backup stewards to <b>Jane Navone</b> .	9/1: Jane recently emailed all the backup stewards about assisting. 10/6: no responses - closeout	10/6/2020

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#20-040	8/5/2020	<b>Merrily Mount</b> will ask Bill Dean how to get the Committee website updated. <b>Gary Hicks</b> will assist with new text for the website pages.	9/1: Last PLVC workshop discussed Trails website update and possible videos. <b>Paul Hinton</b> will provide info to <b>Gary Hicks</b> about what to do to get website updated. 9/25: Website update request sent to PLVC.	9/25/2020
#20-041	8/5/2020	At the 8/6/20 PLVC Board meeting <b>Paul Hinton</b> will ask about the DNR timber harvest date and find out who should contact DNR and prepare an eBlast.	9/1: <b>Paul Hinton</b> to discuss with Dave McDearmid on 9/3.	10/3/2020
#20-043	8/5/2020	<b>Merrily Mount</b> will provided Trails & Natural Resources information for the 2020 online PLVC Annual Welcome Event to Tamera McDearmid as soon as possible (if still needed).	8/27: Merrily was not contacted regarding Trails Committee. No action taken. 9/1: <b>Paul Hinton</b> will check if info still being accepted. If so, Merrily to provide info (perhaps only link to website).	10/3/2020
#20-044	8/5/2020	<b>Merrily Mount</b> will coordinate the effort by others to determine what is needed for design and construction of a replacement bridge on Niblicks trail that with a size and strength that will allow crossing by the lawn mower "Felix".	8/27: Jim Mueller & John Fillers are taking action to resolve this issue.	
#20-045	9/1/2020	<b>Committee</b> will determine in future meeting if biking should be allowed on Timberton connector (Rock 18 to 21). A sign would need to be changed (cover up "No biking") but not the maps.	10/6: Apparently some PLVC Board members have concerns due to "blind curve". - closeout with no action	10/6/2020
#20-046	9/1/2020	<b>Merrily Mount</b> to discuss with Committee officers their 2021 plans for continuing in current roles and solicit members-at-large for becoming Committee officers as needed. A Trail Mix article is also planned to solicit volunteers.		10/3/2020
#20-047	10/6/2020	<b>Tim Rensema</b> will ask the Picnic Point steward and the Ebb Tide HOA who should wash off bird guano from the gazebo and benches.		
#20-048	10/6/2020	<b>Tim Rensema</b> will ask <b>maintenance volunteers</b> to submit any outstanding expenses for reimbursement.		

## PLVC TRAILS TREASURY REPORT - Oct. 6, 2020

<b>Sept. Expenses</b>	\$175.60	Add'l battery for backpack blower
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### 2020 BUDGETS, EXPENSES AND BALANCES

CATEGORY	BUDGET	EXPENSES	REMAINING
Directional Signs	\$500.00	\$391.43	\$108.57
Interpretive Signs	\$800.00	\$0.00	\$800.00
Interpretive Garden	\$200.00	\$54.17	\$145.83
Mower Maintenance	\$700.00	\$0.00	\$700.00
Trail Maintenance/Supplies	\$200.00	\$762.69	-\$562.69
Food/Refreshments	\$400.00	\$80.21	\$319.79
Training	\$750.00	\$300.00	\$450.00
Miscellaneous/Contingency	\$450.00	\$1,109.45	-\$659.45
<b>Totals</b>	<b>\$4000.00</b>	<b>\$2,697.95</b>	<b>\$1,302.05</b>

Carryover from 2019	\$500.00
Available operating funds	\$1802.05

### RESERVE FUNDS

\$6966.96

<b>LTAC Interp. Signs</b>	Grant amount	\$2050.00
	Expenses to date	\$2050.00
	Remaining balance	\$0.00

## How Money was Spent to Date in 2020 (as of Sept. 2020)



# Plans for 2021

- We will probably still be under COVID-19 requirements, limiting our activities.
- Replace the bridge on Niblicks Loop
- Continue installing corduroy on the Teal Lake Loop
- Continue to “work” the Beach Trail
- Install corduroy on the Interpretive Loop from the Garden to the bridge
- Install chips on the Rainier Loop where appropriate
- Continue to mow and weed-wack trails in summer
- Replace signs as appropriate

# Proposed Budget

• Niblicks Loop Bridge	\$ 300
• Sign replacement/maintenance:	\$ 600
• Garden upgrade:	\$ 200
• Mowing requirements:	\$ 500
• Trail Maintenance supplies:	\$ 500
• Equipment:	\$ 300
• Food/Refreshments:	\$ 200
• Training:	\$ 500
• Natural Resource Interpretive Signs:	\$ 500
• Miscellaneous:	<u>\$ 400</u>
• <b>Total:</b>	<b>\$4000</b>