

**Port Ludlow Village Council (PLVC)  
Trails & Natural Resources Committee Special Meeting  
Minutes of October 8, 2020**

**Call to Order**

The Chairperson asked the Secretary to lead the meeting which was called to order at 0902 on 10/8/20.

**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	Not Present
Stewards	Jane Navone	Present
Maintenance	Tim Rensema	Present
PLVC Liaison	Paul Hinton	Present
<b>Members-at-Large Attending</b>		
Matt Kolbeck		

**Attachments**

- A. Special Meeting Agenda & Announcement emails-10/6/20 and 10/7/20
- B. Unresolved Review Comments – Resolved 10/8/20
- C. PLVC Trails & Natural Resources Committee Policies and Procedures - Draft 14Oct20-smooth
- D. Attachment D-PLVC Trails & Natural Resources Committee Policies and Procedures - Draft 14Oct20-track changes

**Summary**

The 10/8/20 special meeting of the PLVC Trails & Natural Resources Committee was held as scheduled via teleconference. The meeting generally followed the agenda of Attachment A. The Unresolved Review Comments were discussed. Resolutions were obtained as noted in Attachment B. In addition, the Action Items listed below were generated by the discussion and will be added to the Committee’s Action Item List. **NOTE:** After the meeting, the draft Committee Policies and Procedures, Tasks Sequence, and Long-Range Plan were revised per the resolutions. See Attachments C and D.

**Action Items**

1. **Gary Hicks** will research Internet cloud account options and costs (for working document and records storage, and collaborative work) and report back to Committee.
2. **Paul Hinton** will discuss Internet cloud accounts with PLVC Board with idea that all Committees should have the ability to use such an account for file storage and collaborative work.
3. **Merrily Mount** (Chair) to draft 2021 annual budget with line items assigned to Committee officers per new expenditure authorization policy.
4. **Gary Hicks** will present agenda item regarding integrated roster update to include stewards, backup stewards, Committee officers, project/maintenance volunteers, chain saw trained volunteers, other volunteers at next Committee meeting.
5. **Committee (as a whole)** will take necessary action at a future meeting for approval to stop stocking dog poop bags at various trailheads.
6. **PLVC Liaison** will discuss with PLVC Board the need for a trail maintenance agreement between PLVC and Ebb Tide HOA.

**Adjournment**

The meeting adjourned at 1042 on 10/8/20.

Gary Hicks, Committee Secretary

**From:** [Gary Hicks](#)  
**To:** ["Gary Hicks"](#)  
**Subject:** RE: PLVC Trails & Natural Resources Committee - Policies & Procedures Revision - Special Meeting 10/8/20 at 9am  
**Date:** Tuesday, October 6, 2020 12:10:32 PM  
**Attachments:** [PLVC Trails NR Committee Policies and Procedures - Draft 6Oct20.docx](#)  
[Attachment B-PLVC Trails NR Committee Tasks Sequence-Draft of 6Oct20.docx](#)  
[Attachment C-PLVC Trails NR Long-Range Plan-DRAFT of 6Oct20.docx](#)  
[Unresolved Review Comments-6Oct20.docx](#)

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This email is going to everyone on the distribution list for receiving Trails & Natural Resources Committee meeting minutes. **You are invited to attend a special Committee teleconference meeting at 9am on 10/8/20 to discuss the latest version of subject documents.**

Attached find the following three draft documents to be discussed (changes from the 9/3 version previously distributed were tracked and are shown in red):

1. PLVC Trails & Natural Resources Committee Policies & Procedures
2. Attachment B – Committee Tasks Sequence
3. Attachment C – Committee Long Range Plan

NOTE: Attachment A is the Liability Release/Safety Guidelines form from the Trails Maintenance Agreements. It does not require review and is not attached.

Also included is a list of unresolved review comments.

### **Special Meeting Agenda**

1. Resolve items on “Unresolved Review Comments” list and any new review comments.
2. “Page turn” of the draft documents for any final revisions before approval submission at regular 11/3/20 meeting.

**If you cannot attend the special meeting, please email any comments you have on the Unresolved Review Comments or any new review comments to me no later than 10/8 at 8am.** I will forward to the Special Meeting attendees for our discussion and resolution.

See the 9/1/20 Committee meeting minutes for the plan to complete review, finalization, and approval of these documents.

Contact me if you have any questions or issues.

Thanks.

Gary Hicks  
PLVC Trails Committee Secretary

[GLHicks01@gmail.com](mailto:GLHicks01@gmail.com)

510-566-2401

**From:** [Gary Hicks](#)  
**To:** "[Gary Hicks](#)"  
**Subject:** RE: PLVC Trails & Natural Resources Committee - Policies & Procedures Revision - Special Meeting 10/8/20 at 9am  
**Date:** Wednesday, October 7, 2020 6:21:45 AM  
**Attachments:** [TRAILS Participant Conf Call Telephone Instructions.pdf](#)

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## Special Meeting Participants

Instructions for calling into the teleconference are attached.

If you haven't read the documents yet, please do so before the meeting. Please have the documents printed out or on your computer screen.

If you have a problem downloading the files from the previous email, you may also download them at the following location:

[https://drive.google.com/drive/folders/1f6Q\\_7hle4JliOxSwA0umTFjZbTJljsnM?usp=sharing](https://drive.google.com/drive/folders/1f6Q_7hle4JliOxSwA0umTFjZbTJljsnM?usp=sharing)

Thanks.

Gary Hicks  
PLVC Trails Committee Secretary  
[GLHicks01@gmail.com](mailto:GLHicks01@gmail.com)  
510-566-2401

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**From:** Gary Hicks <[glhicks01@gmail.com](mailto:glhicks01@gmail.com)>  
**Sent:** Tuesday, October 6, 2020 12:10 PM  
**To:** 'Gary Hicks' <[glhicks01@gmail.com](mailto:glhicks01@gmail.com)>  
**Subject:** RE: PLVC Trails & Natural Resources Committee - Policies & Procedures Revision - Special Meeting 10/8/20 at 9am

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Thanks.

Gary Hicks  
PLVC Trails Committee Secretary  
[GLHicks01@gmail.com](mailto:GLHicks01@gmail.com)  
510-566-2401

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE POLICIES & PROCEDURES REVISION**  
**UNRESOLVED REVIEW COMMENTS**

A. PLVC Trails & Natural Resources Committee Policies & Procedures

No.	Review Comment	Resolution	Status
A-01	Section IV - Who should be signatory for the Committee's back accounts besides the Treasurer and PLVC Treasurer?	Only the Chair, Treasurer and PLVC Treasurer shall have signatory authority. Reworded Section IV accordingly.	Closed
A-02	Section III - Which Committee officer should act in the absence of the Chairperson? It has been proposed that it should be Maintenance, not Natural Resources.	The Maintenance Officer should act in the absence of the Chair. Reworded section accordingly.	Closed
A-03	Section IV, Records Retention List – The list of records and their retention period is not complete and requires Committee input.	Record Retention List removed from the Policies & Procedures to be a separate document. Reworded section to reference the Records Retention List. This will allow easier revision. Use of Internet cloud account proposed as better method to store and access Committee documents. See action items in minutes.	Closed
A-04	Section II, paragraph 5, Insurance: What if only the volunteer is sued? Ask Paul Hinton.	Insurance does cover volunteers if they are sued and PLVC is not sued (if working per requirements). Revised Section II, paragraph 5	Closed
A-05	Section IV, paragraph 9: does Trail volunteer stock maps at Inn? Or is this done by PLA? Ask John or Doreen Fillers.	PLA stocks the maps at the Inn. Revised Section IV, paragraph 9.	Closed
A-06	Section III: policy on quorum and voting members – review comments (past practice) don't match consensus from January 2020 meeting. See also Attachment B, Item B-03 below.	Proposed: up to two Members-at-Large as voting members appointed by the Committee. Proposed resolution accepted. Revisions already done. NOTE: an update to the wording was performed after the 10/8 meeting to resolve a later review comment.	Closed
A-07	Section IV, paragraph 2: How should expenditures be authorized/controlled? Need policy/guidance on who authorizes and when (before money is spent? always?)	New policy added regarding expenditure authorization / control to be added. Committee officers to be assigned budget line items and authorize corresponding expenditures. Chair will provide authorization if officer unavailable. Expenditures of \$250 or greater still require Committee approval.	Closed

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**UNRESOLVED REVIEW COMMENTS**

B. Attachment B – Committee Tasks Sequence

<b>No.</b>	<b>Review Comment</b>	<b>Resolution</b>	<b>Status</b>
B-01	Page 4: Should "Individual Volunteers" exist as a separate group in tasking? Should these tasks be under "Trail Steward"?	Individual Volunteers tasking are not Stewards tasking. Individual volunteers group kept. No change needed.	Closed
B-02	Page 4: Will the Trails Committee stock dog poop bags at any locations? For Committee resolution.	Consensus was to no longer stock dog poop bags. Agenda item for next Committee meeting. Reworded document to remove this task.	Closed
B-03	Page 1 & 3: See "Voting Members" and "Members-at-Large" regarding who can vote. Also see comment A-06 above.	Resolved per comment A-06 resolution above. Proposed resolution accepted. Revisions already done.	Closed

C. Attachment C – Committee Long Range Plan

<b>No.</b>	<b>Review Comment</b>	<b>Resolution</b>	<b>Status</b>
C-01	Section V key objectives are from the 2018 Long Range Plan (with some revision). Are these key objectives still valid? What changes should be made? (Note that an annual review is now part of the Tasks Sequence document.)	Consensus was to keep objectives as written for now. 2021 annual review will be time to review and revise as appropriate. Added wording to use key objectives as one of the factors for preparing the annual budget and to track completion of objectives in meeting minutes.	Closed
C-02	Are gazebos in the Trails Committee work scope?	No change to document. Gazebos are not in the formal Trails Committee work scope nor mentioned in any Trails Maintenance Agreement. Informally the Committee has done past work on the Picnic Point gazebo. Action item regarding need for Trails Maintenance Agreement with Ebb Tide HOA.	Closed

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE POLICIES & PROCEDURES**

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**I. INTRODUCTION**

The PLVC Trails and Natural Resources Committee (hereafter “the Committee”) was started in 1998. Over the next 20 years the Committee built over 26 miles of trails in Port Ludlow. One of the Committee’s organizers has written several articles for the *Port Ludlow Voice* that relate some of our history. These articles can be found at: <http://www.plvoice.org/readonline> . The articles are in the following issues: January – April 2019 (first four) and September 2020 (last). They provide a good orientation to the culture of the Committee; new volunteers are encouraged read them.

This document and others discussed below summarize how the Committee currently works. Its purposes are (1) to provide an orientation to new Committee volunteers, and (2) to give guidance to the Committee on how to perform its work. It is based on the governing documents listed in section II, the past decisions of the Committee, and the experience of the Committee members over the past 20 plus years. The Committee may decide to operate differently from the Committee’s own policies and procedures but should normally follow the policies and procedures determined by the governing documents. The Committee has in the past benefitted from long-term volunteers and an informal operating style. It is now entering a period of changing volunteers and new maintenance agreements. The formality of more extensive written policies and procedures is needed so that past collective knowledge is not lost. The document should be periodically revised as changes in Committee operation occur.

**II. GOVERNING DOCUMENTS**

As a committee of PLVC the Committee’s work is governed by the following documents that govern PLVC work:

1. Governing Statutes
  - a. Washington State -- RCW 24.03, *Washington nonprofit corporation act*. See <https://apps.leg.wa.gov/rcw/default.aspx?cite=24.03> .
  - b. Washington State – RCW4.24.670, *Liability of volunteers of nonprofit or governmental entities*. See <https://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.670> .



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- c. United States – 42 USC 14503, *Limitation of liability for volunteers*. See [https://uscode.house.gov/view.xhtml?req=\(title:42%20section:14503%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:42%20section:14503%20edition:prelim)).
- d. Washington State RCW 4.24.210, *Liability of owners or others in possession of land and water areas for injuries to recreation users-Known dangerous artificial latent conditions-Other limitations*. See <https://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.210>. This statute limits landowner liability to recreational users. Landowners “shall not be liable for unintentional injuries” to recreational users except as provided in the statute. This statute is referenced by all the maintenance agreements listed below except the one with DNR.

2. PLVC Governing Documents

- a. “Restated Articles of Incorporation of Port Ludlow Village Council” dated 11/09/2016
- b. “Bylaws of Port Ludlow Village Council” adopted 6/6/2019
- c. “Port Ludlow Village Council Policies & Procedures” approved 9/5/2019
- d. *Robert’s Rules of Order Newly Revised*, 11<sup>th</sup> Edition, Da Capo Press, 2011. The Small Board rules are generally used.

Documents 2.a – 2.c can be found at <http://www.plvc.org/about-plvc>. The Secretary will have a copy of Robert’s Rules.

3. Trails Maintenance Agreements

Each of the maintenance agreements listed below have both a Trails Work Safety Guidelines form and a Liability Release form to be signed by volunteers. There are very minor wording differences in some agreement forms. However, the two forms used by the Trails Committee are included as Attachment A and will cover all of the agreements. See additional discussion in the Policy and Procedures sections below.

<b>PLVC Agreements Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Washington State Department of Natural Resources (DNR)	Adopt-A-Trail/Site Agreement (OLYAT-2020-05)	PLVC: 12/14/2019 DNR: 1/16/2020	No Liability Release / Safety forms included for individuals although “DNR volunteer registration and agreement form” is referenced.
Bayview Village Homeowners Association (Bayview)	Trails Maintenance Agreement	11/6/2019	

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<b>PLVC Agreements Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Inner Harbor Village Condominium Association (Inner Harbor)	Trails Maintenance Agreement	11/1/2019	
Olympic Terrace Division 2 Homeowners Association (OT2)	Trails Maintenance Agreement	10/15/2019	
South Bay Community Association (SBCA)	Trails Maintenance Agreement	8/22/2019	
Port Ludlow Associates (PLA)	Trails Maintenance Agreement	4/24/2019	
Ludlow Maintenance Commission (LMC)	Trails Maintenance Agreement	1/17/2019	

The Maintenance agreements have been recently signed between PLVC and the various Port Ludlow organizations. Before their signing, the Committee’s work was primarily governed by PLVC and informal relationships with the organizations. Now the Committee’s work is more formally governed by the agreements’ terms and conditions. The agreements terms and conditions (except DNR) are virtually identical with a few very minor wording differences. The DNR agreement is a standard agreement from that organization. The DNR representative provides guidance on what is required to meet the DNR agreement terms and conditions. The Maintenance officer is the Committee’s “expert” on these agreements.

4. Easement regarding Trails

<b>Easement Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Grantor: Pope Resources Grantees: Port Ludlow Associates LLC (PLA) and Olympic Water & Sewer, Inc. (OWSI)	Easement Over Adjoining Lands (446491)	8/8/2001	Includes (1) Creation of Trails Easement, (2) 20 year period to use easement area for trails to establish perpetual easement, (3) Indemnity paragraph, and (4) PLA can assign Trails Easement with Pope consent and nonprofit can accept trails maintenance responsibility.

Documents listed in paragraphs 3-4 can be found on the PLVC website at:

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<http://www.plarchive.org/plvc/committees/trails-natural-resources/documents/> under "Reference Documents".

5. **Insurance:** PLVC has a comprehensive general liability (CGL) insurance policy with limits that meet the statutory requirements and the requirements of the maintenance agreements. The insurance covers PLVC volunteers based on the terms and conditions of the policy if action is taken against (1) both PLVC and a volunteer or (2) just against the volunteer. No medical coverage is provided for volunteers.

In any conflicts between the Committee's policies and procedures, the governing documents above take precedence.

### **III. COMMITTEE ORGANIZATION**

The Committee is made up of the following member officers:

1. **Chair:** a chairperson is appointed annually by PLVC upon the recommendation of the Committee. This individual must be a PLVC "voting member" (defined in PLVC Articles of Incorporation, Section V). Solicits input for Committee meeting agendas and presides at the meetings. Responsible for ensuring the mission requirements of the Committee are completed in accordance with the Long-Range Plan and the Committee's policies and procedures. Provides a regular review to PLVC, LMC, PLA and SBCA of the Committee's accomplishments, status of the trail system, plans for the future, and an annual budget.
2. **Natural Resources:** responsible for invasive vegetation control on the trails, bird house upkeep, and other natural resource projects.
3. **Secretary:** responsible for completing and sending out (via email) the minutes and maintaining a record archive of all past minutes and other important information, etc. in electronic and/or hard copy form. Sends minutes to PLVC Secretary for the PLVC website. Communicates information with Committee members and others using email.
4. **Treasurer:** responsible for depositing checks, paying bills, and coordinating with the bank on statements. Presents a monthly report on finances to include operating funds and reserve account funds. Retains receipts and accounts for spending.
5. **Stewardship:** recruits and maintains a roster of trail stewards, communicates regularly with the individual trail stewards, reports on maintenance requirements too large or complex for the stewards to correct. Maintains a record of work hours submitted by volunteers.
6. **Maintenance:** Responsible for organizing and scheduling associated maintenance and project teams. Responds to maintenance requests submitted by the Stewardship officer or community residents. Manages the tools, equipment, materials, and supplies (the property) owned by the Committee. When the Chair is not available, the Maintenance officer will act in their place.

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7. **PLVC Liaison:** A representative of the PLVC Board of Directors. Attends Trails meetings and serves as liaison to the PLVC board.
8. **Members-at-Large:** up to two “members-at-large” may be designated by the Committee (as a whole) to represent the various at-large volunteers as voting members of the Committee. The Committee will annually consider the appointment of different volunteers to these positions to meet the needs of the Committee. Volunteers who can provide a different perspective, past Committee officer experience, long-term Committee work experience, etc. should be considered.

Normally each officer is a separate individual, but if necessary two officer roles may be combined in a single individual (except for the PLVC Liaison and Members-at-Large). The Bylaws of PLVC state that the Committee Chair is appointed by PLVC and members of the Committee are approved by the PLVC Board of Directors. These appointments shall be confirmed annually. The Chairperson leads the effort to identify and recruit new officers and volunteers with the support of the other officers.

The Committee officers and the designated “members-at-large” are the only voting members. A simple majority of the voting members must be present at a Committee meeting to constitute a quorum for actions by the Committee. Other Committee volunteers and residents attend meetings, provide advice to the Committee officers, and participate in Committee deliberations, but are not counted to establish a quorum and don’t vote on Committee motions.

In addition to the Committee voting members, the Committee includes the following volunteers who perform most of the Committee’s work. These volunteers do the field work and other assorted tasks of the Committee. They provide advice to the Committee’s voting members on the needs and direction of the Committee’s work. Their input to the voting members is expected to be given serious consideration and weight in Committee deliberations and decisions/actions.

1. Trail Stewards
2. Project/Maintenance Volunteers
3. Individual Volunteers

See the Tasks Sequence document for a description of the work performed by these volunteers.

The past work of maintaining and developing the community trails system has come from a group of dedicated volunteers. The trails system depends on a continuation of this support from the community. The cost per household has been minimal. We need to find ways to enlarge our volunteer force in order to get broader community involvement and fill in for, or take the place of, today’s volunteers who may find it difficult to continue this kind of work in the future.

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**IV. COMMITTEE POLICIES AND PROCEDURES**

This section summarizes recurring matters of Committee business that have an established approach for action. These Policies and Procedures shall be approved by a majority of Committee officers and shall have force and effect with respect to Committee governance from year to year unless altered, amended, or repealed by the current Committee officers. Such Policies and Procedures are intended to address matters that conveniently may remain in force for extended periods of time, but which constantly remain within the power of the Committee to change or eliminate. These Policies and Procedures are not to be construed as having the same effect as the Governing Documents themselves, and because they are subject to cancellation or revision, the Committee shall conduct an annual review of all Policies and Procedures.

**1. Committee Tasks Sequence**

Attachment B, the Committee Tasks Sequence document, provides an integrated listing of the Committee's tasks for performing its work. The tasks are divided into Recurring Tasks and Month-by-Month Tasks for the Committee (as a whole), Committee Officers, and various Committee Members-at-Large. Recurring Tasks are defined as those that occur every month or that can occur at any time throughout the year as required. Month-by-Month Tasks are those that only occur in a specific month.

**2. Financial Matters:**

- a. Funding and other support from PLVC, LMC, SBCA and PLA has been critical to the development and maintenance of the Port Ludlow trails. The maintenance agreements for LMC, SBCA, and PLA provide for annual donations to the Trails Committee. Occasional donations from private sources are also received. A continuation of these funding donations is critical to the ongoing work of the Committee. For a specific major construction or maintenance project we may be required to request additional specific funding to complete the work.
- b. The operation budget is based on the annual budget approved for each calendar year. This budget is to be used by the Chairperson to request funds from the donors. The budget defines where funds are expected to be spent in the calendar year based on expected activities as determined by the Committee. Budget line items are assigned to Committee officers for expenditure authorization. Expenditures should normally receive authorization before funds are spent. The Chair will provide backup authorization if an officer is unavailable. If year-to-date expenditures for a line item are greater than the budgeted amount, additional expenditures for that line item should be discussed with the Committee at monthly meetings. The Committee will normally monitor and control expenditures on a monthly basis to keep total operating expenditures within the overall annual budget. All individual expenditures from the operating budget over \$250 are reviewed and approved by the Committee.
- c. When there are remaining funds at the end of each calendar year, they will be transferred into a reserve account separate from the operations account. The

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Committee maintains two separate bank accounts for the operating and reserve funds and reports each balance monthly. The reserve fund exists for (1) emergency situations that arise when a project is required to be completed above and beyond use of operation funds, and (2) for planned long range projects or expenditures. Expenditures from the reserve fund require the approval of the Committee.

- d. The bank accounts are subaccounts of the PLVC bank account and as such the PLVC Treasurer shall be a designated signatory, in addition to the Chair and the Treasurer.

**3. Annual Report**

An Annual Report is prepared for PLVC. The report should include:

- a. activities and accomplishments over the past year relative to the year's planned work
- b. work plan for the next year
- c. proposed budget for the next year.

The Annual Report is provided to PLVC as input to their annual report. In addition, the Annual Report is the basis for an annual presentation to the major donors – PLA, LMC, and SBCA.

**4. Long-Range Plan**

The Committee maintains a Long-Range Plan (Attachment B) that defines its mission, vision, and operating strategy. The Long-Range Plan is reviewed annually by the Committee and revised if necessary.

**5. Semi-Annual Trails Report & Project/Maintenance Plan**

The Maintenance officer performs semi-annual inspections of all the trails and submits a report on their condition to the Committee. The Spring report is an informal verbal report and the Fall report is a more formal written report. Based on the conditions found, a Project/Maintenance Plan is prepared that prioritizes work items as either scheduled (perform in the next six months) or deferred (perform later). The Report and Plan are presented to the Committee for review and approval. The scheduled work items will be done on "Fun Days" over the next six months as resources allow. In addition to this scheduled work, there is always emergency work (down tree, etc.) and seasonal work (mowing, weed trimming, etc.) to perform when necessary. Construction of new trails is no longer planned, but it could happen in the future as changes occur.

**6. Project/Maintenance Field Work**

With oversight from the Committee as a whole, the Maintenance officer schedules Fun Days for performance of project/maintenance, work. A project/maintenance lead is assigned who is responsible for obtaining materials and supplies, staging tools and equipment, and leading the crew performing the Fun Day work. The lead volunteer performs the crew safety briefing. All project/maintenance volunteers must have reviewed and signed liability release and safety guidelines forms before performing field work (see the Field Binder for a list of those who have signed and blank forms). Field work is performed following the safety guidelines. Experienced project/maintenance volunteers assist in on-the-job training of new volunteers. Occasional contracting of work or rental of equipment may be required.

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**7. Stewardship Work**

Trail stewards work under the oversight of the Stewardship officer. They regularly walk assigned trails (typically a volunteered trail close to their home) performing minor care and upkeep activities (vine trimming, small tree branch removal, etc.). They also identify larger problems (leaning or fallen tree, damaged steps, drainage issue, etc.) and report them to the Stewards officer for correction by project/maintenance volunteers. New trail stewards receive on-the-job orientation and training from an experienced steward (assigned by the Stewardship officer) during their initial trail walks. Trail stewards don't need to sign liability releases or safety guidelines forms.

**8. Records Retention Policy**

The Committee Governing Documents and these Policies and Procedures delineate various records that will be originated by Committee officers. Officers should keep an electronic copy of their records. The Committee will keep a separate Records Retention List that specifies responsible officers, records for which they are responsible, retention period, retention formats, and remarks. Final versions of designated records shall be included in Committee Meeting Minutes or turned over to the Secretary at least annually for archiving for the periods indicated. Officers shall review retained records annually at the end of their term of office and destroy those with expired retention periods. Hard copy records containing sensitive information shall be destroyed by shredding.

With PLVC approval, the Committee may use a secure industry standard Internet cloud service (Microsoft OneDrive, Dropbox, Apple iCloud, or similar) for file storage and collaborative work. The cloud service may be paid for by PLVC or a Committee volunteer (as a reimbursable expense). The cloud account will be accessible by Committee voting members, a volunteer administrator, and other volunteers performing collaborative work for the Committee.

**9. Publications and Communication Methods**

Port Ludlow Associates publishes two maps in association with the Committee:

- *Port Ludlow Street Map and Hiking Trails*
  - *Port Ludlow Street Map and Biking Trails*
- a. Committee Pre-Publication Responsibilities: A Committee volunteer maintains the maps in an Adobe Photoshop file format. Changes to the maps are made when needed.
  - b. PLA Responsibilities: PLA gets the maps printed and pays for the printing. PLA also stocks maps at the Port Ludlow Inn.
  - c. Committee Post-Publication Responsibilities: A Committee volunteer folds the maps and stocks the map boxes once a week. Both maps are stocked at the Timberton Loop trailhead and Recycling kiosk. Hiking maps are stocked at the Interpretive Loop trailhead, the RV Park, the local banks, the Beach Club, and the Bay Club. The current maps are also available on the Committee's PLVC website and Port Ludlow Hiking Group website.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
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Another publication, *Nature Guide – The Nature of Port Ludlow*, was sponsored by the Committee with the support of local businesses. It has been both given away and sold to raise funds. The local author is Larry Eifert. The second edition was published in 2004. The Committee may consider future printings with the approval of and appropriate arrangements with the author.

A monthly “Trail Mix” article is provided to the *Port Ludlow Voice*. Topics are appropriate to current Committee activities, events, or needs and for recognition of Committee volunteers’ accomplishments. The author is normally the Committee Chair, but others may write the article as appropriate.

PLVC eBlasts may be used to communicate with community residents regarding Committee matters. The eBlast draft messages are prepared by a Committee officer and reviewed by the Chair. The draft eBlasts are sent to the PLVC President or the PLVC Communications Committee Chair requesting approval and distribution.

The Committee Secretary communicates appropriate information (meeting minutes, Fun Day and event announcements, etc.) to the entire Committee membership via email.

The PLVC website includes Committee pages with the names of Committee officers, a Committee Overview, links to Committee recent activities, archived documents, and trail maps, and a Message Form for interested individuals to contact the Committee.

**10. Recognition Policy**

The Committee will recognize the activities of volunteers performing Committee work. Recognition may be in the form of PLVC eBlasts, Committee eBlasts, Port Ludlow Voice articles, PLVC/Committee website articles, Committee parties, or similar means.

**V. ATTACHMENTS**

- A. Liability Release and Safety Guidelines Forms
- B. Committee Tasks Sequence
- C. Committee Long-Range Plan



# TRAILS WORK SAFETY GUIDELINES

1. **Start with "Safety First"**
  - A. Think Safety First in how you can improve the work site for your safety and the safety of others.
  - B. If it's not safe, do not commence work.
  
2. **Use Protective Personal Gear**
  - A. Wear appropriate footwear and protective clothing/gear when operating power tools.
  - B. Know where nearest First Aid Kit is located.
  
3. **Use Correct tools in Good Condition**
  - A. Incorrect tools can make the job take longer and result in injuries.
  - B. Dull Tools can be dangerous by bouncing or glancing off surfaces.
  - C. Do not use power tools unless qualified and having completed applicable training.
  - D. Only trained individuals can operate chain saws! Use of such equipment shall only be done when at least two volunteers are present at the jobsite.
  
4. **Carry Hand Tools Safely**
  - A. Always carry tools in your hands and down at your side, not over your shoulder.
  - B. Use blade guards where possible.
  - C. When carrying two tools, have the more dangerous tool down slope from you.
  
5. **Eliminate Area Hazards**
  - A. Be extra cautious on hazardous footing such as loose rock, branches, slippery moss and clay surfaces.
  - B. Before starting to work, remove obstacles and debris from your working space, overhead, underfoot and in the tool swinging area.
  - C. Place tools and materials safely aside where they do not present a hazard.
  
6. **Emergency Notifications:** It is the Volunteer Crew Lead responsibility to carry a cellular phone and to notify emergency personnel in the event of an accident.
  
7. **Protect Others**
  - A. Ensure others are clear of your work area.
  - B. Stop work when others come on the trails or work area.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**LIABILITY RELEASE**  
**PLVC Trail Maintenance**

I volunteer to participate in trail maintenance or construction projects sponsored by the Port Ludlow Village Council (PLVC) and do not expect to receive any compensation for such work. I acknowledge that trail projects may involve construction or maintenance work, including but not limited to using hand and power tools (or being nearby when such tools are used by others), and that the risks involved in doing such work include but are not limited to suffering injury or illness in remote places without medical aid, injuries or pain resulting from lifting or moving heavy objects or materials, injuries resulting from working in narrow or constricted places, injuries resulting from my own or others' use or misuse of tools or from my own or others' carelessness or inattention, and other risks or injuries resulting from working in unimproved or natural areas and from precipitous and unforeseen events caused by weather or other forces of nature.

I have reviewed and initialed the Trails Work Safety Guidelines attached to this form, and I agree to follow them explicitly.

In consideration of PLVC's permitting me to participate in trail projects sponsored by PLVC, I hereby waive and release, on behalf of myself, my family and my estate, any right of recovery and claims of liability against PLVC, or the South Bay Community Association (SBCA), or the owner of the property where work is being done, or against their officers, directors, employees or agents, including but not limited to claims for personal injury, death or property damage, resulting in any way from my past or future work or other participation in such trail projects. This waiver and release of claims shall remain in effect for all trail projects sponsored by PLVC for which I volunteer or in which I participate.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

This document delineates the various tasks performed by the PLVC Trails and Natural Resources Committee (hereafter the “Committee”) as a whole and its individual officers and members in both a recurring and month-by-month sequence throughout the year. The task sequence is based on the PLVC Articles of Incorporation, By-Laws, and Policies and Procedures, the Committee Policies and Procedures, its Long-Range Plan, and the collective experience of the Committee members. This document is incorporated into the Committee Policies and Procedures by reference. It provides guidance for new Committee Officers and members to function in their individual roles. As future changes occur, the document should be periodically reviewed and updated.

**A. RECURRING TASKS**

Recurring tasks either occur every month or can occur at any time throughout the year as required. See section B, Month-by-Month Tasks, below for task that only occur in a specific month.

**COMMITTEE (as a whole)**

- Manage the affairs of the Committee to meet its mission and Long-Range Plan per the PLVC governing documents and Committee policies and procedures.
- Hold monthly Committee meetings.
- Designate individuals or sub-committees for special purposes or tasks.
- Assign collateral duties and responsibilities to officers or members, as required.
- Nominate members to fill any officer vacancies until the next year, if required.
- Annually review, revise when necessary, and approve the Committee Policies and Procedures, Long-Range Plan, or Task Sequence documents.
- Authorize expenditures greater than \$250 before the money is spent. Monitor and control expenditures on a monthly basis to keep total operating expenditures within the overall annual budget.
- Institute recruiting of volunteers to support Committee activities including participation in the annual PLVC Welcome Event/Community Open House.
- Provide for the orientation and training of Committee officers and individual volunteers to promote safe and effective activities.

**COMMITTEE OFFICERS/Voting Members**

**All Committee Officers/Voting Members**

- Plan for and advance the work on their assigned duties and action items.
- Provide agenda items for discussion/action at Committee meetings.
- Attend monthly Committee meetings, participate in Committee deliberations, report on both the past month’s activities and the following months’ planned activities (including assigned action items), and vote on Committee motions.
- Authorize operating expenditures for assigned budget line items.

**Chair**

- Solicit agenda input and conduct monthly Committee meetings.
- Prepare and present the annual report to Committee donors.
- Lead the process of preparing an annual budget proposal.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Prepare and present the quarterly reports to the PLVC Board of Directors (per the Committee Reporting Schedule on the PLVC website).
- Maintain periodic communications with the PLVC President, SBCA and LMC General Managers, *Port Ludlow Voice* Editor, and others regarding Committee matters.
- Coordinate with trail landowners (PLA, Rayonier, DNR) on issues/events that impact the use and maintenance of the trails such as timber harvest plans.
- Enforce the PLVC/Committee policies and procedures.
- Participate in Committee stewardship and/or project/maintenance work.
- Organize and plan the orientation and training of volunteers who have recently joined.
- Contribute a monthly “Trail Mix” article to the *Port Ludlow Voice*.
- Recognize the work of volunteers with PLVC and Committee eBlasts and website postings.

**Natural Resources**

- Perform presiding tasks in the absence of the Chair.
- Lead the Committee’s Natural Resources work.
- Plan and organize Natural Resources events.
- Maintains and evaluates the positioning, of the bird houses, owl house, and bat houses.
- Coordinates with the Invasive Plant County Specialist (JCR-DPW) on invasive weed controls for the trails and develops an invasive weed management plan.

**Secretary**

- Keep a record of all Committee proceedings and an archive of Committee records (separate from the PLVC Archive).
- Record and publish Committee meeting minutes to the members, the donors, and PLVC.
- Maintain the Committee Action Item List with monthly updates to be included in meeting minutes.
- Maintain a Committee Members List and email distribution list. Include Committee officers, Trail Stewards, Project/Maintenance volunteers, various individual volunteers, and “friends of the Committee”.
- Maintain electronic files of Committee policies and procedures, plans, correspondence, and other documents.
- Maintain a file of original signed Liability Releases and Safety Guidelines. Maintain a Field Binder of blank forms and a list of volunteers who have signed (for use by project/maintenance leads).
- Provide editing/copyediting support to Committee officers upon request.
- Maintain a Photo Archive of Committee project/maintenance work and other events.
- Communicate announcements to Committee members/volunteers via email and Committee website postings upon request.

**Treasurer**

- Maintain Committee financial/accounting records and bank account(s) separate from those of PLVC.
- Coordinate changes in bank account signature authorizations between Committee officers and the bank.
- Pay authorized Committee bills and reimbursement requests.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Deposit all monies received as donations.
- Report receipts and disbursements and submit a Treasury report for review at each monthly Committee meeting or when requested by the PLVC Board.
- Assist the Chair by consolidating budget input from others into a standard annual budget proposal format.

**Stewardship**

- Maintain a list of trail stewards with contact information. Distribute to all stewards and officers when changes occur.
- Setup orientation training for new stewards with an experienced existing steward.
- Compile a running tally of annual Committee volunteer hours as received from members and report at the monthly meetings.
- Receive reports of trail problems from trail stewards and forward to Maintenance for action.

**Maintenance**

- Plan and organize project and maintenance events including obtaining/purchasing materials and equipment. Schedule Fun Days for the next month with the Committee at monthly meetings.
- Recruit project/maintenance leads and crew.
- Participate in project and maintenance events as much as possible.
- Volunteer as project/maintenance lead if needed.
- Monitor expenses of projects/maintenance.
- Maintain inventory record of all Committee tools, equipment, and materials.
- Periodically inspect all trails, directional signs, bridges, benches, and other structures to determine their condition and maintenance requirements.
- Remove down trees as necessary using a qualified project/maintenance volunteer
- Notify HOA representatives of planned projects.
- Maintain relationships with appropriate individuals at SBCA, LMC, DNR, and other trail-owning HOAs.
- Keep loaned gate keys from DNR, Rayonier, and PLA for entry when required by maintenance activities.
- Schedule project/maintenance training for volunteers as appropriate (first aid/CPR and chain saw training every two years).

**PLVC Liaison**

- Maintain a close relationship between the PLVC Board of Directors and the Committee with informal communications between the two groups. Represent the point of view of each party to the other in a manner that supports the needs and best interests of both parties.

**COMMITTEE MEMBERS-AT-LARGE**

**Voting Members-at-Large**

- Members-at-Large designated by the Committee officers as “voting members” of the Committee perform the tasks of “All Committee Officers/Voting Members” delineated

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

above.

**Trail Stewards**

- Perform stewardship tasks on assigned trails.
- Report trail problems requiring maintenance to the Stewardship officer.
- Report volunteer hours monthly to the Stewardship officer.

**Project/Maintenance Volunteers**

- Complete orientation and safety training before performing field work.
- Complete review and sign-off of Liability Release and Safety Guidelines forms before performing field work. Return the forms to the Secretary for filing.
- Procure supplies and materials for project/maintenance work, as necessary
- Perform project/maintenance work on scheduled Fun Days.
- Perform weed trimming / mowing (if members of the “Blade Brigade”) in season.
- Provide photos of Fun Day activities (including volunteers) to Secretary.

**Individual Volunteers**

- Maintain Committee kiosk bulletin boards.
- Stock Hiking and Biking maps weekly at the various locations.
- Replace/repair trail signs as necessary.

**B. MONTH-BY-MONTH TASKS**

Month-by-month tasks normally occur during a specific month throughout the year. Tasks are listed in the month they have a start or finish deadline, as appropriate. Responsible individuals should plan and schedule work on tasks to meet these deadlines. See section A, Recurring Tasks, above for tasks that either occur every month or can occur at any time throughout the year as required.

**JANUARY:**

**COMMITTEE (as a whole)**

- Perform any needed orientation for new Committee officers.

**COMMITTEE OFFICERS**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Treasurer**

- Coordinate changes in bank account signature authorizations between Committee officers and the bank.

**FEBRUARY:**

**Natural Resources**

- Coordinate the annual cleaning of bird houses.

**MARCH:**

**Maintenance**

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Inspect all trails, directional signs, bridges, benches, and other structures to determine trail conditions and semi-annual maintenance requirements. Plan work priorities and Fun Days schedule. Report results to Committee for approval.

**APRIL:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Maintenance**

- Begin mowing schedule by **Maintenance volunteers**. Gather list of mowing volunteers and mowing areas. Email a copy of the mowing tracking spreadsheet to them, cc the Committee officers. With input from the mowing volunteers, schedule the first mow.
- Arrange for weed trimming by **Maintenance volunteers** prior to the mowing sequence.

**MAY:**

**Natural Resources**

- Coordinate the annual Scotch Broom Pull event.

**JUNE:**

**JULY:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Natural Resources**

- Coordinate an annual Tansy Ragwort Pull event.

**AUGUST:**

**Maintenance**

- Coordinate with mowing lead on budget requirements for following year.

**SEPTEMBER:**

**Chair**

- Prepare and forward Committee input to PLVC Board for the PLVC Annual Report/Year in Review.
- Lead the effort to review the Committee's policies & procedures to identify proposed changes/updates.

**All Committee Officers**

- Review the Policy & Procedures documents to identify proposed changes/updates. Provide proposed changes/updates to Chair and Secretary.

**Treasurer**

- Determine the current estimated national value of each volunteer hour from [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). This value is used in Committee input to the PLVC Annual Report and Donor Report/Funding Request.

**Maintenance**

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Get funding requirements from mowing lead.
- Conduct annual equipment inventory.
- Review the long-range plan with the Chair to identify proposed changes/updates.

**OCTOBER:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.
- Solicit volunteers for Committee officers for following year.
- Lead the process of preparing an annual budget proposal with the Committee officers. After receiving input, resolve any issues with individual officers to extent possible.
- Draft annual report/funding request to financial contributors.

**All Committee Officers**

- Provide funding input to Chair and Treasurer for next year's annual budget.

**Secretary**

- Consolidate proposed policy & procedure changes and distribute to all Committee officers for review before the November meeting.

**Treasurer**

- Consolidate the budget input from others into a standard annual budget proposal format. Distribute draft budget proposal to Committee officers for review before the November meeting.

**Maintenance**

- Inspect all trails, directional signs, bridges, benches, and other structures to determine trail conditions and semi-annual maintenance requirements. Plan work priorities and Fun Days schedule. Report results to Committee for approval.

**Individual Volunteers**

- Members-at-large interested in being a Committee officer shall agree to be nominated.

**NOVEMBER:**

**Committee (as a whole)**

- Review, discuss, revise as necessary, and approve annual budget proposal for next year.
- Review, discuss, revise as necessary, and approve annual report/funding request to financial contributors.
- Review, discuss, revise as necessary, and approve any proposed revisions to Committee policies and procedures.
- Discuss and approve annual Committee officer recommendations for next year.

**Chair**

- Forward annual budget proposal to PLVC Treasurer for PLVC Board approval.
- Forward annual list of Committee officers to PLVC Board for approval.
- Begin presentation(s) of approved annual report/funding request to financial contributors.

**DECEMBER:**



**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

**Chair**

- Complete presentation(s) of approved annual report/funding request to financial contributors.

**All Committee officers**

- Outgoing officers perform orientation and turnover of assigned duties/activities/action items and records to incoming officers.
- Outgoing officers provide current year records to Secretary for archiving per Records Retention List (if not already completed).

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

## **I. INTRODUCTION**

The Committee Long-Range Plan defines our mission and focus, states our community values, and delineates our plan for achieving long-range results with goals tied to community values and key objectives that support these goals into the future.

The mission states why the Committee does its work in terms of its opportunities, competence and commitment. It is intentionally short to provide clear guidance about what we do and what we don't do. Focus defines who primarily benefits from our work and those who support our efforts. The values of our community give us an understanding of what our goals and objectives should be. Our strategic plan includes our goals and objectives. The goals mesh with our community values and are intentionally few to keep our future efforts aimed at what is important to our mission. Our key objectives are tied to our goals and are the key results we want to achieve moving forward to meet our goals.

## **II. MISSION**

Our mission is to **preserve, promote, and protect Port Ludlow's trails and natural resources.**

Our mission is *what* we do. *How* we perform our mission includes:

- Maintenance of existing trails and natural resources.
- Developing new trails if future opportunities occur.
- Promoting community awareness and appreciation of the established walking/biking trails.
- Informing residents of their role in enhancing and nurturing the natural resources that abound in the area.
- Encouraging users to help maintain the trails.

Over the past twenty years the Port Ludlow Trails/Natural Resources Committee has worked to develop, improve, and maintain many trails in the community. It is no surprise that in any survey of residents about what they value in Port Ludlow, trails are always in the top three. It is well documented that a community trail system adds significant value to the properties that have trails access. The "track" record of this committee has paid off.

## **III. FOCUS**

Our primary focus is the Port Ludlow community resident.

We receive support from:

1. Our primary donors - PLVC, LMC, SBCA, and PLA
2. Other trail-owning HOAs with maintenance agreements

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

3. Washington State Department of Natural Resources (DNR)
4. Rayonier (acquired the former Pope Resources/ORM in May 2020)
5. Committee volunteers.

#### **IV. VALUES**

The Port Ludlow community values the following:

1. Well maintained trails to encourage local walking/biking that may enhance user's health, and help sustain community property values
2. Community natural resources that are non-invasive, and preservation of native flora and fauna that supports the enjoyment of the area's beauty
3. Volunteer opportunities (with recognition) to support the local community.

#### **V. STRATEGIC PLAN**

##### **A. GOALS**

Our strategic plan includes the following major goals:

1. Perform projects/maintenance work on Port Ludlow trails per the terms and conditions of the agreements between PLVC and local organizations including:
  - “•clearing of trails debris
  - removing potential hazards
  - installing/repairing/replacing chips, rock, or other surface treatments
  - mowing grass and weeds by mechanical methods such as mowers, tractors, or string weeders
  - repairs of steps, bridges, or benches
  - sign placement/ replacement.”
2. Continue and enhance natural resource work in the community
3. Improve the recruitment, team capabilities, and recognition of Committee volunteers

##### **B. KEY OBJECTIVES**

To achieve our strategic goals we have the following key objectives:

###### **Trails key objectives:**

1. Establish maintenance standards to apply to each trail and the Garden at Ludlow Falls
2. Annually review the status of the trail system with PLVC, LMC, PLA, and SBCA and evaluate for any suggested modifications
3. Establish maintenance schedules where required and have a process for special projects.
4. Determine tasks that can be handled by volunteers vs. paid contractors.
5. Establish equipment needs, standards and ownership recommendations.
6. Add directional signage where necessary to supplement the Trail Maps.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

7. Enhance and improve trails.
8. Continue policy of having a “reserve fund” for emergencies and major projects. Assure that funds are available for major projects where needed. Evaluate potential major Trails/Natural Resources community projects against (1) available reserve funds and (2) other funding needs. Explore possible alternative funding for unique projects.
9. Continue promoting community awareness of the Trail System and assure that the trail and bicycle maps are available and up-to-date.

**Natural Resources key objectives:**

1. Continue to monitor and enhance the Natural Resources component of the mission.
2. Repair and enhance interpretive signs on the Interpretive Trail. Create interpretive signs for other trail system locations.
3. Control, reduce, or eliminate selected invasive and noxious weeds on community lands in the Port Ludlow area.
4. Maintain bird houses and bat houses on the golf course and along other trails.

**Committee Volunteers key objectives:**

1. Develop a “maintenance team” that can be relied on for various maintenance tasks
2. Refine the stewardship process and develop written procedures
3. Improve recruitment and recognition of volunteers.

The key objectives are listed in no specific order. The Committee will work to accomplish key objectives by responsible volunteers taking on action items to perform the steps necessary to reach the objectives. When appropriate, action items will become ongoing routine tasks performed by the Committee volunteers. The Committee will make discussion of the accomplishment of key objectives a routine agenda topic at its monthly meetings. Priorities will be assigned, appropriate deadlines, action items and responsible volunteers determined, and progress tracked. Key objectives will be one of the factors used to determine the annual budget. Completion of key objectives will be noted in Committee meeting minutes. When appropriate, subcommittees will be formed to deal with a key objective. Key objectives will be reviewed annually and revised as appropriate.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE RECORDS RETENTION LIST**

See the *Committee Policies & Procedures* describing Records Retention policy. Files shall normally be restricted to Microsoft Office 365 (Word docx, Excel (xlsx), etc. or Adobe Acrobat (pdf) formats unless necessary to be in a special format.

<b>Records Retention List</b>			
<b>Originating Committee Officer / Volunteer</b>	<b>Record</b>	<b>Retention Period</b>	<b>Special Format / Remarks</b>
Committee (as a whole)	Policies & Procedures Long Range Plan Tasks Sequence	Permanent	Electronic files in Secretary records
	Maps	Permanent	Adobe Photoshop file format Electronic Archive copy in Secretary records
Chair	Meeting Agenda	Permanent	Included in Meeting Minutes
	Quarterly Report	3 years	
	Annual Report	5 years	
	Trails Mix articles	3 years	Online at <a href="http://www.plvoice.org/readonline">www.plvoice.org/readonline</a>
Natural Resources	Scotch Broom/Invasive Plant event records	5 years	
Secretary	Meeting Minutes	Permanent	
	eMail Distribution List	3 years	
	Signed Liability Release & Safety Guidelines Forms	Permanent	Hard copy originals
	List of Volunteers who signed Liability Release & Safety Guidelines forms	Permanent	
	Photos	Permanent	jpeg
	Historical Records	Permanent	Records that are historically significant to the Committee but are not otherwise retained
	Broadcast emails	1 year	
Treasurer	Monthly Treasury Report	Permanent	Included in Meeting Minutes
	Bank Statements	1 year	Also available online at bank

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE RECORDS RETENTION LIST**

<b>Records Retention List</b>			
<b>Originating Committee Officer / Volunteer</b>	<b>Record</b>	<b>Retention Period</b>	<b>Special Format / Remarks</b>
	Payment Record	7 years	
	Payment Support Documents	3 years	Requests for Payment, Invoices, Receipts, etc.
	Annual Budget	Permanent	Included in Meeting Minutes
Stewardship	Stewards Roster	3 years	
	Volunteer Work Hours	Permanent	Included in Meeting Minutes
Maintenance	Annual Inspection Report/Maintenance Plan	5 years	
	Property Inventory	5 years	
	Contractor Quotes	3 years	
	Completed Project/Maintenance work	Permanent	Included in Meeting Minutes
PLVC Liaison	(none)		

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE POLICIES & PROCEDURES**

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**I. INTRODUCTION**

The PLVC Trails and Natural Resources Committee (hereafter “the Committee”) was started in 1998. Over the next 20 years the Committee built over 26 miles of trails in Port Ludlow. One of the Committee’s organizers, ~~Marge Carter~~, has written several articles for the *Port Ludlow Voice* that relate some of our history. These articles can be found at: <http://www.plvoice.org/readonline> . The articles are in the following issues: January – April 2019 (first four) and September 2020 (last). They provide a good orientation to the culture of the Committee; new volunteers are encouraged read them.

This document and others discussed below summarize how the Committee currently works. Its purposes are (1) to provide an orientation to new Committee volunteers, and (2) to give guidance to the Committee on how to perform its work. It is based on the governing documents listed in section II, the past decisions of the Committee, and the experience of the Committee members over the past 20 plus years. The Committee may decide to operate differently from ~~those the Committee’s own policies~~ and procedures ~~determined solely by the Committee~~ but should normally follow the policies and procedures determined by the governing documents. The Committee has in the past benefitted from long-term volunteers and an informal operating style. It is now entering a period of changing volunteers and new maintenance agreements. The formality of more extensive written policies and procedures is needed so that past collective knowledge is not lost. The document should be periodically revised as changes in Committee operation occur.

**II. GOVERNING DOCUMENTS**

As a committee of PLVC the Committee’s work is governed by the following documents that govern PLVC work:

1. Governing Statutes
  - a. Washington State -- RCW 24.03, *Washington nonprofit corporation act*. See <https://apps.leg.wa.gov/rcw/default.aspx?cite=24.03> .
  - b. Washington State – RCW4.24.670, *Liability of volunteers of nonprofit or governmental entities*. See <https://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.670> .

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE POLICIES & PROCEDURES**

- c. United States – 42 USC 14503, *Limitation of liability for volunteers*. See [https://uscode.house.gov/view.xhtml?req=\(title:42%20section:14503%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:42%20section:14503%20edition:prelim)).
- d. Washington State RCW 4.24.210, *Liability of owners or others in possession of land and water areas for injuries to recreation users-Known dangerous artificial latent conditions-Other limitations*. See <https://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.210>. This statute limits landowner liability to recreational users. Landowners “shall not be liable for unintentional injuries” to recreational users except as provided in the statute. This statute is referenced by all the maintenance agreements listed below except the one with DNR.

2. PLVC Governing Documents

- a. “Restated Articles of Incorporation of Port Ludlow Village Council” dated 11/09/2016
- b. “Bylaws of Port Ludlow Village Council” adopted 6/6/2019
- c. “Port Ludlow Village Council Policies & Procedures” approved 9/5/2019
- d. *Robert’s Rules of Order Newly Revised*, 11<sup>th</sup> Edition, Da Capo Press, 2011. The Small Board rules are generally used.

Documents 2.a – 2.c can be found at <http://www.plvc.org/about-plvc>. The Secretary will have a copy of Robert’s Rules.

3. Trails Maintenance Agreements

Each of the maintenance agreements listed below have both a Trails Work Safety Guidelines form and a Liability Release form to be signed by volunteers. There are very minor wording differences in some agreement forms. However, ~~the two~~ forms used by the Trails Committee ~~for the agreements~~ are included as Attachment A and will cover all of the agreements. See additional discussion in the Policy and Procedures sections below.

<b>PLVC Agreements Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Washington State Department of Natural Resources (DNR)	Adopt-A-Trail/Site Agreement (OLYAT-2020-05)	PLVC: 12/14/2019 DNR: 1/16/2020	No Liability Release / Safety forms included for individuals although “DNR volunteer registration and agreement form” is referenced.
Bayview Village Homeowners Association (Bayview)	Trails Maintenance Agreement	11/6/2019	



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<b>PLVC Agreements Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Inner Harbor Village Condominium Association (Inner Harbor)	Trails Maintenance Agreement	11/1/2019	
Olympic Terrace Division 2 Homeowners Association (OT2)	Trails Maintenance Agreement	10/15/2019	
South Bay Community Association (SBCA)	Trails Maintenance Agreement	8/22/2019	
Port Ludlow Associates (PLA)	Trails Maintenance Agreement	4/24/2019	
Ludlow Maintenance Commission (LMC)	Trails Maintenance Agreement	1/17/2019	

The Maintenance agreements have been recently signed between PLVC and the various Port Ludlow organizations. Before their signing, the Committee's work was primarily governed by PLVC and informal relationships with the organizations. Now the Committee's work is more formally governed by the agreements' terms and conditions. The agreements terms and conditions (except DNR) are virtually identical with a few very minor wording differences. The DNR agreement is a standard agreement from that organization. The DNR representative provides guidance on what is required to meet the DNR agreement terms and conditions. The Maintenance officer is the Committee's "expert" on these agreements.

4. Easement regarding Trails

<b>Easement Regarding Trails</b>			
<b>Organization Name / Landowner</b>	<b>Agreement Title/Number</b>	<b>Date Signed</b>	<b>Remarks</b>
Grantor: Pope Resources Grantees: Port Ludlow Associates LLC (PLA) and Olympic Water & Sewer, Inc. (OWSI)	Easement Over Adjoining Lands (446491)	8/8/2001	Includes (1) Creation of Trails Easement, (2) 20 year period to use easement area for trails to establish perpetual easement, (3) Indemnity paragraph, and (4) PLA can assign Trails Easement with Pope consent and nonprofit can accept trails maintenance responsibility.

Documents listed in paragraphs 3-4 can be found on the PLVC website at:

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<http://www.plarchive.org/plvc/committees/trails-natural-resources/documents/> under "Reference Documents".

5. **Insurance:** PLVC has a comprehensive general liability (CGL) insurance policy with limits that meet the statutory requirements and the requirements of the maintenance agreements. The insurance covers PLVC volunteers based on the terms and conditions of the policy if action is taken against (1) both PLVC and a volunteer or (2) just against the volunteer. No medical coverage is provided for volunteers.

In any conflicts between the Committee's policies and procedures, the governing documents above take precedence.

### **III. COMMITTEE ORGANIZATION**

The Committee is made up of the following member officers:

1. **Chair:** a chairperson is appointed annually by PLVC upon the recommendation of the Committee. This individual must be a PLVC "voting member" (defined in PLVC Articles of Incorporation, Section V). Solicits input for Committee meeting agendas and presides at the meetings. Responsible for ensuring the mission requirements of the eCommittee are completed in accordance with the Long-Range Plan and the Committee's policies and procedures. Provides a regular review to PLVC, LMC, PLA and SBCA of the eCommittee's accomplishments, status of the trail system, plans for the future, and an annual budget.
2. **Natural Resources:** responsible for invasive vegetation control on the trails, bird house upkeep, and other natural resource projects. ~~When the Chairperson is not available, the Natural Resources officer will act in their place.~~
3. **Secretary:** responsible for completing and sending out (via e-mail) the minutes and maintaining a record archive of all past minutes and other important information, etc. in electronic and/or hard copy form. Sends minutes to PLVC Secretary for the PLVC website. Communicates information with Committee members and others using email.
4. **Treasurer:** responsible for depositing checks, paying bills, and coordinating with the bank on statements. Presents a monthly report on finances to include operating funds and reserve account funds. Retains receipts and accounts for spending.
5. **Stewardship:** recruits and maintains a roster of trail stewards, communicates regularly with the individual trail stewards, reports on maintenance requirements too large or complex for the stewards to correct. Maintains a record of work hours submitted by volunteers.
6. **Maintenance:** Responsible for organizing and scheduling associated maintenance and project teams. Responds to maintenance requests submitted by the Stewardship officer or community residents. Manages the tools, equipment, materials, and supplies (the property) owned by the Committee. When the Chair is not available,

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the Maintenance officer will act in their place.

**7. PLVC Liaison:** A representative of the PLVC Board of Directors. Attends Trails meetings and serves as liaison to the PLVC board.

**7.8. Members-at-Large:** up to two “members-at-large” may be designated by the Committee (as a whole) to represent the various at-large volunteers as voting members of the Committee. The Committee will annually consider the appointment of different volunteers to these positions to meet the needs of the Committee. Volunteers who can provide a different perspective, past Committee officer experience, long-term Committee work experience, etc. should be considered.

Normally each officer is a separate individual, but if necessary two officer roles may be combined in a single individual (except for the PLVC Liaison and Members-at-Large). The Bylaws of PLVC state that the Committee Chair is appointed by PLVC and members of the €Committee are approved by the PLVC Board of Directors. These appointments shall be confirmed annually. The Chairperson leads the effort to identify and recruit new officers and volunteers with the support of the other officers.

The Committee officers and the designated “members-at-large” are the only voting members. A simple majority of the voting membersofficers must be present at a Committee meeting to constitute a quorum for actions by the Committee. Other Committee ~~Member at Large~~ volunteers and residents attend meetings, provide advice to the Committee officers, and participate in Committee deliberations, but are not counted to establish a quorum and don't vote on Committee motions.

In addition to the Committee voting membersofficers, the Committee includes the following ~~member at large~~ volunteers who perform most of the Committee's work. These volunteers do the field work and other assorted tasks of the €Committee. They provide advice to the Committee's voting membersofficers on the needs and direction of the Committee's work. Their input to the voting membersofficers is expected to be given serious consideration and weight in Committee deliberations and decisions/actions.

1. Trail Stewards
2. Project/Maintenance Volunteers
3. Individual Volunteers

See the Tasks Sequence document for a description of the work performed by these volunteers.

The past work of maintaining and developing the community trails system has come from a group of dedicated volunteers. The trails system depends on a continuation of this support from the community. The cost per household has been minimal. We need to find ways to enlarge our volunteer force in order to get broader community involvement and fill in for, or take the place of, today's volunteers who may find it difficult to continue this kind of work in the future.

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**IV. COMMITTEE POLICIES AND PROCEDURES**

This section summarizes recurring matters of Committee business that have an established approach for action. These Policies and Procedures shall be approved by a majority of Committee officers and shall have force and effect with respect to Committee governance from year to year unless altered, amended, or repealed by the current Committee officers. Such Policies and Procedures are intended to address matters that conveniently may remain in force for extended periods of time, but which constantly remain within the power of the Committee to change or eliminate. These Policies and Procedures are not to be construed as having the same effect as the Governing Documents themselves, and because they are subject to cancellation or revision, the Committee shall conduct an annual review of all Policies and Procedures.

**1. Committee Tasks Sequence**

Attachment B, the Committee Tasks Sequence document, provides an integrated listing of the Committee's tasks for performing its work. The tasks are divided into Recurring Tasks and Month-by-Month Tasks for the Committee (as a whole), Committee Officers, and various Committee Members-at-Large. Recurring Tasks are defined as those that occur every month or that can occur at any time throughout the year as required. Month-by-Month Tasks are those that only occur in a specific month.

**2. Financial Matters:**

- a. Funding and other support from PLVC, LMC, SBCA and PLA has been critical to the development and maintenance of the Port Ludlow trails. The maintenance agreements for LMC, SBCA, and PLA provide for annual donations to the Trails Committee. Occasional donations from private sources are also received. A continuation of these funding donations is critical to the ongoing work of the Committee. For a specific major construction or maintenance project we may be required to request additional specific funding to complete the work.
- b. The operation budget is based on the annual budget approved for each calendar year. This budget is to be used by the Chairperson to request funds from the donors. The budget defines where funds are expected to be spent in the calendar year based on expected activities as determined by the eCommittee. Budget line items are assigned to Committee officers for expenditure authorization. Expenditures should normally receive authorization before funds are spent. The Chair will provide backup authorization if an officer is unavailable. If year-to-date expenditures for a line item are greater than the budgeted amount, additional expenditures for that line item should be discussed with the Committee at monthly meetings. The Committee will normally monitor and control expenditures on a monthly basis to keep total operating expenditures within the overall annual budget. All individual expenditures from the operating budget over \$250 are reviewed and approved by the eCommittee.
- c. When there are remaining funds at the end of each calendar year, they will be transferred into a reserve account separate from the operations account. The

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Committee maintains two separate bank accounts for the operating and reserve funds and reports each balance monthly. The reserve fund exists for (1) emergency situations that arise when a project is required to be completed above and beyond use of operation funds, and (2) for planned long range projects or expenditures. Expenditures from the reserve fund require the approval of the Committee.

- d. The bank accounts are subaccounts of the PLVC bank account and as such the PLVC ~~Treasurer~~ Liaison shall be a designated signatory, in addition to the Chair, ~~Natural Resources~~, and the Treasurer.

**3. Annual Report**

An Annual Report is prepared for PLVC. The report should include:

- a. activities and accomplishments over the past year relative to the year’s planned work
- b. work plan for the next year
- c. proposed budget for the next year.

The Annual Report is provided to PLVC as input to their annual report. In addition, the Annual Report is the basis for an annual presentation to the major donors – PLA, LMC, and SBCA.

**4. Long-Range Plan**

The Committee maintains a Long-Range Plan (Attachment B) that defines its mission, vision, and operating strategy. The Long-Range Plan is reviewed annually by the Committee and revised if necessary.

**5. Semi-Annual Trails Report & Project/Maintenance Plan**

The Maintenance officer performs semi-annual inspections of all the trails and submits a report on their condition to the Committee. The Spring report is an informal verbal report and the Fall report is a more formal written report. Based on the conditions found, a Project/Maintenance Plan is prepared that prioritizes work items as either scheduled (perform in the next six months) or deferred (perform later). The Report and Plan are presented to the Committee for review and approval. The scheduled work items will be done on “Fun Days” over the next six months as resources allow. In addition to this scheduled work, there is always emergency work (down tree, etc.) and seasonal work (mowing, weed trimming, etc.) to perform when necessary. Construction of new trails is no longer planned, but it could happen in the future as changes occur.

**6. Project/Maintenance Field Work**

With oversight from the Committee as a whole, the Maintenance officer schedules Fun Days for performance of project/maintenance, work. A project/maintenance lead is assigned who is responsible for obtaining materials and supplies, staging tools and equipment, and leading the crew performing the Fun Day work. The lead volunteer performs the crew safety briefing. All project/maintenance volunteers must have reviewed and signed liability release and safety guidelines forms before performing field work (see the Field Binder for a list of those who have signed and blank forms). Field work is performed following the

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safety guidelines. Experienced project/maintenance volunteers assist in on-the-job training of new volunteers. Occasional contracting of work or rental of equipment may be required.

**7. Stewardship Work**

Trail stewards work under the oversight of the Stewardship officer. They regularly walk assigned trails (typically a volunteered trail close to their home) performing minor care and upkeep activities (vine trimming, small tree branch removal, etc.). They also identify larger problems (leaning or fallen tree, damaged steps, drainage issue, etc.) and report them to the Stewards officer for correction by project/maintenance volunteers. New trail stewards receive on-the-job orientation and training from an experienced steward (assigned by the Stewardship officer) during their initial trail walks. Trail stewards don't need to sign liability releases or safety guidelines forms.

**8. Records Retention Policy**

The Committee Governing Documents and these Policies and Procedures delineate various records that will be originated by Committee officers. Officers should keep an electronic copy of their records. The Committee will keep a separate Records Retention List below that specifies responsible officers, records for which they are responsible, retention period, retention formats, and remarks. Final versions of designated records shall be included in Committee Meeting Minutes or turned over to the Secretary at least annually for archiving for the periods indicated. Officers shall review retained records annually at the end of their term of office and destroy those with expired retention periods. Hard copy records containing sensitive information shall be destroyed by shredding.

With PLVC approval, the Committee may use a secure industry standard Internet cloud service (Microsoft OneDrive, Dropbox, Apple iCloud, or similar) for file storage and collaborative work. The cloud service may be paid for by PLVC or a Committee volunteer (as a reimbursable expense). The cloud account will be accessible by Committee voting members, a volunteer administrator, and other volunteers performing collaborative work for the Committee.

<b>Records Retention List</b>			
<b>Originating Committee Officer / Volunteer</b>	<b>Record</b>	<b>Retention Period</b>	<b>Remarks</b>
Committee (as a whole)	Policies & Procedures Lang Range Plan Tasks Sequence		
	Maps		Adobe Photoshop file format
Chair	Meeting Agenda	Permanent	Included in Meeting Minutes
	Quarterly Report	3 years	
	Annual Report	5 years	
	Trails Mix articles		
Natural Resources	Scotch Broom/Invasive Plant event records	5 years	

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<b>Records Retention List</b>			
<b>Originating Committee Officer / Volunteer</b>	<b>Record</b>	<b>Retention Period</b>	<b>Remarks</b>
Secretary			
	Meeting Minutes	Permanent	
	eMail Distribution List		
	Signed Liability Release & Safety Guidelines Forms	Permanent	Hard copy originals
	List of Volunteers who signed Liability Release & Safety Guidelines forms	Permanent	
	Photos	Permanent	
	Historical Records	Permanent	Records that are historically significant to the Committee but are not otherwise retained
	Broadcast emails	1 year	
Treasurer			
	Monthly Treasury Report	Permanent	Included in Meeting Minutes
	Bank Statements	1 year	Also available online at bank ??
	Check Register	7 years	
	Payment Support Documents	3 years	Requests for Payment, Invoices, Receipts, etc.
	Annual Budget		
Stewards	Stewards Roster		
Maintenance	Semi-Annual Maintenance Report/Plan		
	Property Inventory		
	Contractor Quotes		
PLVC Liaison	{none}		

**9. Publications and Communication Methods**

Port Ludlow Associates publishes two maps in association with the Committee:

- *Port Ludlow Street Map and Hiking Trails*
- *Port Ludlow Street Map and Biking Trails*

- a. **Committee Pre-Publication Responsibilities:** A Committee volunteer maintains the maps in an Adobe Photoshop file format. Changes to the maps are made when needed.
- b. **PLA Responsibilities:** PLA gets the maps printed and pays for the printing. PLA also stocks maps at the Port Ludlow Inn.
- c. **Committee Post-Publication Responsibilities:** A Committee volunteer folds the maps and stocks the map boxes once a week. Both maps are stocked at the Timberton Loop trailhead and Recycling kiosk. Hiking maps are stocked at the Interpretive Loop



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trailhead, the RV Park, the local banks, the Beach Club, and the Bay Club. The current maps are also available on the Committee's PLVC website and Port Ludlow Hiking Group website.

Another publication, *Nature Guide – The Nature of Port Ludlow*, was sponsored by the Committee with the support of local businesses. It has been both given away and sold to raise funds. The local author is Larry Eifert. The second edition was published in 2004. The Committee may consider future printings with the approval of and appropriate arrangements with~~ef~~ the author.

A monthly "Trail Mix" article is provided to the Port Ludlow Voice. Topics are appropriate to current Committee activities, events, or needs and for recognition of Committee volunteers' accomplishments. The author is normally the Committee Chair, but others may write the article as appropriate.

PLVC eBlasts may be used to communicate with community residents regarding Committee matters. The eBlast draft messages are prepared by a Committee officer and reviewed by the Chair. The draft eBlasts are sent to the PLVC President or the PLVC Communications Committee Chair requesting approval and distribution.

The Committee Secretary communicates appropriate information (meeting minutes, Fun Day and event announcements, etc.) to the entire Committee membership via email.

The PLVC website includes Committee pages with the names of Committee officers, a Committee Overview, links to Committee recent activities, archived documents, and trail maps, and a Message Form for interested individuals to contact the Committee.

**10. Recognition Policy**

The Committee will recognize the activities of volunteers performing Committee work. Recognition may be in the form of PLVC eBlasts, Committee eBlasts, Port Ludlow Voice articles, PLVC/Committee website articles, Committee parties, or similar means.

~~11. Other Miscellaneous Activities~~  
(more?)

**V. ATTACHMENTS**

- A. Liability Release and Safety Guidelines Forms
- B. Committee Tasks Sequence
- C. Committee Long-Range Plan



# TRAILS WORK SAFETY GUIDELINES

1. **Start with "Safety First"**
  - A. Think Safety First in how you can improve the work site for your safety and the safety of others.
  - B. If it's not safe, do not commence work.
  
2. **Use Protective Personal Gear**
  - A. Wear appropriate footwear and protective clothing/gear when operating power tools.
  - B. Know where nearest First Aid Kit is located.
  
3. **Use Correct tools in Good Condition**
  - A. Incorrect tools can make the job take longer and result in injuries.
  - B. Dull Tools can be dangerous by bouncing or glancing off surfaces.
  - C. Do not use power tools unless qualified and having completed applicable training.
  - D. Only trained individuals can operate chain saws! Use of such equipment shall only be done when at least two volunteers are present at the jobsite.
  
4. **Carry Hand Tools Safely**
  - A. Always carry tools in your hands and down at your side, not over your shoulder.
  - B. Use blade guards where possible.
  - C. When carrying two tools, have the more dangerous tool down slope from you.
  
5. **Eliminate Area Hazards**
  - A. Be extra cautious on hazardous footing such as loose rock, branches, slippery moss and clay surfaces.
  - B. Before starting to work, remove obstacles and debris from your working space, overhead, underfoot and in the tool swinging area.
  - C. Place tools and materials safely aside where they do not present a hazard.
  
6. **Emergency Notifications:** It is the Volunteer Crew Lead responsibility to carry a cellular phone and to notify emergency personnel in the event of an accident.
  
7. **Protect Others**
  - A. Ensure others are clear of your work area.
  - B. Stop work when others come on the trails or work area.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**LIABILITY RELEASE**  
**PLVC Trail Maintenance**

I volunteer to participate in trail maintenance or construction projects sponsored by the Port Ludlow Village Council (PLVC) and do not expect to receive any compensation for such work. I acknowledge that trail projects may involve construction or maintenance work, including but not limited to using hand and power tools (or being nearby when such tools are used by others), and that the risks involved in doing such work include but are not limited to suffering injury or illness in remote places without medical aid, injuries or pain resulting from lifting or moving heavy objects or materials, injuries resulting from working in narrow or constricted places, injuries resulting from my own or others' use or misuse of tools or from my own or others' carelessness or inattention, and other risks or injuries resulting from working in unimproved or natural areas and from precipitous and unforeseen events caused by weather or other forces of nature.

I have reviewed and initialed the Trails Work Safety Guidelines attached to this form, and I agree to follow them explicitly.

In consideration of PLVC's permitting me to participate in trail projects sponsored by PLVC, I hereby waive and release, on behalf of myself, my family and my estate, any right of recovery and claims of liability against PLVC, or the South Bay Community Association (SBCA), or the owner of the property where work is being done, or against their officers, directors, employees or agents, including but not limited to claims for personal injury, death or property damage, resulting in any way from my past or future work or other participation in such trail projects. This waiver and release of claims shall remain in effect for all trail projects sponsored by PLVC for which I volunteer or in which I participate.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

This document delineates the various tasks performed by the PLVC Trails and Natural Resources Committee (hereafter the “Committee”) as a whole and its individual officers and members in both a recurring and month-by-month sequence throughout the year. The task sequence is based on the PLVC Articles of Incorporation, By-Laws, and Policies and Procedures, the Committee Policies and Procedures, its Long-Range Plan, and the collective experience of the Committee members. This document is incorporated into the Committee Policies and Procedures by reference. It provides guidance for new Committee Officers and members to function in their individual roles. As future changes occur, the document should be periodically reviewed and updated.

**A. RECURRING TASKS**

Recurring tasks either occur every month or can occur at any time throughout the year as required. See section B, Month-by-Month Tasks, below for task that only occur in a specific month.

**COMMITTEE (as a whole)**

- Manage the affairs of the Committee to meet its mission and Long-Range Plan per the PLVC governing documents and Committee policies and procedures.
- Hold monthly Committee meetings.
- Designate ~~and appoint~~ individuals or sub-committees for special purposes or tasks.
- Assign collateral duties and responsibilities to officers or members, as required.
- Nominate members to fill any officer vacancies until the next year, if required.
- Annually review, revise when necessary, and approve the Committee Policies and Procedures, Long-Range Plan, or Task Sequence documents.
- Authorize expenditures greater than \$250 before the money is spent. Monitor and control expenditures on a monthly basis to keep total operating expenditures within the overall annual budget.
- Institute recruiting of volunteers to support Committee activities including participation in the annual PLVC Welcome Event/Community Open House.
- Provide for the orientation and training of Committee officers and individual volunteers to promote safe and effective activities.

**COMMITTEE OFFICERS/Voting Members**

**All Committee Officers/Voting Members**

- Plan for and ~~advance progress the~~ work on their assigned duties and action items.
- Provide agenda items for discussion/action at Committee meetings.
- Attend monthly Committee meetings, participate in Committee deliberations, report on both the past month’s activities and the following months’ planned activities (including assigned action items), and vote on Committee motions.
- Authorize operating expenditures for assigned budget line items.

**Chair**

- Solicit agenda input and conduct monthly Committee meetings.
- Prepare and present the annual report to Committee donors.
- Lead the process of preparing an annual budget proposal.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Prepare and present the quarterly reports to the PLVC Board of Directors (per the [Committee Reporting Schedule on the PLVC website](#)).
- Maintain periodic communications with the PLVC President, SBCA and LMC General Managers, *Port Ludlow Voice* Editor, ~~(and others?)~~ regarding Committee matters.
- Coordinate with trail landowners (PLA, Rayonier, DNR) on issues/events that impact the use and maintenance of the trails such as timber harvest plans.
- Enforce the PLVC/Committee policies and procedures.
- Participate in Committee stewardship and/or project/maintenance work.
- Organize and plan the orientation and training of volunteers who have recently joined.
- Contribute a monthly “Trail Mix” article to the *Port Ludlow Voice*.
- Recognize the work of volunteers with PLVC and Committee eBlasts and website postings.

**Natural Resources**

- Perform presiding tasks in the absence of the Chair.
- Lead the Committee’s Natural Resources work.
- Plan and organize Natural Resources events.
- Maintains and evaluates the positioning, of the bird houses, owl house, and bat houses.
- Coordinates with the Invasive Plant County Specialist (JCR-DPW) on invasive weed controls for the trails and develops an invasive weed management plan.

**Secretary**

- Keep a record of all Committee proceedings and an archive of Committee records (separate from the PLVC Archive).
- Record and publish Committee meeting minutes to the members, the donors, and PLVC.
- Maintain the Committee Action Item List with monthly updates to be included in meeting minutes.
- Maintain a Committee Members List and email distribution list. Include Committee officers, Trail Stewards, Project/Maintenance volunteers, various individual volunteers, and “friends of the Committee”.
- Maintain electronic files of Committee policies and procedures, plans, correspondence, and other documents.
- Maintain a file of original signed Liability Releases and Safety Guidelines. Maintain a Field Binder of blank forms and a list of volunteers who have signed (for use by project/maintenance leads).
- Provide editing/copyediting support to Committee officers upon request.
- Maintain a Photo Archive of Committee project/maintenance work and other events.
- Communicate announcements to Committee members/volunteers via email and Committee website postings upon request.

**Treasurer**

- Maintain Committee financial/accounting records and bank account(s) separate from those of PLVC.
- Coordinate changes in bank account signature authorizations between Committee officers and the bank.
- Pay authorized Committee bills and reimbursement requests.

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**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Deposit all monies received as donations.
- Report receipts and disbursements and submit a Treasury report for review at each monthly Committee meeting or when requested by the PLVC Board.
- Assist the Chair by consolidating budget input from others into a standard annual budget proposal format.

**Stewardship Stewards**

- Maintain a list of trail stewards with contact information. Distribute to all stewards and officers when changes occur.
- Setup orientation training for new stewards with an experienced existing steward.
- Compile a running tally of annual Committee volunteer hours as received from members and report at the monthly meetings.
- Receive reports of trail problems from trail stewards and forward to Maintenance for action.

**Maintenance**

- Plan and organize project and maintenance events including obtaining/purchasing materials and equipment. Schedule Fun Days for the next month with the Committee at monthly meetings.
- Recruit project/maintenance leads and crew.
- Participate in project and maintenance events as much as possible.
- Volunteer as project/maintenance lead if needed.
- Monitor expenses of projects/maintenance.
- Maintain inventory record of all Committee tools, equipment, and materials.
- Periodically inspect all trails, directional signs, bridges, benches, and other structures to determine their condition and maintenance requirements.
- Remove down trees as necessary using a qualified project/maintenance volunteer
- Notify HOA representatives of planned projects.
- Maintain relationships with appropriate individuals at SBCA, LMC, DNR, and other trail-owning HOAs.
- Keep loaned gate keys from DNR, Rayonier, and PLA for entry when required by maintenance activities.
- Schedule project/maintenance training for volunteers as appropriate (first aid/CPR and chain saw training every two years).

**PLVC Liaison**

- Maintain a close relationship between the PLVC Board of Directors and the Committee with informal communications between the two groups. Represent the point of view of each party to the other in a manner that supports the needs and best interests of both parties.

**COMMITTEE MEMBERS-AT-LARGE**

**Voting Members-at-Large**

- Members-at-Large designated by the Committee officers as “voting members” of the Committee perform the tasks of “All Committee Officers/Voting Members” delineated

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

above.

**Trail Stewards**

- Perform stewardship tasks on assigned trails.
- Report trail problems requiring maintenance to the Stewardship officer.
- Report volunteer hours monthly to the Stewardship officer.

**Project/Maintenance Volunteers**

- Complete orientation and safety training before performing field work.
- Complete review and sign-off of Liability Release and Safety Guidelines forms before performing field work. Return the forms to the Secretary for filing.
- Procure supplies and materials for project/maintenance work, as necessary
- Perform project/maintenance work on scheduled Fun Days.
- Perform weed trimming / mowing (if members of the “Blade Brigade”) in season.
- Provide photos of Fun Day activities (including volunteers) to Secretary.

**Individual Volunteers**

- Maintain Committee kiosk bulletin boards.
- Stock Hiking and Biking maps weekly at the various locations.
- ~~Keep dog poop bags stocked at the following locations: (later — for discussion)~~
- Replace/repair trail signs as necessary.

***B. MONTH-BY-MONTH TASKS***

Month-by-month tasks normally occur during a specific month throughout the year. Tasks are listed in the month they have a start or finish deadline, as appropriate. Responsible individuals should plan and schedule work on tasks to meet these deadlines. See section A, Recurring Tasks, above for tasks that either occur every month or can occur at any time throughout the year as required.

**JANUARY:**

**COMMITTEE (as a whole)**

- Perform any needed orientation for new Committee officers.

**COMMITTEE OFFICERS**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Treasurer**

- Coordinate changes in bank account signature authorizations between Committee officers and the bank.

**FEBRUARY:**

**Natural Resources**

- Coordinate the annual cleaning of bird houses.

**MARCH:**

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

**Maintenance**

- Inspect all trails, directional signs, bridges, benches, and other structures to determine trail conditions and semi-annual maintenance requirements. Plan work priorities and Fun Days schedule. Report results to Committee for approval.

**APRIL:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Maintenance**

- Begin mowing schedule by **Maintenance volunteers**. Gather list of mowing volunteers and mowing areas. Email a copy of the mowing tracking spreadsheet to them, cc the Committee officers. With input from the mowing volunteers, schedule the first mow.
- Arrange for weed trimming by **Maintenance volunteers** prior to the mowing sequence.

**MAY:**

**Natural Resources**

- ~~€~~Coordinate the annual Scotch Broom Pull event.

**JUNE:**

**JULY:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.

**Natural Resources**

- ~~€~~Coordinate an annual Tansy Ragwort Pull event.

**AUGUST:**

**Maintenance**

- Coordinate with mowing lead on budget requirements for following year.

**SEPTEMBER:**

**Chair**

- ~~€~~Prepare and forward Committee input to PLVC Board for the PLVC Annual Report/Year in Review.
- ~~Lead the effort to review the Committee's policies & procedures~~ ~~Review the long range plan with Maintenance~~ to identify proposed changes/updates.

**All Committee Officers**

- ~~Review the Policy & Procedures documents to identify proposed changes/updates.~~ ~~Provide proposed changes/updates to Chair and Secretary.~~

**Treasurer**

- Determine ~~the current estimated national value of each volunteer hour from [www.independentsector.org/volunteer](http://www.independentsector.org/volunteer) time.~~ ~~current year's hourly rate for the value of Committee volunteer labor.~~ ~~This value is used to use~~ in Committee input to the PLVC

**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

Annual Report and Donor Report/Funding Request.

**Maintenance**

- ~~g~~Get funding requirements from mowing lead.
- Conduct annual equipment inventory.
- Review the long-range plan with the Chair to identify proposed changes/updates.

**OCTOBER:**

**Chair**

- Prepare and present the quarterly report to the PLVC Board of Directors.
- Solicit volunteers for Committee officers for following year.
- Lead the process of preparing an annual budget proposal with the Committee officers. After receiving input, resolve any issues with individual officers to extent possible.
- Draft annual report/funding request to financial contributors.

**All Committee Officers**

- ~~p~~Provide funding input to Chair and Treasurer for next year's annual budget.

**Secretary**

- Consolidate proposed policy & procedure changes and distribute to all Committee officers for review before the November meeting.

**Treasurer**

- ~~prepare annual budget proposal for next year from Committee officers' input. Consolidate the budget input from others into a standard annual budget proposal format. Resolve any issues with individual officers to extent possible.~~ Distribute draft budget proposal to Committee officers for review before the November meeting.

**Maintenance**

- Inspect all trails, directional signs, bridges, benches, and other structures to determine trail conditions and semi-annual maintenance requirements. Plan work priorities and Fun Days schedule. Report results to Committee for approval.

**Individual Volunteers**

- ~~m~~Members-at-large interested in being a Committee officer shall agree to be nominated.

**NOVEMBER:**

**Committee (as a whole)**

- Review, discuss, revise as necessary, and approve annual budget proposal for next year.
- Review, discuss, revise as necessary, and approve annual report/funding request to financial contributors.
- Review, discuss, revise as necessary, and approve any proposed revisions to Committee policies and procedures.
- Discuss and approve annual Committee officer recommendations for next year.

**Chair**

- Forward annual budget proposal to PLVC Treasurer for PLVC Board approval.
- Forward annual list of Committee officers to PLVC Board for approval.



**PORT LUDLOW VILLAGE COUNCIL (PLVC)**  
**TRAILS & NATURAL RESOURCES COMMITTEE TASKS SEQUENCE**

- Begin presentation(s) of approved annual report/funding request to financial contributors.

**DECEMBER:**

**Chair**

- Complete presentation(s) of approved annual report/funding request to financial contributors.

**All Committee officers**

- ~~o~~Outgoing officers perform orientation and turnover of assigned duties/activities/action items and records to incoming officers.
- Outgoing officers provide current year records to Secretary for archiving per Records Retention List (if not already completed).

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

## **I. INTRODUCTION**

The Committee Long-Range Plan defines our mission and focuscustomers, states our communitycustomers' values, and delineates our plan for achieving long-range results with goals tied to communitycustomer values and key objectives that support these goals into the future.

The mission states why the Committee does its work in terms of its opportunities, competence and commitment. It is intentionally short to provide clear guidance about what we do and what we don't do. Focus defines who primarily benefits from our work and those who support our efforts. The values of our community give us an understanding of what our goals and objectives should be. Our strategic plan includes our goals and objectives. The goals mesh with our community values and are intentionally few to keep our future efforts aimed at what is important to our mission. Our key objectives are tied to our goals and are the key results we want to achieve moving forward to meet our goals.

## **II. MISSION**

Our mission is to **preserve, promote, and protect Port Ludlow's trails and natural resources.**

Our mission is *what* we do. *How* we perform our mission includes:

- Maintenance of existing trails and natural resources.
- Developing new trails if future opportunities occur.
- Promoting community awareness and appreciation of the established walking/bikinging trails.
- Informing residents of their role in enhancing and nurturing the natural resources that abound in the area.
- Encouraging users to help maintain the trails.

Over the past twenty years the Port Ludlow Trails/Natural Resources Committee has worked to develop, improve, and maintain many trails in the community. It is no surprise that in any survey of residents about what they value in Port Ludlow, trails are always in the top three. It is well documented that a community trail system adds significant value to the properties that have trails access. The "track" record of this committee has paid off.

## **III. FOCUSCUSTOMERS**

Our primary focuscustomer is the Port Ludlow community resident.

We receive support from:~~Our supporting customers are:~~

1. Our primary donors - PLVC, LMC, SBCA, and PLA

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

2. Other trail-owning HOAs with maintenance agreements
3. Washington State Department of Natural Resources (DNR)
4. Rayonier (acquired the former Pope Resources/ORM in May 2020)
5. Committee volunteers.

#### **IV. VALUES**

The Port Ludlow community values the following:~~Our customers value the following:~~

1. Well maintained trails to encourage local walking/biking that may enhance user's health, and help sustain community property values
2. Community natural resources that are non-invasive, and preservation of native flora and fauna that supports the enjoyment of the area's beauty
3. Volunteer opportunities (with recognition) to support the local community.

#### **V. STRATEGIC PLAN**

##### **A. GOALS**

Our strategic plan includes the following major goals ~~(3-5 only)~~:

1. Perform projects/maintenance work on Port Ludlow trails per the terms and conditions of the agreements between PLVC and local organizations including:
  - clearing of trails debris
  - removing potential hazards
  - installing/repairing/replacing chips, rock, or other surface treatments
  - mowing grass and weeds by mechanical methods such as mowers, tractors, or string weeders
  - repairs of steps, bridges, or benches
  - sign placement/ replacement."
2. Continue and enhance natural resource work in the community
3. Improve the recruitment, team capabilities, and recognition of Committee volunteers

##### **B. KEY OBJECTIVES**

To achieve our strategic goals we have the following key objectives):

##### **Trails key objectives:**

1. Establish maintenance standards to apply to each trail and the Garden at Ludlow Falls
2. Annually review the status of the trail system with PLVC, LMC, PLA, and SBCA and evaluate for any suggested modifications
3. Establish maintenance schedules where required and have a process for special projects.
4. Determine tasks that can be handled by volunteers vs. paid contractors.
5. Establish equipment needs, standards and ownership recommendations.

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**TRAILS & NATURAL RESOURCES COMMITTEE LONG-RANGE PLAN**

~~6. Assure that funds are available for major projects such as “brush hogging” where needed.~~

~~7.6.~~ Add directional signage where necessary to supplement the Trail Maps.

~~8.7.~~ Enhance and improve trails.

~~9.8.~~ Continue policy of having a “reserve fund” for emergencies and major projects. Assure that funds are available for major projects where needed. Evaluate potential major Trails/Natural Resources community projects against (1) available reserve funds and (2) other funding needs. Explore possible alternative funding for unique projects.

~~10.9.~~ Continue promoting community awareness of the Trail System and assure that the trail and bicycle maps are available and up-to-date.

~~11. Explore possible alternative funding for unique projects.~~

**Natural Resources key objectives:**

1. Continue to monitoring and enhancing the Natural Resources component of the mission.
2. Repair and enhance interpretive signs on the Interpretive Trail. Create interpretive signs for and possible other trail system locations, in the trail system and at the kiosk in the Village Center.
3. Control, Reduction, or elimination of selected invasive and noxious weeds on community lands in the Port Ludlow area.
- ~~3.4.~~ Maintain bird houses and bat houses on the golf course and along other trails.

**Committee Volunteers key objectives:**

1. Develop a “maintenance team” that can be relied on for various maintenance tasks
2. Refine the stewardship process and develop written procedures
3. Improve recruitment and recognition of volunteers.

The key objectives are listed in no specific order. The Committee will work to accomplish key objectives by responsible volunteers taking on action items to perform the steps necessary to reach the objectives. When appropriate, action items will become ongoing routine tasks performed by the Committee volunteers. The Committee will make discussion of the accomplishment of key objectives a routine agenda topic at its monthly meetings. Priorities will be assigned, appropriate deadlines, action items and responsible volunteers determined, and progress tracked. Key objectives will be one of the factors used to determine the annual budget. Completion of key objectives will be noted in Committee meeting minutes. When appropriate, subcommittees will be formed to deal with a key objective. Key objectives will be reviewed annually and revised as appropriate.

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE RECORDS RETENTION LIST**

See the *Committee Policies & Procedures* describing Records Retention policy. Files shall normally be restricted to Microsoft Office 365 (Word docx, Excel (xlsx), etc. or Adobe Acrobat (pdf) formats unless necessary to be in a special format.

<b>Records Retention List</b>			
<b>Originating Committee Officer / Volunteer</b>	<b>Record</b>	<b>Retention Period</b>	<b><u>Special Format /</u> Remarks</b>
Committee (as a whole)	Policies & Procedures Long Range Plan Tasks Sequence	<u>Permanent</u>	Electronic files in Secretary records
	Maps	<u>Permanent</u>	Adobe Photoshop file format Electronic Archive copy in Secretary records
Chair	Meeting Agenda	Permanent	Included in Meeting Minutes
	Quarterly Report	3 years	
	Annual Report	5 years	
	Trails Mix articles	<u>3 years</u>	<u>Online at</u> <a href="http://www.plvoice.org/readonline">www.plvoice.org/readonline</a>
Natural Resources	Scotch Broom/Invasive Plant event records	5 years	
Secretary	Meeting Minutes	Permanent	
	eMail Distribution List	<u>3 years</u>	
	Signed Liability Release & Safety Guidelines Forms	Permanent	Hard copy originals
	List of Volunteers who signed Liability Release & Safety Guidelines forms	Permanent	
	Photos	Permanent	<u>jpeg</u>
	Historical Records	Permanent	Records that are historically significant to the Committee but are not otherwise retained
	Broadcast emails	1 year	
Treasurer	Monthly Treasury Report	Permanent	Included in Meeting Minutes
	Bank Statements	1 year	Also available online at bank

**PORT LUDLOW VILLAGE COUNCIL (PLVC)  
TRAILS & NATURAL RESOURCES COMMITTEE RECORDS RETENTION LIST**

Records Retention List			
Originating Committee Officer / Volunteer	Record	Retention Period	<u>Special Format /</u> Remarks
	Payment Record	7 years	
	Payment Support Documents	3 years	Requests for Payment, Invoices, Receipts, etc.
	Annual Budget	Permanent	Included in Meeting Minutes
Stewardship	Stewards Roster	<u>3 years</u>	
	Volunteer Work Hours	Permanent	Included in Meeting Minutes
Maintenance	<del>Semi-Annual Inspection</del> Maintenance Report/ <u>Maintenance Plan</u>	<u>5 years</u>	
	Property Inventory	<u>5 years</u>	
	Contractor Quotes	<u>3 years</u>	
	Completed Project/Maintenance work	Permanent	Included in Meeting Minutes
PLVC Liaison	(none)		