

**JEFFERSON COUNTY
PARKS & RECREATION DISTRICT #1
MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
DECEMBER 11, 2018**

The meeting was called to order at 6:02 p.m. at the Laurel B. Johnson Coyle Community Center, Quilcene, Washington.

Present were Commissioners Robinson, Hull, Schmitt and Bohman

Previous Minutes. Minutes from the November 2018 meeting were presented. DS moved, CB seconded and all approved the minutes.

Treasurer's Report. RH reported an available balance of \$66,089.16. Voucher Nos. 79299 - 79304 for a total of \$1,246.12 were submitted for approval. Motion made by DS and seconded by LR to accept the Treasurer's Report. Approved. RH reported we received \$8.00 from the Coyle Women's Club from the sale of extra Christmas decorations and a \$400.00 grant from the Quilcene-Brinnon Garden Club for the Pea Patch Garden. RH distributed information on the DNR PILT calculation and distribution.

Calendar. LR reported on the regularly scheduled activities. The Coyle Women's Club requested meeting space on January 8, February 12 & March 12 for the cookbook committee from 1:00 – 2:30. Norm Johnson requested continued use of the Center for Yoga classes on Wednesdays and Fridays from 9:30 – 11:00am beginning December 12th. Both requests were approved.

Old Business.

Toandos.org. No report.

Accessibility Community Advisory Committee. CB reported that the State should make a decision on the Jefferson County ACAC proposals in January 2019.

Building Maintenance/Repair.

Chimney Wall. Discussion on the estimate will be held when all commissioners are present after we have received the Structural Engineer's report.

Fire Extinguisher Maintenance LR reported the maintenance will be done on December 18th. Discussion on adding a “K” extinguisher for the kitchen. RH moved and CB seconded a motion to purchase a “K” extinguisher for no more than \$100.00. Approved. LR will take care of arranging the purchase of the extinguisher.

Men’s Restroom. The toilet seat in the ADA stall needs to be replaced. RH & LR will follow-up and purchase a new one.

Emergency Preparedness Projects.

Propane Tank: CB reported that GE has talked with Mountain Propane regarding a lease. All is set, but we have to wait until the propane in the tank is at a lower level before moving ahead with replacing the tank. GE is monitoring the level.

Structural Engineer Assessment: RH contacted b2 Structural Engineers and met with them at the Center on December 7th. RH discussed preliminary findings. RH & DS worked together to provide additional information & pictures to b2 for their assessment. We are now awaiting their report.

New Business.

Deeper Cleaning of Center. Discussion on the need for a routine deeper cleaning of the Center. LR will clean ceiling exhaust fans, hanging light fixtures and lower ceiling cobwebs. RH will purchase a new 10ft ladder for safer accessibility. RH will talk with Chrissy regarding ideas for cleaning the higher ceiling cobwebs and her willingness to do some deeper cleaning. DS will talk with Karen Grooms about deep cleaning in the kitchen, including the self-cleaning oven.

Mowing/Gardening Winter Schedule. DS will contact Cheryl McNutt regarding the winter schedule/payment. We suggest a reduced payment of \$50.00 per week for the months of January, February and March.

Motion was made and seconded to adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Cathy Bohman
Acting Secretary