

**JEFFERSON COUNTY  
PARKS & RECREATION DISTRICT #1  
MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
NOVEMBER 13, 2018**

The meeting was called to order at 6:04 p.m. at the Laurel B. Johnson Coyle Community Center, Quilcene, Washington.

Present were Commissioners Robinson, Hull, Elmer, Bohman and guest Roland Faragher-Horwell.

Previous Minutes. Minutes from the October 2018 meeting were approved.

Treasurer's Report. RH reported an available balance of \$59,314.36. Voucher Nos. 79287 – 79290 and 79296 - 79298 for a total of \$1,269.90 were submitted for approval. Motion made by GE and seconded by LR to accept the Treasurer's Report. Approved. RH presented a Department of Revenue Washington State Ordinance / Resolution No. 2018-1 regarding the 2019 levy amount. LR moved and GE seconded a motion for approval. Motion approved. RH presented for information the 2019 Levy Certification document. RH then presented the proposed 2019 budget. After discussion, GE moved and LR seconded a motion for approval. Motion approved by all.

Calendar. LR reported on the regularly scheduled activities. The Coyle Women's Club has volunteered to decorate the Center on December 6<sup>th</sup>. LR will put up the tree prior to December 6<sup>th</sup>.

**Old Business.**

Toandos.org. Roland Faragher-Horwell presented a bill for the \$48.00 annual payment to Word Press to prevent pop-up ads on the website.

Accessibility Community Advisory Committee. CB reported the two grant proposals were submitted to the Jefferson County ACAC. No word yet from Washington State on approval.

**Building Maintenance/Repair.**

Chimney Wall. RH and DS presented an estimate for repair from Peninsula Construction Services LLC. Discussion on the estimate will be held when all commissioners are present.

Fire Extinguisher Maintenance LR will arrange for maintenance on all extinguishers.

Refrigerator Repair. DS/LR will follow-up with Marine Refrigeration on the ordered parts and pending repair.

Emergency Preparedness Projects.

Propane Tank: GE presented a comparison of four local companies in regards to cost per gallon, cost to lease the tank, cost of installing earthquake strapping and cost to install a seismic shutoff valve. After discussion, GE moved and RH seconded a motion to change our propane provider from Cenex to Mountain Propane. All approved. GE will secure the lease with Mountain Propane. Mountain Propane will install a new propane tank and also perform a pressure test of the propane line into the building.

Structural Engineer Assessment: RH presented information on securing a structural engineer to assess the building. RH contacted b2 Structural Engineers and received an estimate of \$3,000.00 to do a seismic study to determine whether the structure is adequate or needs to be upgraded to meet seismic demands. The cost includes travel time, general engineering calculations and a short report. It does not include any seismic upgrade design and reinforcement drawings. After discussion, GE moved and RH seconded a motion to hire b2 Structural Engineers to do a seismic study of our structure with a cost not to exceed \$3,500.00. All approved.

Pea Patch Garden. GE reported they decided to wait to flush the water line until Spring. LR stated he will drain the water line and shut off water to the garden this week.

**New Business.**

Semi-annual Carpet Cleaning. Will be done towards the end of the year.

Mowing/Gardening Schedule. DS will be asked to contact Cheryl about closing down mowing for the winter months.

Motion was made and seconded to adjourn the meeting at 7:17 p.m.

Respectfully submitted,

Cathy Bohman  
Acting Secretary