

JEFFERSON COUNTY PARKS & RECREATION DISTRICT #1  
Minutes of a Regular Meeting of the Board of Commissioners

June 9, 2020

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

Present: Commissioners Robinson, Hull, Schmitt, Elmer, Bohman

Previous Minutes. Minutes from the May 12, 2020 meeting were presented and approved.

Treasurer's Report. RH had contacted Cheryl McNutt regarding the payment for mowing/landscaping and presented her invoice/requests. Following discussion, GE moved that Cheryl McNutt be paid \$165.00 per week for the mowing/landscaping of the Center when she works. LR seconded the motion and all approved. GE will contact Cheryl regarding the change in payment and responsibilities. RH reported an available balance of \$37,531.05. Voucher Nos. 79610 to 79614 and 79617 for a total of \$1,486.10 were submitted for approval. Motion was made by DS, seconded by GE and approved by all to accept the Treasurer's Report as presented.

Calendar. Approved request by CWC to use the front parking lot to hand out supplies for the Coyle Road Clean-up on 6/27. Approved request by CWC for the Yard Sale on 7/18 and a Dinner on 8/1 pending state and county guidelines at the time.

## **OLD BUSINESS**

Toandos.org. No report

Accessibility Community Advisory Committee. CB reported the state ACAC grant funds have just been received by Jefferson County. CB will now contact the vendors to move forward with the two grant projects for the Center. Board requested that during the ADA paving project, the usable gravel from the front parking area be spread over the rest of the front parking lot and the unusable gravel be spread over the rear parking area.

Propane Tank. Pending

Ground Trail. GE presented a bid for \$8,550.00 to create a ¼ mile walking path around the Center property. Discussion followed regarding the cost of the project, use of trail and cost of maintenance over the years. DS moved to not proceed with the installation of a walking path and remove the item from the agenda. RH seconded the motion and all approved.

New Food Handling Policy. We will comply with the new Jefferson County Department of Health's policy when it is published.

Future Use of Community Center. Discussion on opening the Center in compliance with the recommendations of Jefferson County. GE moved that the Center will open in Phase 3 under the restrictions promulgated by the Jefferson County Department of Health. DS seconded the motion and all approved. Celeste Habiger, Jefferson County Library Services Manager, informed us that the Bookmobile will be returning to the Center on June 22<sup>nd</sup> with modified service based on the governor's instructions. She requested that the staff be allowed to enter the building to remove all "Read & Return" books (during Phase 2) and use the restrooms if needed. Permission given.

Center Cleaning. Cleaning will continue at two hours every other week through June.

Mowing/Landscaping. See above notes under Treasurer's report. Cheryl McNutt requested supplies to use in controlling the weeds. GE will contact her and purchase the needed supplies.

Carpet Cleaning. GE contacted Naturalist Carpet Cleaning in Port Angeles. The carpet was cleaned on June 9<sup>th</sup> for \$250.00.

## **NEW BUSINESS**

Quilcene Food Bank Distribution. The board approves the request by Leslie Tippins of the Quilcene Food Bank for the distribution of emergency food supplies during the pandemic outside the front of the Center. Distribution is being handled by Norm and Sol Johnson for the Coyle community.

Kitchen Manager. The board regretfully received the resignation of Karen Grooms as our Center's lead kitchen manager. We are so very grateful for her faithful service these past years. The lead kitchen manager's responsibilities include purchasing needed kitchen supplies, monitoring the refrigerator/freezer, overseeing all food handlers' cards, overseeing the order/cleanliness of the kitchen and being the liaison with the Jefferson County Department of Health. CB will be in contact the other three managers and see if one of them is willing to serve in this capacity. If not, the board will search for another individual to step into this role.

Motion made, seconded and approved to adjourn at 7:17 p.m.

Respectfully submitted,

Cathy Bohman  
Acting Secretary