

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

July 14, 2020

The meeting was called to order 6:03 p.m. at the Laurel B. Johnson Coyle Community Center, Quilcene, WA.

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

Previous Minutes. Minutes from the June 9, 2020 meeting were presented. RH moved, DS seconded and all approved the minutes.

Treasurer's Report. RH reported an available balance of \$36,438.18. Voucher Nos. 79618 to 79622 and 79624 to 79627 for a total of \$1,578.39 were submitted for approval. Motion was made by DS, seconded by GE and approved to accept the Treasurer's Report as presented. Commissioners Robinson, Bohman and Hull abstained from voting to approve stipends for the Building Manager, Secretary and Treasurer respectively. The 2019 Annual Report Certification submitted to the Washington State Auditor's Office was passed around for review.

Calendar. Approved requests by CWC to cancel the August 1<sup>st</sup> dinner; postpone the July 18<sup>th</sup> yard sale; sponsor a Coyle Road clean-up on August 1<sup>st</sup> meeting only in the parking lot to hand out garbage bags/vests. The September 5<sup>th</sup> CWC dinner may be cancelled if the county is not in Phase 4.

## **OLD BUSINESS**

Toandos.org. No report

Accessibility Community Advisory Committee. CB reported on the increased costs for both grants due to substantial wage increases and equipment costs since the vendors wrote the original proposals two years ago for submission with the grants. We would need to cover 25% of the cost overrun. WA may cover the other 75% as agreed to in the partnership grants. CB would need to revise the grants and resubmit to the state for their consideration. Discussion followed. DS moved and RH seconded a motion to proceed with the two ACAC projects with Parks & Recreation District #1 covering the cost overrun of the original grants. All approved. GE moved and DS seconded a motion to have CB attempt to have the state cover their share of the cost overrun. All approved. CB will now contact the vendors to proceed with the projects and submit revised grants to the Jefferson County ACAC to then forward to WA state. The timeline of the projects is to now be determined with hopes that the work will be completed by the end of the summer.

Propane Tank. Pending

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. No change. The Center will open in Phase 3 under the restrictions promulgated by the Jefferson County Department of Health.

Center Cleaning. Cleaning will continue at two hours every other week while the Center is closed.

Mowing/Landscaping. GE followed up with Cheryl McNutt regarding work and supplies.

Lead Kitchen Manager Position. CB contacted the three remaining kitchen managers – Sheila Hull, Norm Johnson & Cherylann Schmitt. With the input of Karen Grooms, CB put together a job description for the position. Sheila, Norm & Cherylann met to discuss a plan for moving forward. They each agreed to take on a few of the responsibilities for the remainder of 2020, as no one felt they could fill the entire position. Norm will be the Center’s liaison with Jefferson County Health Department. The group recommended to the board that we consider making the Lead Kitchen Manager position a paid position in 2021. We agreed to the following contact persons needed by the Health Department: Facility Manager – Larry Robinson; Billing/Operator Contact – Larry Robinson; Kitchen Manager – Norm Johnson.

## **NEW BUSINESS**

Lead Kitchen Manager Position. DS requested that this item be placed on the August agenda and not wait until our 2021 budget review.

Welcome Sign. GE moved that a sign saying “All are Welcome” be placed in the front of the Center. Discussion followed. The motion failed for lack of a second. CB requested the item be placed on the August agenda for further discussion.

Bird Nests. RH brought up the concern of bird nests/excrement in the patio and gazebo. DS had already spoken to Cheryl McNutt about the issue. It has been addressed and there is no current bird problem.

Motion made, seconded and approved to adjourn at 6:48 p.m.

Respectfully submitted,

Cathy Bohman  
Acting Secretary