

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

October 13, 2020

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

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

Previous Minutes. Minutes from the September 8, 2020 meeting were presented. RH moved, DS seconded and all approved the minutes.

Treasurer's Report. RH reported an available balance of \$24,010.11. Voucher Nos. 79640 to 79645, 79672 and 79673 for a total of \$1,479.90 were submitted for approval. Motion was made by DS, seconded by GE and all 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. RH presented information in regard to the CHS propane bill which does not include a new contract for the coming year. He stated that they will remove the "auto fill" regulator on the tank since we are seeking to deplete the tank of propane before beginning a new contract with Amerigas. GE updated on his latest conversations with Amerigas. They now say they cannot install a new tank, as it would be too close to the building. DS made a motion to continue with CHS through August 2021. GE seconded and all approved. DS made a motion to revise the previously approved CHS voucher #79673 to include the new \$109 contract for a total amount of \$590.92. GE seconded and all approved. GE will follow-up with CHS to put the auto fill regulator back on the tank and inspect the tank to see if we need a replacement tank. RH presented a memo from Jefferson County regarding the Liability Pool Insurance Policy. RH presented the proposed "Annual Budget for Fiscal Year 2021". Discussion followed on revenue/expenses, particularly clarification of the levy amount. DS move and GE seconded a motion to approve the proposed 2021 annual budget. All approved.

Calendar. No additions/changes.

## **OLD BUSINESS**

Toandos.org. No report

Accessibility Community Advisory Committee. CB reported that she is to be contacting the companies now in mid-October to get the installation dates for the automatic restroom door openers.

Propane Tank. See above notes in Treasurer's report.

New Food Handling Policy. Pending. 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 remain closed for general use.

Center Cleaning. Cleaning will continue on a reduced schedule while the Center is closed. RH will contact Chrissy to clean at least once a month, if not twice a month.

Mowing/Landscaping. RH talked with Cheryl and she is concluding her mowing/landscaping work in October for the winter.

Lead Kitchen Manager Position. Will discuss when the Center reopens.

Welcome Sign. Postponed.

Painting – Interior of Center DS spoke with Ken Silvers who is willing to paint the Center. CB spoke with Karen Bailey and she is not available to us. We need a quote for labor. We will supply the needed paint/materials. After discussion it was agreed that we would paint the kitchen and entry way, both restrooms, entry area between the restrooms and the walls at either end of the main room. No storage rooms would be painted. DS will contact Ken for a quote on the cost of labor for this project. We will approve the projected costs at the November meeting. The ADA work on the bathrooms/entry area needs to be completed before the painting of those areas.

Center Keys CB presented an updated list of key numbers and assignments. It was determined there is no need to rekey the Center at this time. CB will post the updated list next to the key box in the office.

## **NEW BUSINESS**

Coyle Women's Club Request for Use of Center Sheila Hull presented a request from the Coyle Women's Club to hold 2 or 3 meetings in the coming winter months inside the Center. (See attached letter and Governor guidelines) Based on guidelines established by the Governor on October 6<sup>th</sup> for meetings which cannot be held virtually, CWC proposed a detailed COVID protocol for their use of the Center. GE moved, RH seconded and all approved the request to open the Center following the protocol proposed in their letter.

Bookmobile Request for Use of Center CB presented a request from Celeste Bennett, Jefferson County Library Mobile Services Manager. The governor has cleared libraries for partial opening and they are planning on allowing some patrons on board the bookmobile, masked and hands sanitized, as early as November 1. The bookmobile is not large enough for them to have 2 staff people and a patron on board. They requested permission to set aside a space inside the Center on Monday mornings, 10:15-11:30am, as a second employee station during the winter months. The staff person inside the Center would have a laptop and any holds that needed to be picked up. RH made a motion to approve the library's request. DS seconded and all approved. The following guidelines are to be followed: one table set up right next to the tile entry with one chair; use the floor outlet nearby; keep the door closed; only one patron comes in at a time and leaves immediately (no socializing inside the Center); social distancing and masks; sanitize table/chair/doors when done.

Motion made by DS, seconded by LR and all approved to adjourn at 7:08 p.m.

Respectfully submitted,

Cathy Bohman, Acting Secretary