

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

September 13, 2022

Call to Order The meeting was called to order at the Laurel B. Johnson Community Center, Quilcene, WA at 6:03pm. The meeting was chaired by Larry Robinson.

Present: Commissioners Richard Hull (RH), Dennis Schmitt (DS), Larry Robinson (LR) and Cathy Bohman (CB). Gary Elmer (GE) was absent. Guests: Sheila Hull, Kimberly Kinser, Cherylann Schmitt

Previous Minutes DS moved, RH seconded, and all approved the minutes of the August 9, 2022 meeting as submitted.

Treasurer's Report DS moved, CB seconded and all approved 5 vouchers for \$4,802.17 as submitted. RH distributed copies of the Capital Assets Policies and the Purchasing Policy for the commissioners to review before approval at the October meeting.

Calendar. No additions.

Special Order for concerns by guests.

Sheila Hull raised a concern regarding the bird nests under the patio area and the gazebo. They are a nuisance and health issue due to the bird droppings. She requested that the board remove the nests and put up wire mesh to prevent new nests next spring. The board agreed to address the issue and resolve it before next spring. It will be placed under old business for the next meeting. Sheila also requested that the two gazebo tables be moved to a new angle. In the evening the sun shines directly into people's faces. RH will unchain the tables and remove the hardware. Now the tables can be moved at the discretion of the user.

Cherylann Schmitt raised a concern about the kitchen needing a deep clean following the long COVID closure. She is offering to assist in maintaining the county standards for the kitchen. She will be asking CWC members to volunteer to help out with a deep clean.

Kimberly Kinser requested permission for the Quilcene Fire and Rescue to hold a CPR/AED/First Aid class at the Community Center on Saturday, October 22 from 1:00 – 3:30pm. They requested use of the TV. The class will be limited to 12 persons. If the person needs a CPR card, the cost will be \$40.00. If not, they will ask for a \$20.00 per person donation. The request was approved and will be posted on the Center's calendar.

OLD BUSINESS

Toandos.org. No update.

Refinishing Picnic Table Tops DS with the assistance of RH will look at the tables this week.

Mulch in Exercise Area Still on backorder.

Trash Area Will remain at one can emptied every two weeks. LR will continue to explore the cost of a new container that can be locked.

Job Descriptions Reviewed several Contract Position drafts. CB distributed the revised Cleaning Contract Position. After discussion, it was further revised. CB will make the revisions. The Contract Position will then be posted by CB on the Toandos Google group, the Toandos.org website and at the Center. Applications for the position will be received until October 1, 2022. Applicants will email a resume including experience and availability to DS. All applicants will be invited to the October meeting. The board will make the final decision. LR will talk with the current cleaner and explain the process. RH distributed the Bylaws for Parks & Recreation District #1 which delineate the responsibilities of the commissioners. RH will revise the draft of the Commissioner Contract Position for the October meeting in light of the bylaws. LR will review the Building & Grounds Manager Contract Position for the October meeting. CB distributed the old Kitchen Manager outline of responsibilities. After discussion, CB agreed to do a first draft of a Kitchen Manager Contract Position for the October meeting. The final review of all of the Contract Positions will include an assessment of the stipends.

Major Building Cleaning Needs See previous notes.

Do We Need a Kitchen Manager See above.

NEW BUSINESS

Front Sign Repair RH moved, DS seconded and all approved funds to repair the front sign not to exceed \$500.00

Mailbox & Post DS raised a concern about the need for a new locked mailbox & post. After discussion, item will be placed under old business for next month.

Pump House DS brought up that we should keep exploring the need at some point to rebuild the Pump House. The item will be placed under old business for next month's meeting.

Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Cathy Bohman, Acting Secretary