

**JEFFERSON COUNTY
PARKS & RECREATION DISTRICT #1
MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
APRIL 11, 2017**

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, Schmitt, Elmer, Hull and Bohman. Guests: Roland Faragher-Horwell, Norm Johnson and Cherylanne Schmitt.

Previous Minutes. Minutes from the March 14, 2017 meeting were accepted as revised.

Treasurer's Report. RH reported an available balance of \$26,766.98. Voucher Nos. 78783 thru 78790 for a total of \$1,708.54 were submitted for approval. Motion made and seconded to accept the Treasurer's Report. Motion made and seconded to adjust Voucher No. 78790 from \$506.00 to \$530.25.

Calendar. LR reported on the regularly scheduled activities and upcoming concerts. LR received a request to use the Center for a wedding in August. No kitchen facilities are available. LR to follow up.

Old Business

Toandos.org. Roland will add newer pictures. He reported that the "new" page and "calendar" received the most usage.

Sport Court. Completion pending for better weather.

Chimney. Repair pending for better weather. S

LED Light at Front Door. Installation should take place the first week of May.

Crash Bar Repair. Repair pending.

Facility Cleaning. Invite Chrissy to next meeting to go over her procedures and our expectations or provide us with a list to review at our next meeting.

Mail Box. Pending.

ACAC Meeting. Grant projects under consideration: power and a swing arm on one side of door; modify existing thresholds; 12' x 20' surface for exercise stations; path from Center to asphalt. Motion and seconded to approve 25% contribution for ACAC grants not to exceed \$5,000.

New Business

Weekly Lunch/Food Pantry. A complaint was filed with the Health Department. An inspection was made and went well—95% approved. Five percent was deducted for one individual being in the kitchen without a food handlers license. Norm and Cherylanne are going to the County to get more information re what constitutes a “kitchen manager.” Apparently one is required for the weekly lunches and CWC’s advertised meals. A kitchen manager is not required for potlucks or meals prepared by a private club or organization where only members are eating.

Men’s Bathroom. The door to the handicapped toilet has been locked and the light over the sink is in need of repair. Have the electrician check it when he comes to install the front porch light.

Food Storage. All food storage has been eliminated. We need to add a temporary dry storage area. After discussion it was decided to use the right side of the cabinet in the Center. CB still needs to reverse shelves in the emergency closet and check out dry storage availability.

Facility Key. Roland needs a key to the facility.

A motion was made and seconded to adjourn the meeting at 7:23 p.m.

Respectfully submitted,

Beverly Bautista