

**JEFFERSON COUNTY
PARKS & RECREATION DISTRICT #1
MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
MARCH 13, 2018**

The meeting was called to order at 6:00 p.m. at the Laurel B. Johnson Coyle Community Center, Quilcene, Washington.

Present were Commissioners Robinson, Hull, Elmer, Schmitt and Bohman.
Guest Roland Faragher-Horwell.

Previous Minutes. Minutes from the February 13, 2018 meeting were approved.

Treasurer's Report. RH reported an available balance of \$28,851.52. Voucher Nos. 79104 to 79110 for a total of \$3,427.33 were submitted for approval. Motion made by DS and seconded by GE to accept the Treasurer's Report. RH drafted a letter thanking the Coyle Women's Club for their donation of two new tables.

Calendar. LR reported on the regularly scheduled activities. The Coyle Women's Club will have a "weeding party" at the Center on April 5 at 4:00 p.m.

Old Business.

Accessibility Community Advisory Committee. Waiting on backordered parts before proceeding with installation of thresholds & door openers. The Jefferson County ACAC will meet at the Center on June 18th for a luncheon and meeting.

Building Maintenance/Repairs

Kitchen Painting. DS in charge. Will get a bid.

Valve Arm. LR pending.

Oven Door Repair. LR pending.

Chimney. Discussion continued regarding removing the fireplace. Decision was made not to install a new fireplace. Rather, we would remove the existing fireplace and create a new framed wall which could then include wiring for additional electrical outlets. The wall could match the ceiling wood panels. GE and DS will use a template provided by Roland Faragher-Horwell to create a work project profile to send out to vendors for bids. After receiving the bids, we will evaluate the options.

Emergency Preparedness. A Ham Radio Test was performed and there is good communication with Quilcene Fire & Rescue and Port Townsend. Five new tables were purchased for the Center. Two of these tables were donated by the Coyle Women's Club. DART ground school training will be held on March 17.

Outdoor Heaters. The Coyle Women's Club is still searching for the most efficient heaters to donate for the Center's patio space. The initial one ordered did not do an adequate job of heating the outside area.

New Business.

Bear Proof Garbage Container. RH will purchase a new container to replace the old one. The new one will be placed on the grass to open up more patio space by the door.

Side flat roofs. Reviewed the condition and evaluations done previously. Decided roofs are OK for now.

New Tablecloths. DS proposed purchasing new tablecloths for the large tables. CB will talk with the Coyle Women's Club for their input.

Old Folding Tables. RH will donate to Waste Not Want Not in Port Townsend.

Read & Return Collection. CB spoke with Celeste Bennett, Mobile Services Manager with the Jefferson County Library, who asked if we would like to host a Library "Read & Return Collection". The Library staff will refresh the collection of about 120 books and magazines for adults/youth/children each Monday when they are here on site with the Bookmobile. It operates on the honor system...no checking out of resources. The board approved having the Collection here at the Center. All of the books and VCR tapes currently on the Center's bookshelves will first be offered for free to the community and then donated to the Library. CB will be responsible for removing the items. DS suggested we purchase a new bookcase to replace the two older white bookcases. RH will check the Port Townsend Habitat for Humanity store for a bookcase and then remove and donate the old ones to Waste Not Want Not.

Center Information Cards. CB created a simple business card for the Center directing folks to the toandos.org site for more information. It was suggested CB modify the card to include our P&R logo.

Parking Lot Potholes. DS will contact someone to use the remaining pile of gravel in the rear parking lot to fill in the potholes, with a \$200.00 limit for labor at \$20.00 per hour labor. CB will contact Derek Franson, for two separate bids: 1) refreshing the gravel in the front parking lot from Hazel Point Road to the front corner of the Center and 2) grading and new gravel on the rear parking lot from the front corner of the Center back to the exercise station/sport court.

Motion was made and seconded to adjourn the meeting at 7:12 p.m.

Respectfully submitted,

Cathy Bohman
Acting Secretary