

**JEFFERSON COUNTY  
PARKS & RECREATION DISTRICT #1  
MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
May 8, 2018**

The meeting was called to order at 6:08 p.m. at the Laurel B. Johnson Coyle Community Center, Quilcene, Washington.

Present were Commissioners Robinson, Hull, Bohman, Schmitt and Elmer.

Previous Minutes. Minutes from the April 2018 meeting were presented as corrected. GE moved approval and DS seconded. Minutes approved.

Treasurer's Report. RH reported an available balance of \$30,303.08. Voucher Nos. 79118 to 79124 for a total of \$7,217.53 were submitted for approval. Motion made by DS and seconded by GE to accept the Treasurer's Report. Report accepted.

Calendar. LR reported on the regularly scheduled activities and upcoming concerts. Center will be closed June 8 for electrical work on the ADA openers and the installation of two new outdoor lights. Center will also be closed two days for work on the ADA door openers and thresholds - probably May 22 and 23.

**Old Business.**

Toandos.org. Decided the commissioner's personal emails will not be listed on the website.

Accessibility Community Advisory Committee. The backordered parts have arrived and the grant work will be completed soon. The Jefferson County ACAC will hold its meeting here on June 18<sup>th</sup>. All are welcome to come to the noon potluck and the meeting that will follow beginning at 1:00 pm.

**Bldg. Maintenance/Repairs.**

Painting. DS is looking at options for painters. Do not need to be bonded for painting.

Valve Arm. DS contacted distributors and discovered that we cannot buy the arm by itself, but rather must replace the entire fixture. RH moved that we purchase a new sink faucet with arm for less than \$800. GE seconded the motion and all approved.

Oven Door Repair. LR pending.

Chimney Wall. DS preparing draft. After discussion, it was decided that 1) we would not install a permanent outdoor heater in the new wall; 2) we would include extra outlets in the new wall; 3) the new inside wall would be the wood panel herringbone design; and 4) we would get bids for a new wall with and without windows. After the draft revisions are made, DS will send out the project's scope of work to contractors.

New Outdoor Sensor Lights. Frederickson Electric will install a new light on the outer side of both sets of doors leading to the rear patio. Exact placement of lights was determined.

Emergency Preparedness. CB reported from Roland Faragher-Horwell that soon there will be a new "strap down" kit available for purchase from Mountain Propane to secure the Center's propane tank. This is a critical safety issue in the event of an earthquake. The strapping will be certified for a 9.0 earthquake.

Outdoor Heaters. CB presented a cost estimate from Anchor Canvas @ Sea Marine in Port Townsend for two canvas tarps to cover the ends of the outdoor patio. Will keep item on agenda for future consideration.

Parking Lot Gravel. CB reported on the completion of the job by Derek Franson Trucking & Excavating. CB presented revised estimates for the back parking lot area and for cleaning out the rest of the ditch along the side of the back parking area.

Bulletin Board/Pamphlet Rack. Pending. CB still exploring options.

### **New Business.**

Heater. DS will pursue options and cost for a new propane heater.

Lawn Mowing/Weeding/Watering. Discussion of the need for ongoing mowing, weeding and watering for the coming summer months into the fall. Authorized DS to secure an individual/s to do the job for \$100 a week as needed.

Pea Patch. GE reported that all 14 garden plots are spoken for. They are seeking grants for a new deer fence.

Motion was made and seconded to adjourn the meeting at 7:20 p.m.

Respectfully submitted,  
Cathy Bohman, Acting Secretary