

# Minutes: P&R District #1 BOD; November 12th 2013 6PM at LBJCC

**Present:** Larry Robinson, Richard Hull, Dennis Schmitt, Cathy Bohman and Gary Elmer.

Bonnie Story taking minutes.

**Previous minutes:** Accepted; GE moved, CB seconded. All approved.

**Treasurer's Report:** RH reported vouchers 77682-77891 are submitted for a total of \$2678.23. DS moved to approved, LR seconded, all approved. Remaining available balance is \$13,340.23. We received a refund from the Sheriff who served the letter last month. RH reported on the state audit. We passed. The state shared typical suggestions on compliance as they always do. In previous years we did need those suggestions to start constructive improvements, this year we are well set and had no issues except for how to handle donations. Our system for accepting random cash donations now is to receive the cash or check from a community member, get it to Richard somehow for deposit, and he sends an appreciative acknowledgement as a receipt. In the future, we need to do things a bit differently by providing a numbered receipt. We need to make sure to channel all incoming donated monies directly to Richard Hull via the mailbox. This will provide a direct route to Richard so he can handle the numbered receipts. We do not get many cash donations that would be affected, so it should not be a problem. The key is to just ask donors to mail in their donations to the LBJCC and Richard can get them right from the mailbox.

**Calendar:** LR reported that the concerts are doing really well and are continuing regularly. There may be two shows in December. December 14th is the date of the annual holiday potluck dinner hosted by the Coyle Women's Club. A special event at this year's dinner will be a fruitcake contest. The Food Bank is having a community Thanksgiving meal on Tuesday the 26<sup>th</sup> starting at noon.

## Old/Ongoing Business

**Sport Court:** GE reported that he is still considering quotes for the project which involves site prep, paving, sealing/stripping, poles, and car exclusion. These are coming in at roughly 7K for the pad and around 5K for the finishing steps. He is researching grants and there may be some good prospects there, including US Bank, Ben Bianchini of Tacoma, and others. For the application process, we need solid demographics on the P&R #1 area, focusing on youth numbers. He will check for recent census info and possibly other sources such as the county auditor. CB offered to help track down that info.

**MPD:** CB reported that the MPD concept process has been tabled. On the Jefferson county website there is a section all about the MPD with documents for those wishing to brush up on all that happened. The issue will almost certainly come back in the future.

**Back Awning:** DS inquired about the status of the back awning. The group agreed to wait until spring, and to use the same worker that did an excellent job on the front awning at that time.

**Generator:** LR reported that due to the brand of the generator, Double D Electric is the only one that can service the unit, which they did. The generator is working fine now. The recent problem was that the internal charger had been left unplugged, most likely after the last servicing which has done by Double D. LR expressed displeasure at the quality of service and the expense of using Double D, but we are essentially stuck with them. It's very important that we press for good communication details and tight supervision with them. For example, during the recent generator service session, LR mentioned to the serviceman that an outside light had stopped working. No work was done at that time for lack of parts on the DD truck. LR was anticipating a callback and quote about fixing that. Then the light started working again... no word as to whether any service was done, when it was done, etc. So it's either a coincidence or some work was done, and will we be charged for it without having first received a quote? This is a good example of the communication problem and the need for very tight follow-up whenever we use Double D.

## New Business

LR: An idea that came up previously for the LBJCC was to install a gravel **walking track** around the property for local fitness use. That could still be a good idea, and affordable. Let's look into that in the spring and see if there is still interest.

RH: Replacing the **rear windows** is still a priority project, again for spring. It's approximately \$485 per window and overall about 6K for all the rear windows and the door.

DS: Also the **exterior woodwork** needs to be refinished on the weather side, in spring. Finding a good worker for that is the trick.

LR: Will check in with Mo Moser about doing another **CPR/Defibrillator class**. The defib machine is foolproof but certification is needed.

LR: A small **no-smoking sign** was put up and seems to be working.

LR & RH: **Utility closet** was cleaned up and that really helped. Some wall hangers may still be needed for mops, etc.

DS: The **kitchen linoleum** is getting nicked and will need replacing soon. It was installed very poorly about 5 years ago and is not aging well, aggravated by a kitchen flood 4 years ago. Let's wait until spring, and get some quotes from Carpet One and Strait Flooring on getting some new commercial-grade linoleum properly installed. It is not a very large piece and should not be too expensive.

LR: The **hand-spray wand** at the sink needs replacing.

LR: Also the drip-pan for the fridge needs to be manually emptied and it's not a good thing. The fridge needs to be serviced. RH moved to approve a \$1,000 cap on the **refrigerator service** for action ASAP. DS seconded, all approved.

**Meeting Adjourned** 7:08 pm, DS moved, GE seconded.