

# Minutes

## P & R District #1 Board of Commissioners Meeting

December 8, 2020

**Call to Order:** The meeting was called to order at at the Laurel B Johnson Coyle Community Center (LBJCCC), Quilcene, WA. at 6:01. Meeting chaired by Larry Robinson.

**Present:** Cathy Bohman (CB), Gary Elmer (GE), Richard Hull(RH), Larry Robinson(LR), Dennis Schmitt (DS) Secretary - Joanmarie Eggert (JE).

**Previous Minutes:** RH moved, DS seconded, and all approved to the minutes of the November 10, 2020 meeting as submitted.

**Treasurer's Report:** RS provided the budget spreadsheet for the file and voucher 79675, 79677, and 79678 numbers totaling \$520.00 for approval. Cash on hand is \$33,296.94. DS moved to approve the vouchers, CB seconded and all approved .

**Calendar:** No additions or changes. Next board meeting is scheduled for Jan 12, at 6:00 at the LBJCCC.

## OLD BUSINESS

[toandos.org](http://toandos.org) Nothing to report

**Accessibility Community Advisory Committee.** CB reported that we do not have an installation date yet for the ADA restroom door openers.

**Propane Tank.** Nothing to report.

**Future Use of Community Center.** No change. Library will not using it until after Jan 4, 2021 based on Governor Inslee's latest guidance.

**Center Cleaning.** Before last month, RH contacted Chrissy about a reduced schedule. Considering that we have not seen an invoice, and the LBJCCC seems to be in good shape, it is assumed that the message was understood.

**Painting - Interior of Center.** DS indicated that Ken Silver has agreed to paint the interior and is planning to finish before Christmas. He has purchased paint and will likely start soon.

## NEW BUSINESS

**PPatch Water.** Larry will shut off water soon.

**Generator.** Seems to be continuing to run and self-starts weekly. We no longer have a service contract. Double D Electrical has indicated that it is due to be service soon. RH moved that DD should be contacted to do the servicing, GE seconded and all approved. Larry will contact DD 12-9-2020.

**Refrigerator Repair.** The refrigerator was low on freon, fixed for now. However, this is not a great sign. It was last repaired 5-6 years ago. Refer is 30 years old. A new one would cost approximately \$3,500, and would be more energy efficient and quieter. Larry will talk to Starboard Tech and see if we can get a package for removal, replacement, and installation, as well as find out expected lead time.

**Water Analysis.** Larry to take a sample and take it for analysis.

**Septic Check.** This is coming up in Jan by Envirocheck.

**Backdrop against the Basketball Hoop.** GE is looking into cost to put in an approximately 8 by 12 foot backstop to mitigate the basketball rolling out into the field. Hopefully he will have an estimate by next month.

**Secretary Responsibilities and Transition.** Hard copy files from B.Bautista were received and filed. Key returned and provided to JE. The following are guidelines for interactions between the Board and the Secretary.

### Agenda

Secretary to send out for comment 3 days advance.

Secretary to Bring copy for hard files.

### Minutes

Secretary to send out draft for comment within 4 days; Board to respond within 4 days.

Secretary, sign hard copy, obtain initials of those approving the minutes, and filing in the office.

**Meeting Adjourned:** Moved, seconded and unanimously approved to adjourn the meeting at 6:40.