

Minutes

P & R District #1 Board of Commissioners Meeting

Aug 09 2022

Call to Order: The meeting was called to order at at the Laurel B Johnson Coyle Community Center (LBJCCC), Quilcene, WA. at 6:02. The meeting was chaired by Dennis Schmitt.

Present: Commissioners Cathy Bohman(CB), Dennis Schmitt(DS), and Gary Elmer(GE) were present in person. Secretary Joanmarie Eggert(JE) was present also. Larry Robinson(LR) and Richard Hull (RH) were absent.

Previous Minutes: DS moved, CB seconded, and all approved the minutes of the June 11 meeting as submitted.

Treasurer's Report: GE presented invoice info for approval. CB moved and GE seconded to approve 3 invoices for \$1040.29 as submitted. All approved.

Calendar: Nothing new.

OLD BUSINESS

toandos.org

Nothing to report.

Water Sample Analysis
reminded us to do this yearly.

Results says everything is okay, and

Refinishing Picnic Table Tops
future.

Pending, nothing to be done in the near

Mulch in Exercise Area
ordered from Lowes at the moment.

Rubberific is on back order and can't be

Trash Area
GE posted a sign to discourage people not associated with Coyle Community Club activities from dumping refuse into the facilities trash cans. The sign is now gone. GE disposed of the old second can. Building manager (LR) should look for a price for a lockable trash container.

Cleaning Services
Back windows have not been done yet. LR should follow through and make sure the job is being done as currently described.

Job Description - Written job description for each position were discussed. More discussion is needed, especially for the Building and Grounds Manager, as Larry was not present to ground-truth discussions. When finalized format should be similar, include overview, A1, B2 format (similar to that provided my RH for Treasurer.

Descriptions are being developed or upgrades for Commissioners, Treasurer, Secretary, Building and Grounds Manager, Cleaning Services description and Yard Maintenance Positions.

NEW BUSINESS

Next month we should discuss - Needed Major Cleaning of the Building and Do we need a Kitchen Manger

MEETING ADJOURNED

Moved, seconded, and unanimously approved to adjourn the meeting at 7:41.

Respectfully Submitted

Joanmarie Gorans-Eggert