

Minutes

P & R District #1 Board of Commissioners Meeting

April 11 2023

Call to Order: The meeting was called to order at at the Laurel B Johnson Coyle Community Center (LBJCCC), Quilcene, WA. at 6:05. The meeting was chaired by Richard Hull.

Present: Commissioners, Cathy Bohman (CB), Gary Elmer(GE), Thane Grooms (TG), Richard Hull (RH) and Dennis Schmitt(DS)attended in person. Secretary Joanmarie Eggert(JE) also attended. TG was sworn as a commissioner by RH, an obtained 3 signatures confirming the appointment.

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

Treasurer's Report: RH presented invoices info for approval. DS moved and CB seconded, and all approved 8 vouchers for \$2,076.25 as submitted. RH and TG abstained from voting to approve stipends for the Treasurer and Building Manager, respectfully.

Calendar: The only additions to the calendar were the ones discussed last month - the addition of a yoga class, a tango class, and an HOA.

OLD BUSINESS

toandos.org

Nothing to report.

Mulch - Nothing new regarding the mulch. Cleaned the signs in the exercise area.

Kitchen Manager Report From Cherylann Schmitt (CS)

- Several food workers cards need to be updated - in process. CB to add that the Kitchen Manager and Kitchen cleaner need to have food worker cards to job description.
- Kitchen dividers needed - CS looking into pricing.
- New cutting board needed - CS looking into pricing.
- Strength waste test passed.
- Inspection passed by Howard Woodward of the Health Department. They are looking into whether or not this will be needed every year.
- Dishwasher passed inspection.

- **DS** to ask **CS** if the permit should be visible to the public?

Building and Grounds Manager Update

Work Completed

- Mounted fire extinguisher under kitchen counter.
- Fixed baseboard outside of the men's bathroom.
- Sprayed for ants in the kitchen.
- Retrieved Larry Robinson's master key.

Discussion/Action Needed

- **Wellhouse tree clearing.** Ken Silvers estimated it would take 4 hours at \$100/hour. Cap of \$400. **DS** moved, **GE** seconded, and all approved to proceed with a cap of \$400.
- **Gable siding painting.** Ken Silvers estimated \$65/hr (8hrs) + Benjamin Moore paint (3gal@\$80). Total approx. \$700. **DS** moved and **TG** seconded and all approved to proceed with a cap of \$1000. **TG** will request that Silvers waits until we have at least one week of dry weather.
- **TG** will ask Cheryl McNutt to start this week. **TG** and **DS** to transition with Cheryl and to clarify what is needed and what is extra.
- Need septic riser box.
- **Porch roof flashing** It was installed wrong and drains onto the wood. Needs to be looked at, and work will likely need to be contracted. **TG** will investigate.

Planned Work

- Cut off old downspouts
- Fix entry tile trip hazard
- Fix office window leak
- Provide details/cost on Installing a security system.
- Century Link line needs to be secured
- Bird nests in rafters
- ADA door adjustments
- Bathroom exhaust fan cleaning
- Berm flattening.

Bio status - **DS** still needs to update his bio.

NEW BUSINESS

CWC - It was brought up that a plaque could be placed to honor Larry's service. The board does not feel that this is something that should be supported. Not a reflection on Larry, but rather a concern about establishing a precedent without a vetted criteria.

Next County Election - GE will not reup as a commissioner on the next ballot.

Board Chair - The chair needs to be elected at the May meeting.

MEETING ADJOURNED

Moved, seconded, and unanimously approved to adjourn the meeting at **7:11**

Respectfully Submitted

Joanmarie Gorans-Eggert