

Minutes

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Aug 08 2023 6:00pm

1. **CALL TO ORDER/ROLL CALL.** The meeting was called to order at at the Laurel B Johnson Coyle Community Center (LBJCCC), Quilcene, Washington at 6:03. The meeting was chaired by Richard Hull (RH). 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.
2. **APPROVAL OF AGENDA.** No changes.
3. **APPROVAL OF MINUTES.** DS moved, CB seconded and all approved the 07 11 23 minutes as submitted.
4. **COMMISSIONER ANNOUNCEMENTS.** None
5. **CALENDAR.** Distributed calendar. No new events.
6. **TREASURER REPORT.** RH presented invoice information for approval. TG moved and DS seconded, and all approved 4 vouchers for \$612.39.
 1. Levy draw - it is authorized \$0.15/1000. We draw \$0.145/1000.
 2. 30K core expenses. Levy gave us 27K last year. We need to raise amount by 3,000 if we want to cover the core expenses. **RH** to develop the core expenses that reflect the changes made last year for review at the September meeting. **RH** will email last year's budget, and the core expenses.
7. **BUILDING MANAGER REPORT.**

Building Usage

- Nothing to report

Building Maintenance

- Cheryl McNutt notified the Commissioners that she was no longer able to be the outdoor maintenance person.
- CB moved TG seconded and all approved that Jacob Darley is our new grounds maintenance. He essentially started on 27 July 2023.
- Fixed hole in well head.

- Key from the towel dispenser is missing, so key from the other bathroom is being stored with the paper towels.

Expenses

- Tall Kitchen Garbage Bags \$18.55.
 - 30 cup Coffee Pot \$49.08.
- Total \$67.63.

New Items

- Pickleball net is beginning to fray, and will need to be replaced by next year.
- County Department of Environmental Health contacted TG. Provided us two HEPA filters to help people with breathing during a massive smoke event. For a high heat event, provided 2 air conditioners. All are being stored at the fire station.

Planned Work

- Cut off old downspouts
- Entry tile trip hazard
- Office window leak
- Phone wire secured
- Swallow nest mitigation
- ADA door adjustments
- Porch roof flashing installed wrong, drains onto woodwork
- Security cameras
- Starlink Internet
- Well house siding

8. KITCHEN MANAGER REPORT.

Checked dates on all food items, all up to date, refrigerator and freezer temperatures have been checked and are maintaining.

9. OLD BUSINESS

a. toandos.org - Nothing to report on the site. The expiration date for toandos.org expires in 2026. What we have now, is \$10/year. There is a upgrade for \$14/year.

RH talked with Roland Farragher-Horwell, we have the domain name until 2026. RH is the owner, Roland has access to the account. Roland can change the owner if something happens to RH. Network Solutions owns the domain. If he can get \$35/year for 10 years, commissioners agreed that RH should go ahead and renew. WordPress is the host, \$22.37/year.

b. **Compilation of Policies.** Discussed several items and organization. ALL - send policies you are of aware of to JE to incorporate into a Policies and Guideline Document.

10. NEW BUSINESS

a. **Grounds Maintenance Position.** Discussed above

b. **Power Assist Doors.** DS has heard from others that the power assist doors are too hard to operate manually, and they don't see the switch button to automatically ope the door. The doors can be adjusted as discussed in the documents in the file cabinet. Sign was found and posted.

c. **Propane Grill.** Jackie Gardner suggested that since during times of a fire ban, the charcoal grill can't be used, that a propane grill be purchased for use. **GE** to look at prices for a commercial grade/stainless steel BBQ grill.

11. MEETING ADJOURNED 7:06

Respectfully Submitted

Joanmarie Gorans-Eggert