

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

September 12, 2023 6:00pm

- 1. CALL TO ORDER/ROLL CALL** The meeting was called to order at the Laurel B. Johnson Community Center, Quilcene, Washington at 6:03pm. The meeting was chaired by Richard Hull (RH). Commissioners Cathy Bohman (CB), Thane Grooms (TG), Richard Hull (RH), and Dennis Schmitt (DS) attended in person. Gary Elmer (GE) was absent.
- 2. APPROVAL OF AGENDA** No changes.
- 3. APPROVAL OF MINUTES** DS moved, TG seconded and all approved the August 8, 2023 minutes as submitted.
- 4. COMMISSIONER ANNOUNCEMENTS** None
- 5. CALENDAR** Distributed calendar. No new events. No September Yoga classes until 9/30.
- 6. TREASURER REPORT** RH presented invoice information for approval. DS moved, TG seconded and all approved 9 vouchers for \$7,275.96. RH presented the projected core expenses for the coming year. Discussed at great length an increase in the 2024 levy draw to cover increased expenses. DS moved and TG seconded that "we increase the levy income to \$30,000 for 2024". Motion carried unanimously.
- 7. BUILDING MANAGER REPORT**
 - Building Usage**
 - Reported in calendar
 - Building Maintenance**
 - Jacob Darley has started as Grounds Maintenance and will continue through September. TG will ask him to do further work if needed before winter.
 - TG cleared the propane tank of bramble and trees; CHS has refilled tank.
 - Office & kitchen windows need to be stripped, caulked and painted. TG discovered the leakage issue and will do the work.

- Tarboo Fire Extinguishers inspection is 9/14. Cost will be \$29.95 plus \$9.50 for each extinguisher.
- ADA front door opener was damaged and TG repaired it
- Put ADA stickers on both sides of front and back ADA doors

Expenses

- Urethane caulking \$11.27

New Items

- TG requested purchase of a hose reel and lawn sprinklers. Authorized up to \$350 for the purchase
- TG presented a letter from Holly Stiley regarding her one year review and a potential pay raise. Following a discussion of her exemplary work this past year, DS moved and TG seconded that "the cleaning stipend be raised to \$35 an hour with a monthly limit of \$450 beginning October 1, 2023". All approved. TG will talk with Holly about flexibility of cleaning times, especially when her planned work falls on a holiday.

Planned Work

- Cut off old downspouts
- Entry tile trip hazard
- Phone wire secured
- Swallow nest migration
- ADA door adjustments
- Porch roof flashing installed wrong; drains into woodwork
- Security cameras
- Starlink Internet
- Well house siding or rebuild

8. KITCHEN MANAGER REPORT

- Refrigerator Temperature OK; no extra food is being left in the refrigerator
- All Food Handler cards are current

9. OLD BUSINESS

- Toandos.org** RH extended the domain name until 2036. TG agreed to be added as an additional administrator on the site, along with RH and Roland Faragher-Horwell
- Compilation of Policies** RH presented the current policy for posting event notices on the front and back windows to be included in the policy list. All agreed.

The policy states: *“Only notices for events that will occur at the Laurel B. Johnson Community Center may be posted on the front or back windows of the building. These shall be posted no earlier than one week prior to the event and must be removed at the end of the day of the event. Notices for other community events may be displayed on the desk that is next to the door inside.”*

- c. **Power Assist Doors** ADA signs have been posted on the two doors. CB will give TG contact information on the vendor to answer a couple of his questions.
- d. **Propane Grill** Will postpone further discussion until spring

10. NEW BUSINESS

- a. **Guidelines for emergency opening of the Center for heat/smoke** TG spoke of a call by the county to be a possible cooling center. Discussion as to when the situation warrants an emergency; use NOAA index? A second issue is that we have to provide 24/7 staffing for the center if it is opened. (unlike other community centers that have full-time staff) TG is going to talk further with Jefferson County Department of Emergency Management about possible funding in place through them to pay for staff in emergency situations. We will postpone further discussion until spring in preparation for next summer.

11. MEETING ADJOURNED 7:08pm

Respectfully submitted,

Cathy Bohman, Acting Secretary