

## **MINUTES**

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

**923 Hazel Point Road**

**Dec 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 5:58 pm. 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. Joanmarie Eggert (JE), secretary and Cherylann Schmitt (CS), kitchen manager, also attended in person.
- 2. APPROVAL OF AGENDA** No changes.
- 3. APPROVAL OF MINUTES** DS moved, GE seconded, and all approved the November 14, 2023 minutes as submitted.
- 4. COMMISSIONER ANNOUNCEMENTS** GE turned in his key. DS thanked GE for his years on the board. All agreed.
- 5. CALENDAR**
  - Yoga is being held once a month.
- 6. TREASURER REPORT** RH presented invoice information for approval. TG moved, CB seconded, and all approved 4 vouchers for \$672.08. Board approved purchase of tung oil to use on the picnic tables.
- 7. BUILDING MANAGER REPORT**
  - Building Usage**
    - Nothing to report
  - Building Maintenance**
    - Front Doors - Thane and Dennis will repair soon
    - **TG** to find a clear "Please Use this Door" sign
    - Double D generator service - full service done today (12.12.23). They also installed a new battery (the old one was 8 years old).

## Expenses

- Nothing to report

## New Items

- Motion floodlights / security cameras - **TG** will look into a two camera system.

## Planned Work

- NW motion light replacement
- Cut off old downspouts
- Entry tile trip hazard
- Phone wire secured
- ADA door adjustments
- Porch roof flashing installed wrong, drains onto woodwork
- Security cameras
- Starlink Internet
- Well house siding or rebuild

## 8. KITCHEN MANAGER REPORT

- Refrigerator and freezer are holding temperature.
- There was a Thanksgiving Day event here that went well.
- Discussed with the County that the WW system will no longer need to be tested.
- Nice new skillets donated to the CWC, for the kitchen.
- Would like to have the CWC have the ability to donate items to the kitchen that needs to be updated. Items like cutting boards, and potato peelers. The board is fine with that.
- Bar towels are working well, will possibly be donated next month.

## 9. OLD BUSINESS

- a. [toandos.org](https://toandos.org) - TG is good to go as a co-administrator.
- b. **Compilation of Policies** - none to report.
- c. **Guidelines for emergency opening of the Center.** **TG** still needs to contact Willy and David.

## **10. NEW BUSINESS**

**a. Taking and signing oath of office.** RH - commissioners can't take the oath until 10 days before they take office on January 1. Has to be done in an auditor's office or notary of the office. Needs be delivered to the elections office.

**b. Waiver of payment.** Not needed as we don't currently have a stipend.

**c. Record/filing management.** Decided what documents will be included in the monthly meeting notes.

Agenda for current meeting

Initialed and signed minutes from previous meeting

Voucher Spreadsheet

Budget Spreadsheet

Other information provided at the meeting, excluding contracts.

**d. Discussion regarding the stormwater pooling in front of the LBJCC.** TG will add to the planned work.

## **11. MEETING ADJOURNED at 6:52**

Respectfully submitted,

Joanmarie Eggert, Secretary