

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Jan 09 6:00pm

- 1. CALL TO ORDER/ROLL CALL** The meeting was called to order at the Laurel B. Johnson Community Center, Quilcene, Washington at 6:00 pm. The meeting was chaired by Richard Hull (RH). Commissioners Cathy Bohman (CB), Thane Grooms (TG), Richard Hull (RH), Norm Johnson (NJ), 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, TG seconded, and all approved the December 12, 2023 minutes as submitted.
- 4. COMMISSIONER ANNOUNCEMENTS** - none.
- 5. CALENDAR** - discussed in Building Usage
- 6. TREASURER REPORT** RH presented invoice information for approval. TG moved, CB seconded, and all approved 11 vouchers for \$3,486.77. Commissioners Grooms and Hull abstained from voting to approve stipends for the Building Manager and Treasurer, respectively. There is a performance audit every year, and every other year a more detailed audit. RH will forward the latest audit to NJ.
- 7. BUILDING MANAGER REPORT**
 - Building Usage/Calendar**
 - Thomas Family Reunion still figuring out date.
 - Building Maintenance**
 - "USE OTHER DOOR" sign installed.
 - NJ will looking at ways to improve the doors.
 - Expenses**

- "USE OTHER DOOR" Sign \$7.63
- Total \$7.63

Old Items

- Motion floodlights / security camera

New Items

- Spring cleaning - Pressure wash, window cleaning, planter prep

Planned Work

- Front Doors - Thane & Dennis will repair soon
- Entry storm water drain
- NW motion light replace
- Cut off old downspouts
- Entry tile trip hazard
- Phone wire secured
- ADA door adjustments
- Porch roof flashing installed wrong, drains onto woodwork
- Carpet replacement costs
- Starlink Internet
- Well house siding or rebuild - need to decide what we are going to do soon. **TG** will look into costs and funding.

8. KITCHEN MANAGER REPORT DS reporting for CS

- Dates on food in kitchen are fine.
- Refrigerator and freezer are holding temperature.
- 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. CWC paid for the cutting boards.
- Will be confirming that the permit is up to date.

9. OLD BUSINESS

- a. toandos.org - Contract with WordPress renewed for the year.
- 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

Consider signage to remind dog owners to pick up their “doggy bags”.

Do we need to fence in the park to keep children from running into the parking area? Fencing is not feasible.

What about installing a play area? We need to have a proposal. **CB** is looking into options

11. MEETING ADJOURNED at 6:57

Respectfully submitted,

Joanmarie Eggert, Secretary