

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

April 9 2024 6:00pm

1. **CALL TO ORDER/ROLL CALL** The meeting was called to order at the Laurel B. Johnson Community Center, Quilcene, Washington at 6:01 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. Cherylann Schmitt (CS), Kitchen Manager, and Joanmarie Eggert (JE), secretary, also attended in person.
2. **APPROVAL OF AGENDA** No changes.
3. **APPROVAL OF MINUTES** TG moved and NJ seconded the approval of the March 12, 2024 minutes. Minutes were approved with 4 approving and 1 abstaining.
4. **Public Comments** - none.
5. **COMMISSIONER ANNOUNCEMENTS** - none.
6. **TREASURER REPORT** RH presented invoice information for approval. DS moved, CB seconded, and all approved 10 vouchers for \$3,273.15. RH and TG abstained for voting for the stipends for the Treasurer and Building Manager, respectively. CB can pick up the checks sometime after the 20th as RH will be out of town. RH will contact the county to confirm the May dates.
7. **BUILDING MANAGER REPORT**
Building Usage/Calendar
 - Yoga and Tango are ongoing
 - CWC Brunch 4/13 11:00am
 - Memorial for Frances Horan 4/13 4:30pm
 - Library Board of Trustees Meeting - there may be a schedule conflict. Also need to confirm if the Board it is a non-profit or will need to pay a fee.
 - Watershed Institute 7/27 1:00pm - contract signed

Building Maintenance

- LED Light Installation & Security Camera System Installation
 - DS moved and CB seconded and all approved to turn off the audio capabilities of the security system.
 - **TG** will look into outside signage regarding video surveillance.
- P-Patch water turned on & sprayed wasp nests on garden shed
- Spring cleaning - pressure wash, garbage cabinet, window cleaning
- Old downspouts removed
- Summer grounds maintenance started 4/6 - will continue weekly

Expenses

- “30 Seconds Cleaner” \$52.38
- Bathroom paper towels & liquid soap \$144.94
- *Total \$197.32*

Old Items

- ADA Automatic Door adjustment - **TG** will reach out this month to the rep.

New Items

- Video Surveillance Sign - discussed previously
- BBQ Purchase - Commissioners considered purchasing a propane grill, but decided against it.
- Coffee stir sticks - decided bamboo sticks are acceptable.
- Pickleball Posts & Net. TG presented an “In Ground Pickleball System” for \$499. Will need to cut the asphalt, purchase cement, and install. DS moved, NJ seconded, and all approved a motion to spend up to \$1000 to purchase and install an in ground Pickleball system.

Planned Work

- ADA Automatic Doors - Bathroom doors set to “Magic Touch”
- Front Doors - Thane & Dennis will repair soon
- Entry storm water drain
- Entry tile trip hazard

- Phone wire secured
- Porch roof flashing installed wrong, drains onto woodwork
- Starlink Internet
- Well house siding or rebuild
- Carpet replacement

8. KITCHEN MANAGER REPORT

- Refrigeration and freezers are maintaining temperature
- No compliance issues with kitchen users.
- CS confirmed that the station system being used at the CWC brunch was acceptable to the Health Department
- All the kitchen worker cards are up to date.
- CS will be here for the Horan event
- Received Operating Permit from the Health Department
- FYI yearly water sample with SPECTRA Laboratories is listed as “Coyle Community Center” (not LBJCC) in their records

9. OLD BUSINESS

- toandos.org - nothing to report
- Guidelines for emergency opening of the Center. **TG** still needs to contact Willy and David.
- Pickleball court status. Previously discussed.
- Spring Cleanup - done
- Public Input Meeting - June 23 at 1:00. Will discuss outreach at May.
- Toandos Google group informational email- CB had send a draft to the commissioners for review prior to the meeting. Input received, it will be sent after the pickleball set is installed.

9. NEW BUSINESS

None

10.MEETING ADJOURNED at 7:22

Respectfully submitted,

Joanmarie Eggert, Secretary