

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Nov 12 2024 6:00 pm

- 1. CALL TO ORDER/ROLL CALL** The meeting was called to order at the Laurel B. Johnson Community Center, Quilcene, Washington at 6:06 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, also attended in person.
- 2. APPROVAL OF AGENDA** No changes.
- 3. APPROVAL OF MINUTES** DS moved and CB seconded the approval of the Oct 08, 2024 minutes. Minutes were approved by all except NJ who abstained as he was not present at the last meeting.
- 4. PUBLIC COMMENTS** - none.
- 5. COMMISSIONER ANNOUNCEMENTS** - CB will be calling in for the Dec 10th meeting.
- 6. TREASURER REPORT** RH presented invoice information for approval. TG moved, NJ seconded, and all approved 7 vouchers for \$948.91.
- 7. BUILDING MANAGER REPORT**
 - Building Usage**
 - Calendar responsibilities discussed
 - Building Maintenance**
 - NTR
 - Expenses**
 - Fluorescent lightbulbs for kitchen/bathroom entries \$14.72
 - Old Items**
 - Fire Marshal Building Capacity has been assessed and is 130 persons. **TG** to put up new signs indicating such.

Wellhouse rebuild estimates- Will get a itemized estimate that we can use as an engineering estimate.

New Items

NSN Coyle Seismic Station <https://www.pnsn.org/seismogram/current/coyl> - will be posted on the web site.

Planned Work

Re-place handicap parking sign

Fill potholes in rear parking area

Stanley door programming (back door parts option)

Parking lot stripes

Entry tile trip hazard - new mats needed. **TG** to replace with larger mats.

Phone wire secured

Porch roof flashing installed wrong, drains onto woodwork

Starlink Internet

Well house siding or rebuild

Carpet replacement

Long-Range Capital Expense Possibilities

Pump house

HVAC

Generator

8. KITCHEN MANAGER REPORT DS read the report from Cherylann Schmitt

- a. Food items are compliance.
- b. People are compliant with guidelines.
- c. Internal temperature of the refrigerator is now in compliance.
- d. All food worker cards are up to date.

9. OLD BUSINESS

- a. toandos.org - discussed previously.
- b. **Front door** - DS ordered the long industrial screws, and installed them. They should last for awhile. The crash bars are failing. **TG** will look into it.

- c. **Funding Brainstorming.** TEPA board met. They could use their status as 501(c)(3) for funding items in the long-range capital plan, as they are essential services provided by the Community Center as the Emergency Center. TEPA could do a fund raiser through a GO FUND ME account, email, or letter request, if PnR would like the additional funds raised. The most important emergency items include the well house, HVAC, generator, Communications Equipment. PnR would be responsible for contracting and approving the work.

10. NEW BUSINESS

Would like a larger entry mat. **TG** will look into getting a new one.

Treasurer replacement discussion.

11. MEETING ADJOURNED 7:08

Respectfully submitted,

Joanmarie Eggert, Secretary