

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Jan 14 2025 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 6:01 pm. The meeting was chaired by Richard Hull (RH); Cathy Bohman (CB), Thane Grooms (TG), Norm Johnson (NJ), Richard Hull (RH), and Dennis Schmitt (DS) attended in person. Joanmarie Eggert (JE), Secretary, Cherylann Schmitt (Kitchen Manager) and Candace Erdringhoff (CE) also attended in person.
- 2. APPROVAL OF AGENDA** No changes.
- 3. APPROVAL OF MINUTES** CB moved and TG seconded the approval of the **Dec 10, 2024 minutes**. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None
- 5. COMMISSIONER ANNOUNCEMENTS** None.
- 6. TREASURER REPORT** RH presented invoice information for approval. DS moved, NJ seconded, and all approved 12 vouchers for \$4,324.07, with the exception of Commissioners Grooms and Hull abstaining from voting to approve stipends for the Building Manager and Treasurer, respectively.
- 7. BUILDING MANAGER REPORT**
Building Usage
 - Monday, Dec 16, 9am to 5pm - Mason Private Event, small wedding - Private Event held by Gagne family on 1/12/25, 6-10p.
 - Concerts dates audited and updated.
 - CB updated building use contracts.
 - Tango and Yoga classes continue (usually short notice).
Building Maintenance
 - Frost free hose bib replacement - parts and labor donated by Ken Silvers (\$500). Done as in kind labor for the TEPA fund raiser.

Expenses

- None

Old Items

- Wellhouse & Generator fundraiser update - \$21K+ raised so far.

New Items

- Water use report- CS to look into.

Planned Work

- Stanley door programming (back door parts option)
- Parking lot stripes
- Entry tile trip hazard
- Phone wire secured
- Porch roof flashing installed wrong, drains onto woodwork
- Starlink Internet
- Carpet replacement
- HVAC Heat Pump options
- Replace crashbars/exit devices on front doors

Long-Range Capital Expense Possibilities

- Pump house
- HVAC
- Generator

8. KITCHEN MANAGER REPORT

- a. Food items are compliance. If food is left longer than 3 weeks it will be discarded.
- b. People are compliant with guidelines.
- c. Internal temperature of the refrigerator and freezer is now in compliance.
- d. All food worker cards are up to date.
- e. Next CWC event using the kitchen will be April 12.
- f. Kitchen permit will be executed today.

9. OLD BUSINESS

- a. toandos.org - nothing to report.
- b. Front Door Mat - replaced.
- c. Treasurer Onboarding Discussion. Candace is willing to take on this role, and has the availability to participate. The invoice page needs to be emailed the day after these meetings. The checks are printed the Monday after the monthly meeting. They need to be picked up and mailed soon after. DS nominated Candance Monroe (Erhringhoff) to be our treasurer starting with the February meeting (Feb 11). NJ seconded and all approved.
- d. TEPA update. Discussed previously.
- e. Contract Form Update - done

10. NEW BUSINESS

- Discussion on why the walking trail proposed several years ago did not forward (high capital cost and maintenance).

11. MEETING ADJOURNED 6:46

Respectfully submitted,

Joanmarie Eggert, Secretary