

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

May 13 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 6:00 pm. The meeting was chaired by Richard Hull (RH); commissioners Cathy Bohman (CB), Thane Grooms (TG), Norm Johnson (NJ), and Dennis Schmitt (DS) attended in person. Joanmarie Eggert (JE), Secretary, Candace Monroe (CM), Treasurer and Cherylann Schmitt (Kitchen Manager) also attended in person.
2. **APPROVAL OF AGENDA** No changes.
3. **APPROVAL OF MINUTES** DS moved and TG seconded the approval of the April 08 2025 minutes. Minutes were approved by all.
4. **PUBLIC COMMENTS** None.
5. **COMMISSIONER ANNOUNCEMENTS** RH will no longer will be able to serve on the board once his house has closed, late this month.
6. **TREASURER REPORT** CM presented invoice information for approval. CB moved, DS seconded, and all approved 7 vouchers for \$3,189.89. Next month CM will not be at the meeting. **DS** will get the copy for signatures, and get it back to CM. Annual report is being sent to the State next month. CM confirmed that there were not any new capital expenses during 2024.

7. BUILDING MANAGER REPORT

Building Usage

- NTR

Building Maintenance

- Front split rail fence replaced. **TG** to look into where septic lines actually run.
- Requested Holly clean windows and tables.
- Well pump breaker tripped 5/2/25.

Expenses

• Cedar Fencing materials (Mill Outlet Lumber)	\$1128.04
• Mileage for fencing pick up (154mi x \$.70)	\$107.80
• Temporary Labor fence - Hailie Stoecker	\$140.00
Total	\$1,375.84

Old Items

- TEPA Wellhouse & Generator fundraiser update
 - \$26,493 raised.
 - **Generator replacement.** Double D \$13,114, GenTech NW \$11,993. Both costed out the same generator - 18,000 Watt (2,000 more than now), automatic transfer switch. We will surplus the unit and transfer switch. DS moved, and TG that we contract Double D to purchase and install the generator. The reasons for using Double D, is to support Jefferson County business, and they have a proven record with us. The motion was withdrawn to determine which contractor to use, and GenTech was selected as it was the lowest bid, and the work items seemed similar.
 - Wellhouse rebuild (still working on who to use). **TG** took look at options.
 - Well repairs / water meter ... Bayview Pumps - **TG** will send specs and original documentation to Bayview.

New Items

- NTR

Planned Work

- Stanley door programming (back door parts option)
- Parking lot stripes
- Entry tile trip hazard
- Secure phone wire
- Fix the porch roof flashing (installed wrong), drains onto woodwork
- Well house rebuild, water meter
- Replace crashbars/exit devices on front doors

Wish List

- Starlink Internet
- Carpet replacement
- HVAC Heat Pump/ Mini Splits

8. KITCHEN MANAGER REPORT

- Food items are compliance, temperatures in compliance. Refrigerator and freezer holding cold well.
- People are compliant with guidelines.
- After the fish & chips dinner there will be a deep clean of the stove.

9. OLD BUSINESS

- toandos.org - nothing to report.
- Sports Court Bench - The family has the information, and will be moving forward with it.

10. NEW BUSINESS

- **Food bank dog issues.** Jefferson County Animal Leash laws are not being followed during FB hours. PnR needs to comply with the County Laws. **CB** will write something about the leash law for posting on toandos.org and the toandos google group for the commissioners to approve.
- **RH will be leaving at the end of the month.** Chair for next month, will be decided at the next meeting. At the June meeting, a timeline/ process will be set for picking a new commissioner. **CB** will provide a draft at the next meeting for discussion.

11. MEETING ADJOURNED 7:09

Respectfully submitted,

Joanmarie Eggert, Secretary