

## **MINUTES**

### **P & R District #1 Board of Commissioners Meeting**

**923 Hazel Point Road, Quilcene WA**

**June 10, 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. Commissioners Cathy Bohman (CB), Thane Grooms (TG) and Dennis Schmitt (DS) attended in person. Norm Johnson (NJ) was absent. Cherylann Schmitt (Kitchen Manager) also attended in person. Residents in attendance: Richard Linzer and Joe Patterson. The Commissioners elected a new Chairperson. TG nominated Dennis Schmitt to serve as Chairperson until May 2026. CB seconded the motion and all approved.
- 2. APPROVAL OF AGENDA** No changes.
- 3. APPROVAL OF MINUTES** CB moved and TG seconded the approval of the May 13, 2025 minutes. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None.
- 5. COMMISSIONER ANNOUNCEMENTS** None
- 6. TREASURER REPORT** Treasurer Candace Monroe (CM) was absent. DS presented her report and invoice information for approval. CB moved, TG seconded, and all approved 6 vouchers for \$13,653.37. DS will get the voucher signature copy, check from TEPA for \$11,993.44 for a new generator, AA check donation and a \$40 cash donation to CM. DS will request CM to use the \$ sign and two decimal point format for clarity in the voucher report.
- 7. BUILDING MANAGER REPORT**

#### **Building Usage**

- NTR

#### **Building Maintenance**

- Basketball hoop net replaced (donated by TG)

## **Expenses**

- None

## **Old Items**

- TEPA Wellhouse & Generator fundraiser update
  - GenTech NW installed the 18KW Generator & Auto Transfer Switch on 6/9/25
  - Wellhouse rebuild (still working on who to use). TG looking at options.
  - Well repairs / water meter ... Bayview Pumps – TG working with them

## **New Items**

- Sell old 16KW Generac generator. TG researched the current market and determined \$2,000.00 was a fair price. TG moved and CB seconded that we surplus the old 16KW generator as is with no warranty for \$2,000.00. All approved. TG will post the sale on the toandos google group for one week and then broaden the publicity if needed. The ad will state that the generator has been serviced each year with no issues and was working when removed. The buyer is responsible for transport.
- Starlink Internet Joe Patterson (resident in attendance) inquired about our intentions for being connected with Starlink Internet. He stated that he has a client who may be willing to donate the equipment. All agreed it would be great to explore this option. Starlink would enable the Center to have internet capabilities when other providers go down, especially in an emergency situation. TG reminded us that since the Board has no credit card, this would need to be established on a private account that is reimbursed monthly. TG will follow-up.

## **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 in compliance, temperatures in compliance. Refrigerator and freezer holding cold well. Stated a concern about water collecting at the bottom of the right side of the refrigerator. DS and TG will look at the situation.
- People are compliant with guidelines.
- A deep clean of the stove will be done soon.
- A new tray was purchased for the silverware drawer.
- Need a new screen for the sink drain.
- The outdoor mat at the right back door is damaged and needs to be replaced. TG will purchase a new one.

### **9. OLD BUSINESS**

- [toandos.org](https://toandos.org) - nothing to report.
- **Food Bank/Dog Issues.** Following the Board's approval of the draft, CB sent out a friendly reminder regarding County leash laws which was posted on toandos.org and the toandos google group.
- **Commissioner #5 Vacancy.** CB provided a draft document for the process. Discussion followed on the process and timeline. CB will revise the draft to include DS information as the contact person; July 7 as the deadline for expressing interest to DS; all interested persons will be invited to the August 12<sup>th</sup> Board meeting for interviews; Board decision will follow that meeting; and term details according to the County. Following the approval by all Board members, the notice will be

posted by CB on the toandos google group, toandos.org website and on the front window of the Center.

**10. NEW BUSINESS**

- None.

**11. MEETING ADJOURNED 6:52pm**

Respectfully submitted,

Cathy Bohman, Acting Secretary