

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Sep 09 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 5:59 pm. The meeting was chaired by Denis Schmitt (DS); commissioners Cathy Bohman (CB), Thane Grooms (TG), Norm Johnson (NJ) and Joe Patterson (JP) attended in person. Joanmarie Eggert (JE), Secretary, Candace Monroe (CM), Treasurer and Cherylann Schmitt (CS), Kitchen Manager, also attended.
- 2. APPROVAL OF AGENDA** No changes to the agenda.
- 3. APPROVAL OF MINUTES** CB moved and TG seconded the approval of the Aug 12 2025 minutes as amended. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None.
- 5. COMMISSIONER ANNOUNCEMENTS** JP was welcomed to his first official meeting as a commissioner.
- 6. TREASURER REPORT** CM presented invoice information for approval. TG moved, NJ seconded, and all approved 6 vouchers, as amended for \$6,613.15.
- 7. BUILDING MANAGER REPORT**

Building Usage

- NTR

Building Maintenance

- Weeding pathways, continued watering and mowing.
- Grounds maintenance will stop on 9/28/25

Expenses

- None

Old Items

- TEPA Wellhouse & Generator fundraiser update
 - Wellhouse rebuild (meeting with workers)
 - Well repairs / water meter ... Bayview Pump

New Items

- Website map change is needed. TG to coordinate with Roland Faragher-Horwell.

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
- Well house rebuild, water meter
- Replace crashbars/exit devices on front doors
- Mailbox post replacement

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. DS adjusted the temperature to make sure it maintains temperature inside which seems to have worked.
- People are compliant with guidelines, and worker cards are up to date.
- There hasn't been a water puddle in the bottom of the refrigerator. Will keep an eye on it on the October 11th meeting.
- Stove and refrigerator had a deep clean.
- Coyle Women's Club to donate standard size coffee cups and cookware.

9. OLD BUSINESS

- Bylaw review - keep on agenda

- Tax Levy Status - everything has been approved and recorded at the courthouse.
- Garden Shed Signage and Status - nothing new.
- Banking. CM still needs to get together with investment specialist.

10. NEW BUSINESS

- Process for posting minutes. Secretary will send to Roland. Update the job position.
- PPatch. Grant funds can be given to the PnR for disbursement.

11. MEETING ADJOURNED 6:50

Respectfully submitted,

Joanmarie Eggert, Secretary