

## **MINUTES**

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

**923 Hazel Point Road**

**Oct 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 6:00 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** NJ moved and JP seconded the approval of the Aug 12 2025 minutes as amended. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None.
- 5. COMMISSIONER ANNOUNCEMENTS** None
- 6. TREASURER REPORT** CM presented invoice information for approval. TG moved, NJ seconded, and all approved 14 vouchers, as amended for \$13,213.40. TG abstained from voting on the Building Manager Stipend.
- 7. BUILDING MANAGER REPORT**

#### **Building Usage**

- 10/25/25 9am-6pm - Giese (private)
- 11/29/25 1pm-9pm - Robertson (private)

#### **Building Maintenance**

- Grounds maintenance stopped on 9/28/25

## Expenses

- New hose for public bib \$32.77
- Nitrile gloves for kitchen \$37.92

## Old Items

- TEPA Wellhouse & Generator fundraiser update.
  - Wellhouse rebuild \$10,498.49 - Regrade entire exterior and stump removal, filter fabric to 6ft away, drain rock, remove roof and siding, remove garbage and insulation, replace east sill with treated lumber, drill through concrete for pea-patch water pipe, install insulation (walls and roof), replace roof with extensions, metal roof over ice & water shield, install T-111 siding and plywood interior walls and ceiling, built new door and door jamb.
  - Well repairs / water meter ... Bayview Pumps \*see attached estimates. TG also presented info from today's walk thru with Bayview Pumps. Pressure gage shuts pump off at 50 psi, 1 bad pressure tank, and pump controller failed capacitor. About \$5,000 left from the fund raiser.

## New Items

- Closet ceiling/attic heater for freeze protection, **TG** working on.
- Starlink replacement of CenturyLink - Neighbor willing to pay for at least 2 years. DB moved, NJ seconded, and all approved that we proceed with the Starlink installation and accept the neighbor's offer of paying for 2 years.

## Planned Work

- Stanley door programming (back door parts option)
- Parking lot and sports court 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
- Garden shed door retainer **JE** to provide a sign for the door.

## Wish List

- Carpet replacement
- HVAC Heat Pump/ Mini Splits

#### **8. KITCHEN MANAGER REPORT**

- Food items are compliance, temperatures in compliance. Refrigerator and freezer holding cold well.
- Challenge with keeping the refer clean around the seal.
- People are compliant with guidelines, and worker cards are up to date.

#### **9. OLD BUSINESS**

- Bylaw review - keep on agenda
- Garden Shed Signage and Status - nothing new.
- Banking - should we open a bank account? Will keep this open.
- Update the Secretary job position description. **CB** looking into it!

#### **10. NEW BUSINESS**

#### **11. MEETING ADJOURNED 7:09**

Respectfully submitted,

Joanmarie Eggert, Secretary