

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Nov 11 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** CB moved and TG seconded the approval of the Oct 14 2025 minutes as amended. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None.
- 5. COMMISSIONER ANNOUNCEMENTS** TG, DS were voted in for another term. The levy was passed, but 25% voted against. DS to determine the basis for determining the levy. Prop #1 signs from the CWC will be stored in the community center, for the next election. **CB** will write a notice on toandos.org about the election results.
- 6. TREASURER REPORT** CM presented invoice information for approval. NJ moved, JP seconded, and all approved 8 vouchers, as amended, for \$6332.58.
- 7. BUILDING MANAGER REPORT**

Building Usage

11/29/25 1pm-9pm - Robertson (private)

Building Maintenance

P-Patch water turned off 11/7/25

Expenses

None

Old Items

- TEPA Wellhouse & Generator fundraiser update
 - Well repairs / water meter ... Bayview Pumps
- Closet ceiling/attic heater for freeze protection
- Starlink replacement of CenturyLink - Starlink installed, CenturyLink cancellation. Need to keep Century Link until we have an adapter for the UW Seismic Station. If no problems, once UW Station seems Ok, we can turn off CenturyLink. **CM** to look at when it makes sense to shut off. A motion was made to Cancel Century Link after the UW seismic station is successful and prior to the next vending cycle.
- Garden shed door retainer has been completed.

New Items

UW Seismic Network Station - see discussion above.

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
- Replace crashbars/exit devices on front doors
- Mailbox post replacement

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.
- People are compliant with guidelines, and worker cards are up to date, with the exception of two which will be addressed immediately.
- Commercial license will be up the beginning of the year. Will need water testing and septic testing prior to applying for a permit. **DS** and **CS** will arrange for the testing and obtaining the permit.

9. OLD BUSINESS

- Bylaw review - keep on agenda
- Garden Shed Signage and Status - completed.
- Banking - should we open a bank account? Will keep this open.
- Update the Secretary job position description. Completed.

10. NEW BUSINESS

- Budget - **CM** will work on budget for approval by the commissioners based on input from the meeting. The commissioners will need to sign the ordinance resolution No 2025-1 at later date. TG moved and NJ seconded, all approved that the 2026 Budget will reflect adjusting the levy amount to \$.15 per \$1,000 as approved by the levy vote.

11. MEETING ADJOURNED 7:33

Respectfully submitted,

Joanmarie Eggert, Secretary