

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Jan 13 2026 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 6:01 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 Cheryllann Schmitt (CS), Kitchen Manager, also attended.
- 2. APPROVAL OF AGENDA** No changes to the agenda.
- 3. APPROVAL OF MINUTES** TG moved and NJ seconded the approval of the Dec 09 2025 minutes. Minutes were approved by all.
- 4. PUBLIC COMMENTS** None
- 5. COMMISSIONER ANNOUNCEMENTS** None
- 6. TREASURER REPORT** CM presented invoice information for approval. TG moved, JP seconded, and all approved 9 vouchers for \$2772.74 for the 13th month of 2025 and 1 voucher for \$38.48 for January 2026.

7. BUILDING MANAGER REPORT

Building Usage

- Cleaning schedule (Sundays evenings 6-8pm)
- Yoga classes (January and February Saturdays 11:30 am)
- Coyle Sewing Guild (every first Tuesday at 1pm)
- Memorial for Marnie Moser sometime on February

Building Maintenance

- Closet ceiling/attic heater for freeze protection
- Starlink update

- UW PNSN battery backup
- New garbage can
- Will look into status of the bell

Expenses

- None

Old Items

- TEPA Wellhouse & Generator fundraiser update
- Well repairs / water meter ... Bayview Pumps -TG will request additional bids.

New Items

- None

Planned Work

- Stanley door programming (back door parts option)
- Parking lot and sports court stripes
- Entry tile trip hazard
- Wall phone, and phone wire removed
- 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. There is still a small puddle in the bottom of the refrigerator after a big event.
- 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. Probably will not need a site visit. Water testing has been conducted for obtaining the permit but have not received results yet.

9. OLD BUSINESS

- a. **Bylaw review** - look at bylaws and come with comments next week.
- b. **Banking** - CM still talking to the County about pros, cons, and rules.
- c. **Septic testing**- was supposed to happen on the 6th.
- d. **TG and DS Oath of Office** - done.
- e. **Key audit**- still needs to be done.
- f. **Computer corner**- maybe keep it for a music usage. **NJ** will update.

10. NEW BUSINESS

- a. **Assign a new website owner** - **CM** will take it on.
- b. **Generac extended warranty**. Pass.
- c. **ECCHO** would like to distribute medical equipment (like wheelchairs, canes). ECCHO will forward list to **TG** and he will forward it to others.

11. MEETING ADJOURNED 7:12

Respectfully submitted,

Joanmarie Eggert, Secretary