

MINUTES

P & R District #1 Board of Commissioners Meeting

923 Hazel Point Road

Dec 9 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 Thane Grooms (TG), Norm Johnson (NJ), and Joe Patterson (JP) attended in person Cathy Bohman (CB) called in. 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** TG moved and NJ seconded the approval of the Nov 09 2025 minutes as amended. Minutes were approved by all.
4. **PUBLIC COMMENTS** Richard Linzer- expressed appreciation for fixing the door.
5. **COMMISSIONER ANNOUNCEMENTS** DS and TG need to get the oath of office signed in PT. CB has stats on the levy. In the last several election, about 25% voted against the levy. The official announcement has come in certifying the election. DS passed along that the passing percentage is based on total votes.
6. **TREASURER REPORT** CM presented invoice information for approval. TG moved, NJ seconded, and all approved 4 vouchers, as amended, for \$648.20. Century Link should be totally closed out by the end of Friday. NJ moved, TG seconded, and all approved a motion to reimburse CM up to \$150 to cover the Century Link bill.
7. **BUILDING MANAGER REPORT**

Building Usage

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

Building Maintenance

- Closet ceiling/attic heater for freeze protection

- Starlink replacement of CenturyLink - Starlink installed, CenturyLink cancellation

Expenses

- Heater for closet \$109.19
- Vents for closet ceiling \$69.07
- Starlink replacement cable \$38.93
- Starlink vertical wall mount \$38.11
- Total \$255.30

Old Items

- TEPA Wellhouse & Generator fundraiser update
- Well repairs / water meter ... Bayview Pumps

New Items

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

JP moved, NJ seconded, and all approved to increase the garbage can size. CM will contact them.

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.
- New pots were donated by the Coyle Women's Club. Pots no longer needed will be offered at the Food Bank.
- 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. Septic inspection is Jan 6.

9. OLD BUSINESS

- Bylaw review - **CM** to convert the bylaws on the toandos.org web site so that we have an editable document to work with, and distribute to the board members.
- Budget - confirmed that the County received the budget.
- Banking - should we open a bank account? Will keep this open.

10. NEW BUSINESS

- Budget changes if needed, to be added to agenda
- Key to Gerry Bouthillier to open for food bank.
- Need to do an audit to find where the existing keys are located. TG will verify list of where the existing keys.
- Let's keep an eye on the computer corner and see if people are using it, or if we can get rid of it.

11. MEETING ADJOURNED 7:42

Respectfully submitted,

Joanmarie Eggert, Secretary