

# **Tonasket Parks and Recreation Board**

Wednesday, July 17th, 2019 at 6:45 PM

In the District Office of the Tonasket School District

## **Call to Order**

Meeting called to order at 6:52 pm with Billie Attwood, Jordan Weddle, Rick Massey, Dave Stangland and Stacey Kester present.

## **Special Hearing -**

Begins at 7:05 pm

- Discussion on adjusting the 2019 Budget
- Potential Resolution: 1-2019

## **AUTHORIZATION TO ADJUST THE 2019 BUDGET**

### **RECITALS:**

1. The Tonasket Parks and Recreation District partnered with the Tonasket School District to receive a grant for 4th and 5th grade swimming lessons and water safety instructions for 2019 totaling \$3500; and
2. The Tonasket Park and Recreation District received a \$500 grant from the Community Foundation of North Central Washington to fund swimming lessons for children who otherwise wouldn't afford lessons; and
3. The pool vacuum broke, which was an unexpected cost of \$3519.17 to replace; and
4. An AED, more Shade, and benches are needed at the pool and an estimated \$4,500 will be needed to cover the costs of these items;

### **THE COMMISSIONERS OF THE TONASKET PARKS AND RECREATION DISTRICT DO RESOLVE AS FOLLOWS:**

1. To increase the 2019 budget by \$12,020 as outlined below:

*Note: The County only uses whole numbers, so \$12,019.17 was rounded to \$12,020.*

Approved by all five commissioners; Stangland, Attwood, Massey, Weddle and Kester

Special Hearing concluded at 7:40 pm.

## **Consent Agenda**

- Minutes of previous meeting (attached)
- Minutes have been reviewed and edited. Dave moves to accept the minutes as edited, Rick seconds, minutes passed.

## **Hearing from individuals or groups (public comment)**

**No public present.**

*The Board welcomes all present to this meeting. Anyone wishing to speak on an issue not on the*

*agenda will be invited to speak once for up to three minutes. We may or may not discuss your issue at this meeting, more likely we will place it on a future agenda. Though we are unlikely to take any action this evening, we are very interested in hearing your comments.*

## **Agenda**

### **Finances**

- County Reports
  - 43% collection YTD
- Invoices and reports from the City
  - Pool Vacuum
  - A discussion regarding getting funds for the Vacuum from the Community Foundation as a maintenance expenditure.
  - Dave moves the process to access funds from the Community Foundation, Rick Seconded, motion passes unanimously

### **CITY BILLS**

WMS Aquatics-	Pool Vacuum and Supplies	4111.78
Coleman oil-	Pool	42.07
Wenatchee Valley YMCA (USBank)-	Lifeguard Training	360.00
WA St DOR Excise TAX-	Pool	417.21
Ferrellgas-	Propane	551.16
Midway-	Pool supply stretch cord	12.08
OXARC-	Fire Ext	38.79
Grants-	Band-aids	3.14
Lee Franks-	Glove Nit 6/27	13.36
Lee Franks-	Sprayer	54.09
Lee Franks-	Underwater Toys for Lessons	16.44
Lee Franks-	Flooring	26.28
Lee Franks-	Gloves Nit 6/18	13.36
Lee Franks-	Bags	17.47
Lee Franks-	Hooks Cleaner	19.10
Lee Franks-	Ins#219569	116.55
Office Depot-	Tape	81.86
Office Depot-	Pouch letter	4.50

PUD -	6/13/2019	524.23
Tonasket Parks and Rec	Financial Aide Vouchers	306
	Total	6729.47

We have questions/concerns on two bills: Frontier \$158.18 and Misc receipt 3657 \$698.04 = \$856.62

The city has a balance of 6,493.02

Dave motioned to pay the balance to the city minus the bills we have questions on and plus the swim vouchers for lessons: \$7043.24 - \$858.62 + \$306 = \$6493.02

- Enduris Renewal
  - 2,490.00
- Received payment from Tonasket School District
  - Communication Gazette cost for the announcement (special session) 26.25

TPIC

Little Learners park was given 800.00 earmarked for a picnic table at little learners park.

The voucher was signed for 9,809.27 totaling previous

- Annual Budget
  - The new adjusted annual budget agreement will need to go in front of the city council for approval.
  - Previous budget 66,850.00 adjusted 74,350.00
  - Reasoning covered during special hearing.

### **Old Business**

- Comprehensive Parks and Recreation Plan Update
  - Survey
  - You can find it on the TSPA and Soccer facebook page.
  - Also the survey can be found on Tonasket.org
- Grant Writing - Update
  - Quotes for shade, benches, AED and Water Aerobics instructor/classes.
  - Grant has been submitted.
- Pool Slide Update
  - AWS aquatics will cover the cost of fixing the slide.

### **New Business**

- Resolution 2-2019 : Legal Council
- Dale Crandall will act as new legal council.
- Jordon moves to have Dale Crandall as legal council , Dave seconds, motion passed.

**7:45 pm - Executive Session Yes ( ) No ( X )** (If yes, see the following page for checklist and tips)

**Adjourn:**

Dave left the meeting at 9pm

Rick moves to adjourn, Stacey seconds, motion passed. Meeting adjourned at 9:10pm.

**Meetings are scheduled for the 3rd Wednesday of every month at District Office of the Tonasket School District at 6:45 pm**

2019 Schedule: Jan 16th, Feb 20th, Mar 20th, Apr 17th, May 15th, Jun 19th,  
Jul 17th, Aug 21st, Sept 18th, Oct 16th, Nov 20th, Dec 18th

**Executive Summary Checklist**

(From [MRSC.org](http://MRSC.org))

	Requirement	X
<b>Meeting</b>	An executive session can only be held as part of a regular or special meeting.	
<b>Purpose</b>	The presiding officer announces in open session the purpose of the executive session.	
<b>End Time</b>	The presiding officer announces in open session the time the executive session will end.	
<b>Legal Counsel</b>	Legal counsel is present during the executive session, if required.	
<b>Confidentiality</b>	At the start of the executive session, participants are reminded that discussions are confidential.	
<b>Topics</b>	<b>Local governments can discuss the following topics set forth in RCW 42.30.110(1) in executive session:</b>	
	• Matters affecting national security. RCW 42.30.110(1)(a)(i).	
	• Infrastructure and security of agency computer and telecommunications network. RCW 42.30.110(a)(ii). <i>See back of the page.</i> Note: Requires presence of legal counsel.	
	• Real estate sale, purchase, or lease if a likelihood that disclosure would increase the price. RCW 42.30.110(1)(b), (c). If agency is seller/lessor, only minimum price may be discussed & factors influencing price must be discussed in public session. <i>Columbia Riverkeeper v. Port of Vancouver.</i>	
	• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. RCW 42.30.110(1)(c). <i>See back of page.</i> Note: Final action selling or leasing public property must be taken in open session.	
	• Negotiations on the performance of a publicly bid contract. RCW 42.30.110(1)(d). <i>See back of the page.</i>	
	• Complaints or charges brought against a public officer or employee. RCW 42.30.110(1)(f). Note: At accused's request, discussion must be in open session.	
	• Qualifications of an applicant for public employment. RCW 42.30.110(1)(g). <i>See back of page</i>	
	• Performance of a public employee. RCW 42.30.110(1)(g). <i>See back of page.</i>	
	• Qualifications of an applicant/candidate for appointment to elective office. RCW 42.30.110(1)(h). <i>See back of page.</i>	
	• Agency enforcement actions. RCW 42.30.110(1)(i). <i>See back of page.</i> <b>Note: Requires presence of legal counsel.</b>	
	• Current or potential litigation. RCW 42.30.110(1)(i). <i>See back of page.</i> <b>Note: Requires presence of legal counsel.</b>	
	• Legal risks of current or proposed action. RCW 42.30.110(1)(i). <i>See back of page.</i> <b>Note: Requires presence of legal counsel.</b>	
<b>Extended</b>	If the executive session is not completed by the originally announced end time, the	

<b>End Time</b>	presiding officer announces the extended end time in open session before returning to executive session	
<b>Resumption</b>	Open session is not resumed until after the announced end time.	



# PRACTICE TIPS\*

For Local Government Success



An executive session must begin after a regular or special meeting is convened and adjourn before the meeting ends. While an executive session will therefore always be a part of a regular or special meeting, it is possible to hold a special meeting for the sole purpose of holding an executive session.

To start, the chair must announce the executive session to those in attendance at the meeting, including: (1) the purpose of the executive session; and (2) the time when the executive session will end.

**Announced Purpose and Topics of Discussion:** The announced purpose of the executive session must be one of the statutorily-identified purposes for which an executive session may be held. The announcement must contain enough detail to identify the purpose as falling within the limits of the law.

***It would not be sufficient, for example, for a meeting chair to declare simply that the governing body will now meet in executive session to discuss "personnel matters."*** Discussion of personnel matters, in general, is not an authorized purpose for holding an executive session; only certain specific issues relating to personnel may be addressed in executive session.

**Attendance of legal counsel** – Legal counsel must be present at an executive session, either in person or remotely via a device that allows two-way communication, to discuss enforcement actions, current or potential litigation, or the legal risks of current or proposed action. "Potential litigation" means litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; or the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Discussion of the "legal risks" of a current or proposed action can only occur in executive session if public discussion of those legal risks is likely to result in an adverse legal or financial consequence to the agency.

### Notes for Specific Discussion Topics

- **Security of computer and telecommunications network** – Governing body may be briefed in executive session about agency cybersecurity issues or data breaches. If a data breach occurs, the agency must comply with breach notification requirements.
- **Contract Performance** – Review of contract performance of publicly bid contracts may only be discussed in executive session when public knowledge of such consideration would likely cause increased costs.
- **Qualifications of an applicant for public employment or review of performance of a public employee** – If the governing body elects to take final action regarding hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action must be taken in open session.
- **Qualifications of candidate for appointment to elective office** – Candidate interviews and final action appointing a candidate to elective office must be in an open public meeting.
- **Collective bargaining sessions** – Collective bargaining sessions with employee organizations are not subject to OPMA requirements and may occur in closed session without following OPMA procedures. This exemption applies to contract negotiations, grievance meetings, and discussions about the interpretation or application of a labor agreement or to that portion of a meeting when the governing body is planning or adopting its strategy during the course of any collective bargaining, professional negotiations, grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings in progress.

**Length of Session:** If the governing body concludes the executive session before the time stated, it should not reconvene in open session until the time stated. Otherwise, public may, in effect, be excluded from that part of the open meeting that occurs between the close of the executive session and the time when the chair announced the executive session would conclude. If the executive session is not over at the stated time, it may be extended only if the chair announces to the public at the meeting place that it will be extended to a stated time.

**Attendance:** Attendance at an executive session need not be limited to the members of the governing body. Persons other than elected members may attend the executive session at the invitation of the governing body. Those invited should have some relationship to the matter being addressed in the executive session, or they should be in attendance to otherwise provide assistance to the governing body. Note that if the stated purpose for the executive session is to discuss litigation or potential litigation with the governing body's attorney, the presence of persons at the session who are not governing body members or agency staff may waive the attorney-client privilege.

**Minutes:** Minutes are not required to be taken at an executive session. If minutes or notes are taken during an executive session, they may be subject to the disclosure requirements of the Public Records Act.

\*DISCLAIMER: These practice tips are meant to provide summary information on executive sessions; these tips are not intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

December 2018