

Tonasket Parks and Recreation Board

Wednesday, Apr 1st, 2020 at 6:45 PM
ONLINE ONLY per Proclamation [20-28](#) from the Governor

Call to Order 6:45 PM

Dave Stangland, Jordon Weddle, Rick Massey, Billie Attwood and Stacey Kester present via online video conference.

Public in attendance

Jill Wehmeyer and Gina Inlow

Consent Agenda

- [Minutes of previous meeting](#) (attached)
- Stacey motions to approve edited minutes, Dave seconded, motion passed.

Agenda

Planning for 2020 - Discussion on how to plan for the season...

Jill Wehmeyer and Jordon discussed that we should plan as if the season will start at the scheduled time. Currently school will get out at June 19th.

Hearing from individuals or groups (public comment)

The Board welcomes all present to this meeting. Anyone wishing to speak on an issue 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.

Finances

1. County Reports
 - a. Revenue ([link](#))
 - b. Expenses ([link](#))
2. Parks and Rec Invoices
 - a. Onix - We forgot to include tax on the voucher. ([link](#))
 - b. Postage from the county ([link](#))
3. Invoices and reports from the City
 - a. Revenue and Expense Report ([link](#))
 - b. Invoices from the City ([link](#)) \$33.79 (Frontier) + \$54.89 (PUD) = \$88.68
 - i. Dave motioned to pay the invoices from the city, Rick seconded the motion. Motion passed.
 - c. Pool Repair Update - (Dave)
 - i. Dave spoke with Darren. Darren wasn't sure when they scheduled for the fix. Dave plans to speak with Darren regarding getting scheduled for the fix.

Old Business

4. Annual SAO Audit Update -- Timelines may be adjusted, but still on track for an ontime submission.
 - a. Submission will be due by May 29th of this year. Billing is \$113 per hour and the total will be based on our total revenues.

New Business

- Pool Update
 - Hiring update for 2020
 - Jenny was hired as return pool manager.
 - Basket/cart, shade cloth and benches need to be purchased. Stacey is looking into purchasing items.
 - 4th and 5th Grade Swim Lessons for this year
 - The Stronger Schools Grant was submitted.
 - If school is cancelled for the remainder of the year the grant can be used for the following year.
- Swim Team
 - Jill Wehmeyer and Gina Inlow are present.
 - Schedule and home swim meet is of concern.
 - Plan to meet with Jenny and City on schedule
 - The Swim Team wants to look at the schedule for a larger amount of time.
 - Staggering age groups
 - Projected home swim meet July Tuesday-evening 28th (Cost? Fee?)
 - Shared use of equipment (will the pool replace equipment?). Equipment was purchased by the swim team. Kickboards, leg wedges and dive toys.
 - Jordon proposed voting on the meet that will be held on the 28th of July.
 - Billie moved to endorse the Tonasket AAU swim team having a meet on the 28th July. Stacey seconded. Motion passed.
- Trail Investigation Update
- Planning our Levy
 - Timeline - do we need to adjust our august election schedule?
 - For an August election, the submission date is May 8th.
 - For a November election, the submission date is Aug 4th.

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

Meeting adjourn at 7:54

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

2020 Schedule: Jan 15th, Feb 19th, Mar 18th, Apr 15th, May 20th, Jun 17th,
Jul 15th, Aug 19th, Sept 16th, Oct 21st, Nov 18th, Dec 16th

Executive Summary Checklist

(From MRSC.org)

	Requirement	X
Meeting	An executive session can only be held as part of a regular or special meeting.	
Purpose	The presiding officer announces in open session the purpose of the executive session.	
End Time	The presiding officer announces in open session the time the executive session will end.	
Legal Counsel	Legal counsel is present during the executive session, if required.	
Confidentiality	At the start of the executive session, participants are reminded that discussions are confidential.	
Topics	Local governments can discuss the following topics set forth in RCW 42.30.110(1) in executive session:	
	• 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> Note: Requires presence of legal counsel.	
	• Current or potential litigation. RCW 42.30.110(1)(i). <i>See back of page.</i> Note: Requires presence of legal counsel.	
• Legal risks of current or proposed action. RCW 42.30.110(1)(i). <i>See back of page.</i> Note: Requires presence of legal counsel.		
Extended End Time	If the executive session is not completed by the originally announced end time, the presiding officer announces the extended end time in open session before returning to executive session	
Resumption	Open session is not resumed until after the announced end time.	

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