

# Tonasket Parks and Recreation Board

Wednesday, May 20th, 2020 at 6:45 PM

ONLINE ONLY per Proclamation [20-28](#) from the Governor

**Call to Order 6:56 PM** Click on the following link to join: <https://meet.google.com/tpg-cmqe-spe>  
Jordon Weddle, Billie Attwood, Dave Stangland, Rick Massey, and Stacey Kester present via online video conference.

## No public in attendance

## Consent Agenda

- [Minutes of previous meeting](#) (attached)
- Rick moves to approve the minutes, Billie seconds, motion passed unanimously. Dave abstains due not having a copy of the minutes in front of him.

## Agenda

### **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](#) and [Expenses](#)
2. Invoices and reports from the City
  - a. Tonasket City

WMS Aquatics	Chlorine and cleaners	1370.14
Frontier	Communication	33.65
PUD	Power	52.21
Total		1456.00

### TPRD

WMS Aquatics	Grout repair	3334.62
County Auditor	Nov 2019 election	1338.02
Revolving fund	Shade - Confl Grant	433.49

### Voucher Totals

		6562.13
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Voucher: bills \$1456.00, WMS repairs \$3334.62, Reimbursement shade cloth \$433.49, county auditor \$1338.02 = Total \$6562.13

County bill for election Nov/2019 \$1338.02

Billie moves to pay the bills as read with the contingency that the Okanogan County bill is clarified. Dave seconds the motion, passed unanimously.

- b. [Revenue and Expense Report, Invoices from the City](#) (TBD)
- c. Pool Repair Update - (Dave)
  - i. WMS representatives made repairs around the edges of the pools and filled in a thin crack on the bottom.
  - ii. WMS representatives said the repairs are part of the routine maintenance.
  - iii. WMS is proposing grinding down the grout and applying new caulk. The caulk will need to set for 28 days.
  - iv. Dave plans to check back in with WMS to see the time frame of the next step.
  - v. Dave will approve the repairs if the quote is under \$15,000 and if over will bring the quote back to the board. Billie motions, Rick seconds, passed unanimously

### **Old Business**

- 3. 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.
- 4. 4th and 5th Grade Swim Grant
  - a. Grant changed to fund the 2021 season - We got the grant!
- 5. Purchasing Benches
  - a. Stacey has sourced bench quotes from WMS.
    - i. Dave would prefer to table the conversation and re measure the deck of the pool.
    - ii. Take inventory of the benches in the pool.
- 6. Shade Cloth
  - a. Has been purchased. Cost \$433.49
- 7. AED, Shade Cloth
  - a. [AED Quote](#)
  - b. We have a quote from Bound Tree for \$1,195 (linked above)
  - c. Rick spoke with Doug Sklar who put me in touch with Yvonne Kennedy training officer with LifeLine Ambulance. Rick has not heard back yet from Yevonne. Doug Sklar said AED typical price is approx. \$1500.
- 8. Planning our Levy ([Resolution 1-2020 Link](#))
  - a. For a November election, the submission date is Aug 4th.
  - b. [Assessed Values](#) and [per Thousand](#)
  - c. Table for next meeting.

### **New Business**

- 9. Pool Update
- 10. Billie and Jordon will meet with the city tonasket parks subcommittee.
- 11. Impromptu comprehensive park meeting today. Jordon attended. Chief Tonasket park was the topic of discussion.
- 12. Trail Investigation Update

Meeting adjourned at 8:47pm

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

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

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](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 End Time</b>	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	
<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