

Tonasket Parks and Recreation Board

Wednesday, November 18th, 2020 at 6:45 PM

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

Call to Order 6:45 PM Click on the following link to join: meet.google.com/sji-qrvy-uvb

Call to Order 6:49 PM Meeting called to order at 6:49 pm with Billie Attwood, Dave Stangland, Jordon Weddle Rick Massey and Stacey Kester present.

Special Hearing begins at 6:49

Special Hearing

- Discussion and setting of Levy Budget
- 2021 Budget Process
- County Levy Revenue \$120,844 overlevy \$16,906 actual levy \$103,938
- 2020 Projected Annual Budget \$69,941.00
- 2020 Expenditures \$13,938 (*COVID Closed Pool)
- 2021 Projected Annual Budget \$81,125 (increased budget: higher wages and pool repair)
- **Rick moves to approve the TPRD 2021 county expenditure and revenue budget as presented, Dave seconds, motion passed unanimously.**
 - [Annual Budget Draft](#)
 - [Updated Financial Forecast](#)
 - [Budget Letter](#) from the County
 - [Revenue Worksheet](#) (PDF)
 - [Expenditure Worksheet](#) (PDF)
- Levy Certification
 - [Letter to District](#)
 - [Inflation](#)
 - [Preliminary Values](#)
 - [Levy Certification Form](#)
 - [Ordinance/Resolution Form](#)
- **Dave moves to approve the 2021 Levy Certification as presented, Billie seconds, motion passed unanimously.**

The Tonasket Park and Recreation District was informed by Scott Furman, past assessor of Okanogan County, in May 2018 that we would be experiencing a levy correction. The Tonasket Park and Recreation District was unable to levy any taxes until 2016. The Assessor incorrectly levied \$50,718 for the Tonasket Park and Recreation District in 2015. To remedy this the County told us we could either pay back the full amount of the first year's levy (\$50,718) or pay it in three equal payments (\$16,906) by levy correction via short collecting. We elected to choose three equal payments.

For the 2020 Levy, \$36,820 was collected (\$53726 - \$16906) due to the overlevy. We have to increase our levy amount by \$17,444 from the prior year to get us to 1% above last year's budget. This is approximately a 47.4% increase from the prior levy collection, but not the budget.

\$17,444+\$36,820=\$54,264 plus new construction of \$861 makes our 2021 levy amount of \$55,125. We will actually only receive approximately \$38,219 in 2021. (Our actual levy amount is \$54,457 minus the \$16,906 correction amount.)

Dave motioned to approve the TRPD 2021 ordinance resolution, Billie seconded, motion passed unanimously.

End of Special Hearing 7:30pm

Consent Agenda

- [Minutes of previous meeting \(PDF Link\)](#)
- **Dave moves to approve the minutes as amended, Rick seconds, motion passed unanimously.**

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.

No Public Present tonight

Finances

1. County Reports
 - a. [Revenue](#) and [Expenses](#)
 - b.

2. Tonasket Park and Rec
 - a. Pool Repair Update - (Dave and Jordon)
Estimate: [Quote](#)

3. Invoices and reports from the City
 - a. Revenue and Expense Report, Invoices from the City (TBD)
 - b. Invoice from SAO: \$678.60
 - c. Invoice from Sound Publishing: \$20.20 (Legal Ad for Special Hearing)
 - d. Invoices from the city
 - e.

Zipty	Phone Bill	\$59.62
County PUD	Utilities	\$54.89
	Subtotal	\$114.51 City Invoices
SAO		\$678.60

Sound Publishing	Legal ad for special hearing	\$20.20
	Total	\$813.31

Dave motioned to approve to pay bills as stated above, Rick seconded, motion passed unanimously. Billie left the meeting at 7:40pm due to technical difficulties. She returned at 7:41.

Dave spoke with Alice Attwood at the city and confirmed the value of pool donations from previous years: \$10,271.40. TPRD would like to start discussions with the city regarding the planned use of these funds for example, anticipated repairs for 2021. The council will have to approve the use of these funds.

Old Business

- 4. Purchasing AED - (TABLED)
 - a. [AED Quote - Updated Quote](#)
 - b. [Okanogan County Child Development Association Quote](#)

- 5. (TABLED) Planning our Levy ([Resolution 1-2020 Link](#))
 - a. [Assessed Values](#) and [per Thousand](#)
 - b. Current plan is to run in April with August as a backup
 - c. Levy at 50% approval
 - d. Creation was at 60% in 2015

New Business

- 6. Trail Investigation Update
IT'S COLD LOTS OF SNOW!!!

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

Meeting adjourned at 7:58pm

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)

	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.	

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