

# Tonasket Parks and Recreation Board

Wednesday, Jun 16th, 2021 at 6:45 PM

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

**Call to Order 6:47 PM** Click on the following link to join: [meet.google.com/qkt-tcia-qwe](https://meet.google.com/qkt-tcia-qwe)

Stacey Kester, Rick Massey, and Billie Attwood are present. Dave Stangland joined the meeting at 6:49pm.

## Consent Agenda

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

Rachel Lacey from Tonasket Park Improvement Committee shares that the organization is starting a new project at History Park. Their primary focus will be to improve the playground equipment. They are looking to apply for larger grants and to do this they need to find a 501c3 sponsor. TPIC is asking if we can form this partnership with them. TPIC has a current grant they are wanting to apply for ASAP.

Rick motions to fully support TPIC as their sponsor with the contingency that we meet their needs as a 501c3 sponsor, Dave seconds, motion passed unanimously.

## Finances

1. County Reports
  - a. [Revenue Summary](#)
  - b. [Expense Summary](#)
    - i. Stacey had a County Assessor report and will get to Jordan.
2. Invoices and reports from the City
  - a. Revenue and Expense Report, Invoices from the City (TBD)
  - b.

ZiPLY	communications	59.59
? newspaper ad	communications	78.50
PUD	utilities	54.39
Dean Klepec	training	300.00
WMS	Repairs and maint. (For 2 bags fasteners) (pool coating paint)	393.52
WMS	Supplies (replacement filter bags)	187.79
Midway	supplies	209.09

Lee Frank Mercantile	supplies	37.07
<b>Rcpts received from city</b>	<b>Total:</b>	<b>1,319.95</b>

- c. City period expenditure totals are \$1355.73. This is \$35.78 greater than the total value of the receipts we received. The difference in value is within the *Supplies* account
- d. Stacey motions to approve the payment of \$1319.95 to reimburse the City for invoices received, Dave seconds, motion passed unanimously.
- e. Stacey will contact the city regarding a potential missing invoice(s) for a total value of \$35.78.

### 3. Tonasket Park and Rec

#### a. Pool Update (Dave, Billie, Jordon)

- i. Dave reported that the pool wall was grouted. Specifically the peninsula between the zero entry side and the big pool. May 17 the pool was filled.
- ii. Based on water records the pool is losing 6000 gallons of water a day. Historically the pool has lost this amount of water daily since May 2018 when records started. Dave spoke with Lyle at WMS regarding this. Records show this started occurring while the pool was in warranty. Searches throughout the facility and park grounds were conducted for evidence of leaks. They are experimenting with dyed water released near caulked joints to look for potential leaks. No leaks have been discovered at this time. Tests continue. TBD where the pool or pipes might be leaking.
- iii. Billie and Jordon met with the City of Tonasket representatives to assist in building the pool's covid health plan to submit to the Okanogan County Health Department.
- iv. At this meeting the topic of ongoing pool maintenance and repairs came up. The interlocal agreement with the City of Tonasket and TPRD was reviewed. The city will seek guidance from their legal counsel and assistance from Dave Stangland in holding WMS liable for repairs of initial failure problems: grout and a potential leak. At this point Dave has not heard from the city.
- v. Four lifeguards are fully certified and qualified. Two candidates did not pass the written test on the first round and the second round. Since then, two former lifeguards have been recruited and are working on renewing their certifications.
- vi. Every family must complete a waiver in order for their family members to swim at the pool.
- vii. Jenny, the pool manager, is proposing to move swim lesson sessions to one week in length. Smaller groups (three kids) are required.
- viii. The pool plans to open June 21st:
  1. Monday - Friday
  2. Mornings: swim lessons
  3. 12pm-1pm: lap swim
  4. 1pm-4pm: public swim
  5. 5pm-6pm: lap swim
  6. Tue & Thur 6pm-8pm: family swim

#### b. Enduris Renewal Survey

- i. It's done. We're good. Thanks Billi.

### **Old Business**

#### 4. AED - Update:

Purchased, need a plan for install when it arrives.

5. 4th and 5th Grade Swim Days - update
  - a. For the swim days, not enough lifeguards were available to run the program.
  
6. Funding for swim vouchers.
  - a. Sent a submission for the \$500 Grant from the CFNCW. Should arrive soon.
  - b. \$720 remains from the 2019 4th and 5th Grade swim days.
    - i. A couple of ideas have been floated for using this money so far
      1. Authorise a voucher for 4th and 5th grade students
      2. Use the \$ to fund a free water safety class or free swim class for each 2 week session just for 4th and 5th grade students. (\$720 funds about 48 lifeguard hours so the class may be partially funded by these funds)
      3. Dave motions to have Billie and Jordon work with Jenny and the city to best use the \$720 from the 4th and 5th grade grant for swimming safety, Rick seconded, motion passed unanimously.
  
7. SAO Annual Report - Submitted
  - a. [2020 Annual Report](#)

**New Business**

8. Move to in person meetings?
  - a. Billie motions to continue as is, Dave seconds, motion passes unanimously.
  
9. Trail Investigation Update:
  - a. Nothing to report.
10. Dave has new business
  - a. Dave reports that Pat Green memorial funds will be donated to the city pool, via the Community Foundation(?).

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

**Adjourn:** Billie motions to adjourn at **8:41pm**, Stacey seconds, motion passes.

**Meetings are scheduled for 6:45pm on the 3rd Wednesday at the District Office of the Tonasket School District** 2021 Schedule: Jan 21th, Feb 17th, Mar 17th, Apr 21th, May 5th, May 19th, Jun 16th, Jul 21th, Aug 18th, Sept 15th, Oct 20st, Nov 17th, Dec 15th

**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.	



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.